

**McLean County Museum of History**

**Brown's Business College  
(Ruth Olson) Collection**

Processed by  
Andrew Loy

Summer 2018

**Collection Information**

VOLUME OF COLLECTION:	1 Box
COLLECTION DATES:	1907-08
RESTRICTIONS:	None
REPRODUCTION RIGHTS:	Permission to reproduce or publish material in this collection must be obtained in writing from the McLean County Museum of History
ALTERNATIVE FORMATS:	None
OTHER FINDING AIDS:	None
LOCATION:	Archives
NOTES:	Gift of Julie Shadid, 2018

## **Brief History**

Ruth Olson was born to Swedish immigrants Ole and Emma Olson near Carlock in 1890. She largely grew up and lived on the family farm near Shirley, moving into Bloomington late in her life. She never married and had four brothers and one sister.

Olson attended Brown's Business College from early 1907 through summer 1908. The college trained primarily women in business office skills such as bookkeeping, stenograph operation, cashiering and other clerical tasks. Classes were offered both on weekdays and evenings and cost \$20 for a ten week term in 1900.

Originally founded by G. W. Brown of Jacksonville, the school established campuses in several towns. The college opened a site in downtown Bloomington in the early 1890s and continued operation at successive downtown locations until the early 1940s.

## **Scope**

The collection includes Olson's 1907-08 bookkeeping tests and exercises, etc. from her time at Browns Business College.

## **Folder Inventory**

### **Folder 1: Obituary**

- 1.1 Gift Agreement
- 1.2 Obituary of Miss Ruth Olson from May 13, 1955. (Added by staff in 2018.)

### **Folder 2: Bookkeeping Tests**

- 2.1 Test I, December 11, 1907.
- 2.2 Test II, January 24, 1908.

### **Folder 3: Bookkeeping Practice Sets**

- 3.1 Sets I and II, February 28, 1907.
- 3.2 Set III, December 17, 1907.
- 3.3 Sets V and VI, February 18, 1908.
- 3.4 Set VII, August 13, 1908. 4pp.

#### **Folder 4: Other Bookkeeping Exercises & Practice Sets**

- 4.1 Chapter I, January 23, 1907.
- 4.2 Model Set, February 19, 1907.
- 4.3 Practice set for retailer, August 1, 1908.

#### **Folder 5: Brown's Method of Teaching Notebooks**

- 5.1 Customers Ledger, January 1907- October 1908.
- 5.2 Cash and Sales Book, January 1907-October 1908.
- 5.3 Day, Statement and Order Book, January-February 1907.
- 5.4 Bills Receivable, May 1907- June 1908.
- 5.5 Penmanship guidebook, 38 plates, undated. Includes original envelope.

#### **Folder 6: Miscellaneous scrap paper, forms and lesson book**

- 6.1 Business Forms, February 25<sup>th</sup>, 1907. 10 pp.
- 6.2 Scratch papers and stray exercises, undated.