

∞ The Ward M. Canaday Center ∞  
for Special Collections  
The University of Toledo

Finding Aid

➤ Gail Pass Papers, ca. 1970-1997 ◀

MSS-177

**Size:** 7.25 lin. ft.

**Provenance:** received from Gabrielle Davis, June 20, 2003

**Access:** open

**Collection Summary:** Collection contains materials documenting Gail Pass's writing career and business activities, correspondence, published material, personal fiction manuscripts, audiovisual content, and ephemera.

**Subjects:** [Literature](#), [Women](#)

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**Completed by:** Sara Wise, 2003; last updated: July, 2014

**Gail Pass Papers**  
**ca. 1970-1997**

**Biographical Sketch**

Gail Bernice Pass was born in Toledo, Ohio, in 1940 to Arthur R. and Helen M. Pass and spent her youth in the Toledo area. She attended Ottawa Hills High School and graduated as valedictorian of her class in 1958. Gail then attended Smith College where she studied liberal arts but after two years transferred to the University of California at Berkeley where she earned a B.A. in Psychology. Ms. Pass remained in California for a time after her studies and worked as a writer, having success in publishing two novels. The first, *Zoe's Book*, was published by Houghton Mifflin in 1976 and was nominated for the Hemingway Prize in Fiction. *Surviving Sisters* was published by Atheneum in 1981.

Ms. Pass also worked as an instructor at the University of New Hampshire between the years 1977-1979. She taught fiction and women's writing courses while also serving as a coordinator for a battered women's shelter. After a time in the New England area, and also in Canada, Ms. Pass returned to Toledo, working as a guest lecturer at the University of Toledo and also became a publications coordinator for the former Toledo Trust Co.

Although Ms. Pass had gained some recognition and success in publishing her works of fiction, she decided to put her creative writing abilities to use in as a self-employed free-lance writer. She began working with various businesses, schools, and organizations, and contracted work for brochures, reports, speeches, letters, etc. She developed very profitable connections to such Toledo establishments as the Medical College of Ohio, the Toledo Museum of Art, and the Toledo Public School System, along with many other local groups. Along with her professional writing work, Ms. Pass also gave writing seminars to various groups and continued to work in community service, reading *Time* magazine articles into a tape recorder for residents at the Sight Center.

In July of 1997, Ms. Pass was diagnosed with pancreatic cancer. She died on Monday, August 25, 1997 in Hospice of Northwest Ohio at the age of 57.

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**Scope and Content Note**

The Gail Pass Papers cover materials documenting Ms. Pass' writing career and business activities. The collection has been divided into 9 series, titled by subject. Series I, **(S1) Correspondence** consists of personal letters, cards, and postcards as well as professional correspondence. Series II, **(S2) Periodicals** contains various newsletters, magazines and other publications which were either received by Ms. Pass for personal or professional use or contain reference or highlights of her writings or work. Series III, **(S3) Personal/Fiction Writing** is a collection of Ms. Pass' personal fiction manuscripts. It contains materials documenting her writing process from the earliest drafts to publishing statements and agent work. For some of her larger works of fiction, numerous copies and proofs are contained. Series IV, **(S4) Business Writing** contains materials pertaining to Ms. Pass' professional writing services to various businesses, organizations, schools, groups, etc. The materials are grouped by the organization's title and may include everything from proposals and requests for work to the research materials, publications, and reports used for her work. Also included are numerous drafts, copies, and revisions of her work. Series V, **(S5) Professional Writing Seminars** is a collection of reference type materials created by Ms. Pass and presented at writing seminars that she gave to various professional organizations. The series contains outlines, worksheets and teaching/reference materials used by both Ms. Pass and her audience for these seminars. Series VI, **(S6) Finance** contains financial invoices dated by year pertaining largely to her professional business writing activities. Series VII, **(S7) Speeches** consists of various speeches drafted, revised, edited, and presented for use by various speakers at various types of occasions. Series VIII, **(S8) Audio Visual** contains materials pertaining to an audio visual workshop presented with help from Ms. Pass, photographs, and video scripts written by Ms. Pass. Series IX, **(S9) Ephemera** is a collection of various materials concerning other areas of Ms. Pass' work, including records, journals, contracts, grants, agents, vitae, clippings, and research materials. Concluding this series are miscellaneous files generally organized by subject.

