

Jones, Dorothy M.

Dorothy M. Jones Papers
1954-1983

Title Statement

Jones, Dorothy M.A Guide to the Dorothy M. Jones Papers RG 18-4A1

Author: Victoria Winn, February 2005; Revised by Susan M. Catlett, June 2005

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Descriptive Summary

Unit ID

RG 18-4A1

Unit ID

/repositories/3/resources/291

Unit Date

1954-1983

Unit Date

Date acquired: 10/28/1976

Language

English

Abstract

This collection deals primarily with Dorothy M. Jones' career as a professor at the Norfolk Division of the College of William and Mary. The papers document her studies conducted through classes for the benefit of local businessmen, business correspondence, papers, and published materials.

Creator

Jones, Dorothy M.

Extent

1.60 Linear Feet

Extent

4 Hollinger document cases boxes

Repository

ODU University Archives

Administrative Information

Conditions Governing Access

Open to researchers without restrictions.

Conditions Governing Use

Before publishing quotations or excerpts from any materials, permission must be obtained from Special Collections and University Archives, and the holder of the copyright, if not Old Dominion University Libraries.

Source of Acquisition

Dorothy M. Jones

Method of Acquisition

Gift.

Processing Information

The collection was processed by and finding aid completed by Victoria Winn in February 2005.

Preferred Citation

[Identification of item], Box [insert number], Folder [insert number and title], Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Biographical or Historical Information

Dorothy M. Jones was a professor at Old Dominion University from 1954-1976. She retired after 20 years of teaching and passed away in 1992. Ms. Jones was one of four children of a schoolteacher. Ms. Jones attended Randolph Macon Women's College from 1928 until 1932, when she graduated with her Bachelor's degree in Abnormal Psychology. After graduating from Randolph Macon, Dorothy Jones was offered two fellowships. She decided to accept the fellowship offered by New York University. In 1933, she graduated with a Masters degree in Marketing from New York University.

After graduation, Jones began her business career by being retained at Stern Brothers as an Assistant Buyer in the Fashion Department. She later transferred to Lord and Taylor and served in a similar position. Jones would eventually end up working for Consolidated Millinery Department and through that company would be transferred to 3 different states during her 14-year employment with the company.

It was when Jones suffered a foot injury that required surgery that she decided to pursue a teaching career. So Jones joined Old Dominion University (then the Norfolk Division of the College of William and Mary) as the Head of the Merchandising Department in 1954, and continued to serve as the head until 1959. Jones served as the Assistant Professor of Distributive Education during her career in the Merchandising Department as well. When she left that Distributive Education, Ms. Branigan and Joe Bigs followed her to fill that position. Jones served in the capacity of Head of Merchandising for five years until 1959 when she left that position to become the Associate Professor of Business Management in the School of Business, until her retirement in 1976. Jones retired with Emeritus status and she was an integral figure in promoting the conception, establishment, and organization of the ODU Emeriti program.

During her career at Old Dominion University, Jones eventually sought funds from local businesses to establish the founding of a Chair of Merchandising within the Business Department. She was unable to obtain this goal before her retirement, a fact that disappointed her. There are two scholarships at Old Dominion University that are connected to Dorothy Jones. The first is one that she established in honor of her parents, which is the Bagwell-Jones scholarship. The second scholarship shows the popularity of Jones with her students and the impact that she had on their lives. A former student of Jones' established it anonymously in her honor.

Note written by Victoria Winn

Scope and Contents

This collection deals primarily with Dorothy Jones' career as a professor at the Norfolk Division of the College of William and Mary, Old Dominion College, and Old Dominion University. Included in the collection are directories; reports; studies; pamphlets; papers; correspondence; newspaper clippings; photos; speeches, and various other material. The collection does not contain a lot of personal information about Dr. Jones.

Related Materials

Oral Histories in the Perry Library: [Dorothy M. Jones](#)

Keywords

College of William and Mary. Norfolk Division--Faculty
Old Dominion University--Faculty
Distributive education--United States
Merchandising
Old Dominion University. School of Business Administration
Old Dominion University. Department of Business Administration

Arrangement Note

The collection is organized into four series: Series I: Head of Merchandising; Series II: Associate Professor of Business Administration; Series III: Retirement; and Series IV: Albums/Scrapbooks.

Description of Subordinate Components

Series I: Head of Merchandising

Unit ID Series I

Unit ID /repositories/3/archival_objects/71791

Unit Date 1954-1959

Scope and Contents

This series contains pictures, papers and material relating to Dorothy M. Jones during her time as the Head of the Merchandising Department.

