

Archives and Special Collections

Dickinson College

Carlisle, Pennsylvania

**COLLECTION REGISTER**

Name: **Metzger Institute, Carlisle, PA** **EA 04**

Materials: Records (1881-1912)

Volume: 1.5 linear feet (Document Boxes 1-3, 1 Oversized Box)

Donation: Original accession

Usage: These materials have been deposited without restrictions on usage.

**HISTORICAL NOTE**

At his death in 1879, George Metzger, Dickinson College class of 1798, bequeathed a portion of his land, books, assets, and over \$25,000 to the town of Carlisle, Pennsylvania for the purpose of opening a non-denominational Christian college for women. To this end, a four-story, brick façade Victorian house was constructed upon two acres of Metzger property on North Hanover Street in 1881. On September 28 of that year, the Metzger Institute, a College for Young Ladies, was opened. The building provided Metzger students with a gymnasium, a dining room, and a library, as well as classroom and dormitory space. The rest of the campus included a tennis court and gardens.

According to its certificate of incorporation, the institution was to instruct young women in “useful and ornamental branches of education.” Thus, the institution offered English, mathematics, Latin, geography, Bible study, French, German, philosophy, history, rhetoric, the sciences, art, music, and eventually an athletic program. Young women attending Metzger Institute could choose from three courses of study: the Classical Course, the English Course, or the College Preparatory Course. In 1894, the name of the institution was changed to Metzger College. The change in name highlighted the expansion of the institution. Following the name change, students could choose from five course of study: the Classical Course, the English Course, the Preparatory Course, the Modern Language Course, or the Special Course which allowed students to take courses at the institution without pursuing a degree. An Art School and a Music School were also established for a short time due to the school’s expansion.

However, in 1913, as the Institute was struggling for funding, its trustees decided to close Metzger College and lease the building rent-free to Dickinson College on the condition that the building was used for the education of women. Dickinson housed female students in the building until 1963 when the building keys were symbolically returned to the Metzger trustees. The property was sold shortly thereafter, and the building razed to make room for new business establishments.

## COLLECTION DESCRIPTION

The Metzger College records are housed in three document boxes and one oversized box. The materials in these records are arranged into six record groups: Publications, Grades and Department, Financial Records, Library Circulation Records, Ephemera, and Scrapbooks. The materials in this collection were produced by Metzger Institute between 1881 and 1913.

Publications, Record Group 1, contains catalogues and circulars produced by Metzger Institute from 1893-1910. The record group has been divided into two sub series: catalogues and circulars. The series are then arranged chronologically. These items include general information on the institution, rules, cost, courses, and pictures of the college.

Record Group 2, Grades and Department, consists of grade books and chapel attendance records. Items in the record group range in date from 1881 to 1910 and are arranged chronologically. The grade books include information on individual student grades, chapel attendance, and general department. Information on chapel attendance includes the names of individual students and their chapel attendance record. Reasons for absences are occasionally included in the margins. Furthermore, many of the items in this series contain newspaper clippings regarding school activities.

Financial Records, Record Group 3, includes several student account books and a student cash book kept by the Institute. The records are arranged chronologically, dating from 1895 to 1912. This group documents the cost of tuition, board, books, and lessons. Student cash books contain records of students' personal expenses, often unrelated to the school. Many volumes within the record group contain loose scraps of paper containing calculations.

Record Group 4, Library Circulation Records, contains information dating from 1898 to 1899. The Library Circulation Records list the titles of books students checked out from the library.

Ephemera, Record Group 5, contains invitations and programs for various events. The records were arranged chronologically, dating from 1881 to 1899.

Record Group 6 consists of a Scrapbook produced by Harriet L. Dexter, Principal of the Metzger Institute. Titled "A Book of Remembrance for the Alumnae of Metzger Institute, Carlisle, Pa.," the scrapbook records the years 1881 through 1895. The scrapbook includes newspaper clippings, invitations, programs, and menus from Metzger Institute.

## COLLECTION INVENTORY

### **RG 1 - PUBLICATIONS**

#### RG 1 INVENTORY

##### 1.1 Catalogues

- 1.1.1 Metzger College Catalogue – 1893-1894
- 1.1.2 Metzger College Catalogue – 1895-1896 (2)
- 1.1.3 Metzger College Catalogue – 1899-1900
- 1.1.4 Metzger College Catalogue – 1900-1901
- 1.1.5 Metzger College Catalogue – 1902-1903
- 1.1.6 Metzger College Catalogue – 1909-1910

##### 1.2 Circulars

- 1.2.1 Metzger College Admissions Circular – 1895
- 1.2.2 Metzger College Brochure – 1900

### **RG 2 - GRADES AND DEPARTMENT**

#### RG 2 INVENTORY

##### 2.1 Grades and Department

- 2.1.1 Grade Book – 1881-1889
- 2.1.2 Monthly Report Book – 1881-1892
- 2.1.3 Chapel Attendance Record Book – 1881-1895
- 2.1.4 Monthly Reports of Class Work – 1893-1908
- 2.1.5 Record of Students' Grades and Chapel Attendance – 1909-1910

### **RG 3 - FINANCIAL RECORDS**

#### RG 3 INVENTORY

##### 3.1 Financial Records

- 3.1.1 Student Accounts – 1895-1898
- 3.1.2 Cashbook – 1896-1898
- 3.1.3 Student Accounts – 1900-1904
- 3.1.4 Student Accounts – 1905-1911
- 3.1.5 Student Accounts – 1911-1912

## **RG 4 – LIBRARY CIRCULATION RECORDS**

### RG 4 INVENTORY

#### 4.1 Library Circulations Records

4.1.1 Library Circulation Record – 1898-1899

## **RG 5 - EPHEMERA**

### RG 5 INVENTORY

#### 5.1 Ephemera

5.1.1 Founder's Day Celebration Program – 1882 (2)

5.1.2 Soiree Musicale Invitation – 1884

Founders Day Invitation – 1884

Reception Invitation – 1885

Soiree Musicale Invitation – 1885

Lawn Reception Invitation – Class of 1892

“Musicale” Program – 1895

Commencement Invitation – 1899

Lawn Reception Invitation

Lawn Reception Invitation

## **RG 6 – SCRAPBOOKS**

### RG 6 INVENTORY

#### 6.1 Scrapbooks

6.1.1 The Book of Remembrance for the Alumnae of Metzger Institute – 1881-1895