**Gail Pass Papers**  
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**Series List**

**S1 Correspondence**

½ linear foot of personal and professional correspondence.  
Arranged by type: Letters, Greeting Cards, Postcards, and with her Parents.  
Alphabetized by last name (if given) within each sub-series.

**S2 Periodicals**

¼ linear foot of various newsletters and magazines.  
Arranged alphabetically by title.  
Contains various publications either received by Ms. Pass, highlight her writings or  
work, or were used as reference.

**S3 Personal/Fiction Writing**

1 linear foot of assorted personal and fiction manuscripts.  
Arranged alphabetically by title.  
Contains drafts, proofs, copies, and related materials for Ms. Pass' personal/fiction writing. Often includes publisher statements and correspondence regarding the specific work.

**S4 Business Writing**

4-½ linear feet of materials related to Ms. Pass' work and writings for businesses.  
Arranged alphabetically by business/organization/school/group title.  
Contains proposals, requests, editing responses, drafts, copies, revisions, research materials, brochures, reports and other related items which were used in Ms. Pass' contract work for different businesses, organizations, schools, groups, etc.

**S5 Professional Writing Seminars**

¼ linear foot of outlines, handouts, and teaching materials for seminars given by Ms. Pass on professional writing  
Includes folders designated by audience-specific seminars, first generally for different fields (e.g. legal, business, etc.) and then for specific corporate or organizational audiences.

**S6 Finance**

**Gail Pass Papers**  
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¼ linear foot of financial invoices.  
Arranged chronologically by year.  
Invoice information is mainly concerned with the business writing of Ms. Pass  
and  
royalties and fees for her personal/fiction writing.

**S7 Speeches**

¼ linear foot of speeches written for various occasions and speakers.  
Arranged alphabetically by occasion or speaker.  
Includes speech drafts, revision correspondence with speakers, final copies, and  
notes for performance.

**S8 Audio Visual**

¼ linear foot consisting of materials on an Audio Visual workshop given with  
Jane  
Bruss, photographs of Ms. Pass, and video scripts.  
Arranged alphabetically.

**S9 Ephemera**

¼ linear foot of materials unrelated to the major series.  
Arranged alphabetically by subject title.  
Includes various materials relating to Ms. Pass' personal Appointments,  
professional  
Contracts, Vitae, Employment, work with Agents and Grants, Newspaper  
Clippings, Teaching Materials, as well as a personal writing Journal, Research  
Materials and Sketches.  
The series concludes with various Miscellaneous materials generally organized by  
subject.

**Gail Pass Papers**  
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**Folder List**

<b>Box</b>	<b>Folder</b>	<b>Description</b>
		<b>S1. Correspondence</b>
		<b>Letters</b>
<b>1</b>	1	A-F
	2	Bardis, Panos D.
	3	Bobleter, Millie
	4	Business/Professional
	5	Civic & Employment Concerns
	6	Employment Applications
	7	G-M
	8	Joseph, Ellen (Houghton Mifflin) 1975-1979
	9	Miscellaneous Business
	10	N-Z
	11	Publisher Responses
	12	Rule, Jane
		<b>Greeting Cards</b>
	13	A-K
	14	L-Z
		<b>Postcards</b>
	15	Postcards
		<b>Parents</b>
	16	Parents
		<b>S2. Periodicals</b>
	17	“Inside Track”
	18	Miscellaneous
	19	“OC Insider”
	20	“Vantage Point”
	21	“Vistas”
		<b>S3. Personal/Fiction Writing</b>
	22	<i>Concho Domino: A Playful Novel</i> (1 of 2)
	23	<i>Concho Domino: A Playful Novel</i> (2 of 2)
	24	<i>A Limestone Landscape</i>
	25	<i>Oscar’s Keeper Copy</i> (1 of 2)