Arrangement

Chronologically

Box 1

Unit ID Box 1

Unit ID /repositories/3/archival_objects/71792

Mixed Materials 1 (box)

Folder 1: Articles Relating to Dorothy Jones' Tenure as Department Head

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/71793

Mixed Materials 1 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 1, Articles Relating to Dorothy Jones' Tenure as Department Head, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Paperwork Filed with Distributive Education

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/71800

Mixed Materials 1 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 2, Paperwork Filed with Distributive Education, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Pennywise Shopping Survey

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/71807

Mixed Materials 1 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 3, Pennywise Shopping Survey, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Graduate Paper by Dorothy Jones Submitted at Chapel Hill, Newspaper Articles Relating to Her Time in Chapel Hill

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/71813

Mixed Materials 1 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 4, Graduate Paper by Dorothy Jones Submitted at Chapel Hill, Newspaper Articles Relating to Her Time in Chapel Hill, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Correspondence and Subsequent Publications with the National Research Bureau

Unit ID Folder 5

Unit ID /repositories/3/archival_objects/71819

Mixed Materials 1 (box)

Container 5 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 5, Correspondence and Subsequent Publications with the National Research Bureau, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Series II: Associate Professor of Business Management (1960-1976-Retirement)

Unit ID Series II

Unit ID /repositories/3/archival_objects/71794

Unit Date 1960-1976

Scope and Contents

This series contains pictures, papers and material relating to Dorothy M. Jones during her tenure with the Department of Business Management. Of particular interest would be the number of Shopping surveys Ms. Jones completed during this time.

Arrangement

Chronologically

Box 1

Unit ID Box 1

Unit ID /repositories/3/archival_objects/71795

Mixed Materials 1 (box)

Folder 6: Shopping Survey

Unit ID Folder 6

Unit ID /repositories/3/archival_objects/71799

Mixed Materials 1 (box)

Container 6 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 6, Shopping Survey, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: Graduate Paper by Dorothy Jones Submitted at Chapel Hill

Unit ID Folder 7

Unit ID /repositories/3/archival_objects/71803

Mixed Materials 1 (box)

Container 7 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 7, Graduate Paper by Dorothy Jones Submitted at Chapel Hill, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: Essays and Publications

Unit ID Folder 8

Unit ID /repositories/3/archival_objects/71810

Mixed Materials 1 (box)

Container 8 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 8, Essays and Publications, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Research and Papers on the Williamsburg Pottery

Unit ID Folder 9

Unit ID /repositories/3/archival_objects/71817

Mixed Materials 1 (box)

Container 9 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 9, Research and Papers on the Williamsburg Pottery, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 10: Newspaper Articles on the Williamsburg Pottery

Unit ID Folder 10

Unit ID /repositories/3/archival_objects/71824

Mixed Materials 1 (box)

Container 10 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 10, Newspaper Articles on the Williamsburg Pottery, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Box 2

Unit ID Box 2

Unit ID /repositories/3/archival_objects/71796

Mixed Materials 2 (box)

Folder 1: Newspaper Articles Relating to Dorothy Jones as Associate Professor of Business Management

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/71797

Mixed Materials 2 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 1, Newspaper Articles Relating to Dorothy Jones as Associate Professor of Business Management, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Class Materials

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/71805

Mixed Materials 2 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 2, Class Materials, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: ODU Campus

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/71812

Mixed Materials 2 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 3, ODU Campus, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Guidelines for Professors Handbook

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/71818

Mixed Materials 2 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 4, Guidelines for Professors Handbook, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Personal Correspondence

Unit ID Folder 5

Unit ID /repositories/3/archival_objects/71825

Mixed Materials 2 (box)

Container 5 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 5, Personal Correspondence, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 6: Shopping Survey

Unit ID Folder 6

Unit ID /repositories/3/archival_objects/71829

Mixed Materials 2 (box)

Container 6 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 6, Shopping Survey, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: Naval Supply Center Speech

Unit ID Folder 7

Unit ID /repositories/3/archival_objects/71833

Mixed Materials 2 (box)

Container 7 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 7, Naval Supply Center Speech, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: GEX

Unit ID Folder 8

Unit ID /repositories/3/archival_objects/71835

Mixed Materials 2 (box)

Container 8 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 8, GEX, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Student Wives' Club

Unit ID Folder 9

Unit ID /repositories/3/archival_objects/71837

Mixed Materials 2 (box)

Container 9 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 9, Student Wives' Club, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 10: Essays and Publications

Unit ID Folder 10

Unit ID /repositories/3/archival_objects/71839

Mixed Materials 2 (box)

Container 10 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 10, Essays and Publications, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Series III: Retirement

Unit ID Series III

Unit ID /repositories/3/archival_objects/71798

Unit Date 1976-1983

Scope and Contents

This series contains papers that were in the collection that are dated after her retirement. The papers related mainly to Emeriti matters.

Arrangement

Chronological

Box 2

Unit ID Box 2

Unit ID /repositories/3/archival_objects/71801

Mixed Materials 2 (box)

Folder 11: Emeriti Matters

Unit ID Folder 11

Unit ID /repositories/3/archival_objects/71802

Mixed Materials 2 (box)

Container 11 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 11, Emeriti Matters, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 12: Blue Cross/Blue Shield Emeriti Paperwork

Unit ID Folder 12

Unit ID /repositories/3/archival_objects/71809

Mixed Materials 2 (box)

Container 12 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 12, Blue Cross/Blue Shield Emeriti Paperwork, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 13: Library

Unit ID Folder 13

Unit ID /repositories/3/archival_objects/71816

Mixed Materials 2 (box)