**Gail Pass Papers**  
**ca. 1970-1997**

- 26 *Oscar's Keeper Copy and Notes* (2 of 2)
- 27 *Oscar's Keeper Correspondence*
- 28 *Song Number One*
- 29 *Surviving Sisters* Atheneum Press
- 2   1 *Surviving Sisters* (1 of 2)
- 2 *Surviving Sisters* (2 of 2)
- 3 *Surviving Sisters* Draft 1 (1 of 2)
- 4 *Surviving Sisters* Draft 1 (2 of 2)
- 5 *Surviving Sisters* Draft 2
- 6 *Surviving Sisters* Master Proof
- 7 *Surviving Sisters* Publishing Statements
- 8 *What They Did* Draft (1 of 2)
- 9 *What They Did* Draft (2 of 2)
- 10 *What They Did* (1 of 2)
- 11 *What They Did* (2 of 2)
- 12 *What They Did* Publisher Correspondence
- 13 *Zoe's Book* Manuscript Copy (1 of 2)
- 14 *Zoe's Book* Manuscript Copy (2 of 2)
- 15 *Zoe's Book* Research and Publishing
- 16 *Zoe's Book* (1 of 2)
- 17 *Zoe's Book* (2 of 2)
- 18 *Zoe's Book* Reviews & Statements
- 19 *Zoe's Book* Publisher/Reader Correspondence
- 20 *Zoe's Book* Commentary and Review

**S4. Business Writing**

- 2   21 Adrian College
- 22 American Red Cross
- 23 Association for Children for Enforcement of Support
- 24 Bionix: Mary Regan
- 25 Burlington Air Express
- 26 Burns-Wender-Dana: Summary Plan Description
- 27 California Alumni Magazine
- 28 Continuum of Care Homeless Assistance Project (1997)
- 29 Cranbrook
- 30 DACOVA: Newsletter Presentation
- 31 Defiance College: Financial Aid Brochure
- 32 Detroit Medical Center: Cancer Institute
- 33 Eastern Michigan University Foundation: Annual Report (1996)
- 34 Eastern Michigan University Foundation: Entrepreneur Chair
- 3   1 Eastern Michigan University Institute for Educational Reform

**Gail Pass Papers**  
**ca. 1970-1997**

- 2 Eastern Michigan University MOTT Foundation
  - 3 Exhibit & Display Center – LOFPAC 1996
  - 4 Exhibit & Display Center – Miscellaneous
  - 5 Findley Davies Inc.
  - 6 Franklin Park Mall – Maxie 1991, 1994
  - 7 Gross Electric Inc.
  - 8 Harbor Behavioral Healthcare
  - 9 Harper Grace Hospital Brochures
  - 10 Henry Ford Community College
  - 11 Henry Ford Health Systems Athletic Medicine
  - 12 Henry Ford Health System Skillman Proposal
  - 13 Henry Ford Health System High School Background
  - 14 Henry Ford Health System West Annex Proposal
  - 15 Herman Miller – Billable Times, 1991-1993
  - 16 Herman Miller – Billable Times, Health & Safety, 1995
  - 17 Herman Miller – CEO Speeches, John Berry 1 of 2
  - 18 Herman Miller – CEO Speeches, John Berry 2 of 2
  - 19 Herman Miller – Lois Maassen, Research Summary, 1 of 2
  - 20 Herman Miller – Lois Maassen, Research Summary, 2 of 2
  - 21 Herman Miller – Deave Phelps article
  - 22 Herman Miller – 1 of 2
  - 23 Herman Miller – 2 of 2
  - 24 Insurance Agencies
  - 25 Jacksonville Symphony Orchestra – Endowment campaign
  - 26 Judson Center
  - 27 Joan McMaster
  - 28 Kadima brochure
  - 29 Lathrop – Build Ohio Entry, 1996
  - 30 Lawrence Technological
  - 31 Library Presentation – Writing Workshop, 10/16/93
  - 32 Life in Medicine – Office Design
  - 33 Life in Medicine Magazine – Marriage
  - 34 Long Island University
  - 35 Long Island University Upjohn Proposal
  - 36 Lucas County Mental Health Board Residential Report
  - 37 Lucas County Recreational Dept. / CEG
- 
- 4 1 Medical College of Ohio – Annual Report, 1997
  - 2 MCO – AH Professor, Winter 1996
  - 3 MCO – AHEC
  - 4 MCO – Alumni
  - 5 MCO – Alumni Magazine, Fall 1996
  - 6 MCO – Alumni Magazine, Winter 1997



**Gail Pass Papers**  
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- 7 MCO – Annual Campaign 1994
- 8 MCO – Annual Campaign 1995
- 9 MCO – Annual Campaign 1996
- 10 MCO – Annual Reports, Brochures, Mission Statements, etc. 1 of 2
- 11 MCO – Annual Reports, Brochures, Mission Statements, etc. 2 of 2
- 12 MCO – Annual Report 1996
- 13 MCO – Background Materials
- 14 MCO – Brochures
- 15 MCO – Business Plan 1991-1992
- 16 MCO – By-laws
- 17 MCO – Cancer Brochure
- 18 MCO – Case Statement on Aging
- 19 MCO – Children’s Miracle Network
- 20 MCO – Children’s Miracle Network Endowment
- 21 MCO – Children’s Miracle Network Magazine
- 22 MCO – College and Hospital, 1996
- 23 MCO – Collier Building
- 24 MCO – Community Health Project
- 25 MCO – Corporate Development Brochure
- 26 MCO – Coulacos/Brennan & Associates Brochure
  
- 8** 1 MCO – “Discovery” Master Plan, Report Draft #1
- 2 MCO – “Discovery” Master Plan
  
- 4** 27 MCO – Founder’s Day Video 1996
- 28 MCO – Gerontology
- 29 MCO – Goals & Strategies Overview Priorities, 1993-1994
- 30 MCO – Goals, 1995
- 31 MCO – Golden Oak Society Giving Brochure
- 32 MCO – HIV Brochure
- 33 MCO – Kelleher Residency Endowment
- 34 MCO – Kresge Foundation
- 35 MCO – Kroger Proposal
- 36 MCO – Lilly Proposals
- 37 MCO – L.J. Burns Brochure
- 38 MCO – L.J. Burns Presentation
- 39 MCO – Magazine
- 40 MCO – Magazine, summer 1997
- 41 MCO – Master Plan
- 42 MCO – M.D. 1996
- 43 MCO – Mission Statement
  
- 5** 1 MCO – Newsletter Proposal

**Gail Pass Papers**  
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- 2 MCO – Northwest Ohio Fund for Health Sciences Brochure
- 3 MCO – Nursing, Winter 1996
- 4 MCO – Ockuly Brochure
- 5 MCO – “Pollyball” Affairs
- 6 MCO – Prescribed Pediatrics Center
- 7 MCO – Presidency Endowment
- 8 MCO – Pulmonary Center Proposal
- 9 MCO – Rapp Profile and P.R.
- 10 MCO – Satellites, Goals, 1995
- 11 MCO – Surgical Oncology Fund
- 12 MCO – Sandoz Corp. proposal
- 13 MCO – “Share our Vision”
- 14 MCO – Technical Park Materials
- 15 MCO – Teleconference Center Brochure
- 16 MCO – Think Tank
- 17 MCO – Trauma Center Brochure
- 18 MCO – Vaccine/Immunotherapy Endowment
- 19 MCO – Victory Center
- 20 MCO – Video Proposal
- 21 MCO – Miscellaneous
- 22 MCO – Miscellaneous, 1994
- 23 MCO – Miscellaneous, 1995
- 24 MCO – Miscellaneous, 1996
- 25 MCO – Miscellaneous, 1997
- 26 Medical/Mental Health Materials
- 27 Metzger Brochure, Linda and Maria
- 28 Mid Am Inc. – Background, Annual Reports
- 29 Mid Am Inc. – Brochures
- 30 Mid Am Inc. – McDermott
- 31 NAIAD Publishing
- 32 National City Bank Background
- 33 New Media Group Brochure
- 34 Nursing Home Women’s Studies Project
- 35 Ohio Diagnostic Brochure
- 36 Owens-Corning Benefits Package
- 37 Parlan Financial Group
- 38 Ramsdale, Margaret – Resume
- 39 Rescue Crisis Services
- 40 Rescue Crisis Services – CASMI
- 41 Rescue Crisis Services – Frank Ayers
- 42 Rescue Crisis Services – Ohio Grant
- 43 Rescue Crisis Services – Visibility Project
- 44 Rescue Crisis Services/West Center – Acucare