Container 13 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 13, Library, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 14: Miscellaneous Paperwork

Unit ID Folder 14

Unit ID /repositories/3/archival_objects/71823

Mixed Materials 2 (box)

Container 14 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 14, Miscellaneous Paperwork, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 15: Woolworth Book

Unit ID Folder 15

Unit ID /repositories/3/archival_objects/71827

Mixed Materials 2 (box)

Container 15 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 15, Woolworth Book, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 16: North Carolina Court of Appeals Book

Unit ID Folder 16

Unit ID /repositories/3/archival_objects/71831

Mixed Materials 2 (box)

Container 16 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 16, North Carolina Court of Appeals Book, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Series IV: Albums/Scrapbooks

Unit ID Series IV

Unit ID /repositories/3/archival_objects/71804

Unit Date 1954-1958

Scope and Contents

This series is interesting and valuable as it contains the scrapbooks and albums that Ms. Jones constructed herself. The original were preserved through copies and the original material was removed in the interests of preservation. The documents in this series range from a number of photographs to programs for events and personal letters and correspondence

Arrangement

chronological

Box 3

Unit ID Box 3

Unit ID /repositories/3/archival_objects/71806

Mixed Materials 3 (box)

Folder 1: Copy of the Original Scrapbook

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/71808

Unit Date 1955

Mixed Materials 3 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 1, Copy of the Original Scrapbook, 1955, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Original Material From Scrapbook

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/71815

Unit Date 1955

Mixed Materials 3 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 2, Original Material From Scrapbook, 1955, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Copy of the Original Scrapbook, Volume One

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/71821

Unit Date 1954-1957

Mixed Materials 3 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 3, Copy of the Original Scrapbook, Volume One, 1954-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Original Material From Scrapbook, Volume One

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/71822

Unit Date 1954-1957

Mixed Materials 3 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 4, Original Material From Scrapbook, Volume One, 1954-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Copy of the Original Scrapbook, Volume Two

Unit ID Folder 5

Unit ID /repositories/3/archival_objects/71828

Unit Date 1954-1957

Mixed Materials 3 (box)

Container 5 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 5, Copy of the Original Scrapbook, Volume Two, 1954-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 6: Original Material From Scrapbook, Volume Two

Unit ID Folder 6

Unit ID /repositories/3/archival_objects/71832

Unit Date 1954-1957

Mixed Materials 3 (box)

Container 6 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 6, Original Material From Scrapbook, Volume Two, 1954-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: Copy of the Original Scrapbook, Book One

Unit ID Folder 7

Unit ID /repositories/3/archival_objects/71834

Unit Date 1956-1957

Mixed Materials 3 (box)

Container 7 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 7, Copy of the Original Scrapbook, Book One, 1956-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: Original Material From Scrapbook, Book One

Unit ID Folder 8

Unit ID /repositories/3/archival_objects/71836

Unit Date 1956-1957

Mixed Materials 3 (box)

Container 8 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 8, Original Material From Scrapbook, Book One, 1956-1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Copy of the Original Scrapbook, Book Two

Unit ID Folder 9

Unit ID /repositories/3/archival_objects/71838

Unit Date 1957

Mixed Materials 3 (box)

Container 9 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 9, Copy of the Original Scrapbook, Book Two, 1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Original Material From Scrapbook, Book Two

Unit ID Series 10

Unit ID /repositories/3/archival_objects/71840

Unit Date 1957

Folder 11: Copy of the Original Scrapbook, Book Three

Unit ID Folder 11

Unit ID /repositories/3/archival_objects/71841

Unit Date 1957

Mixed Materials 3 (box)

Container 11 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 11, Copy of the Original Scrapbook, Book Three, 1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 12: Original Material From Scrapbook, Book Three

Unit ID Folder 12

Unit ID /repositories/3/archival_objects/71842

Unit Date 1957

Mixed Materials 3 (box)

Container 12 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 12, Original Material From Scrapbook, Book Three, 1957, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 13: Copy of Original Scrapbook

Unit ID Folder 13

Unit ID /repositories/3/archival_objects/71843

Unit Date 1957-1958

Mixed Materials 3 (box)

Container 13 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 13, Copy of Original Scrapbook, 1957-1958, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Box 4

Unit ID Box 4

Unit ID /repositories/3/archival_objects/71811

Mixed Materials 4 (box)

Folder 1: Original Material From Scrapbook

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/71814

Unit Date 1957-1958

Mixed Materials 4 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 4, Folder 1, Original Material From Scrapbook, 1957-1958, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Original Material From Scrapbook

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/71820

Unit Date 1957-1958

Mixed Materials 4 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 4, Folder 2, Original Material From Scrapbook, 1957-1958, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Original Material From Scrapbook

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/71826

Unit Date 1957-1958

Mixed Materials 4 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 4, Folder 3, Original Material From Scrapbook, 1957-1958, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Original Material From Scrapbook

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/71830

Unit Date 1957-1958

Mixed Materials 4 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 4, Folder 4, Original Material From Scrapbook, 1957-1958, Dorothy M. Jones Papers, Special Collections and University Archives, Old Dominion University Libraries.