**Gail Pass Papers**  
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- 45 Riverside – Ad Projects
- 46 Riverside – Baldrige Award
- 47 Riverside – Hospital Binders
- 48 Riverside – Quality Award
- 49 Riverside – Vim & Vigor Background
  
- 6** 1 Ryland Group Benefits Folder
- 2 Shareholder Communication Corp.
- 3 Sienna Heights College
- 4 Society National Bank – Arts Award
- 5 Tiffin University – Annual Report 1995
- 6 Tiffin University – Background
- 7 Toledo Arts Miscellaneous
- 8 Toledo Blade Mentally Ill in Jail
- 9 Toledo Chamber of Commerce
- 10 Toledo Chamber of Commerce – Membership Reference, 1997
- 11 Toledo Chamber of Commerce – Triad co-proposal
- 12 City of Toledo
- 13 Toledo Department of Natural Resources Annual Reports
- 14 Toledo Metropolitan Magazine
- 15 Toledo Museum of Art
- 16 Toledo Museum of Art – Annual Report
- 17 Toledo Museum of Art – Annual Report, 1995
- 18 Toledo Museum of Art – Background
- 19 Toledo Museum of Art – Catalogue/Flyer Proposal
- 20 Toledo Museum of Art – Internet Presence
- 21 Toledo Museum of Art – Markopoulos
- 22 Toledo Museum of Art – Miscellaneous
- 23 Toledo Museum of Art – Sept./Oct. 1995
- 24 Toledo Museum of Art – Nov./Dec. 1995
- 25 Toledo Museum of Art – Mar./Apr. 1996
- 26 Toledo Museum of Art – May/June 1996
- 27 Toledo Museum of Art – Jul./Aug. 1996
- 28 Toledo Museum of Art – Sept./Oct. 1996
- 29 Toledo Museum of Art – Nov./Dec. 1996
- 30 Toledo Museum of Art – Jan./Feb. 1997
- 31 Toledo Museum of Art – Mar./Apr. 1997
- 32 Toledo Museum of Art – May/June 1997
- 33 Toledo Museum of Art – Jul./Aug. 1997
- 34 Toledo Public Schools – Ad Profiles
- 35 Toledo Public Schools – Curriculum Writing
- 36 Toledo Public Schools – Letters, 1997

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- |          |    |   |
|----------|----|---|
| <b>8</b> | 3  | Toledo Public Schools – Newsletters                     |
| <b>6</b> | 37 | Toledo Public Schools – Superintendent Letters, Reports |
|          | 38 | Toledo Public Schools – Web Site #1                     |
|          | 39 | Toledo Public Schools – Web Site #2                     |
|          | 40 | Toledo Public Schools – Web Site Additions              |
|          | 41 | Trinova Construction Equipment Article                  |
|          | 42 | Trustcorp Scholar                                       |
|          | 43 | University of Toledo – Planned Giving                   |
|          | 44 | Vista Capital Management Group Inc.                     |
| <b>7</b> | 1  | Walsh College   |
|          | 2  | Dan Weeks Annual Report Mailer                          |
|          | 3  | WGTE Channel 30, Susan Sharkey                          |
|          | 4  | Women Alive! M.K. Sanford                               |

**S5. Professional Writing Seminars**

- |  |    |  |
|--|----|--|
|  | 5  | Professional Development Prospects       |
|  | 6  | Professional Writing – Business          |
|  | 7  | Professional Writing – Legal             |
|  | 8  | Writing Seminar – Materials              |
|  | 9  | Writing Seminar – Rudolph/Libbe          |
|  | 10 | Writing Seminar – Employment Association |
|  | 11 | Writing Seminar – NAWIC                  |
|  | 12 | Writing Seminar – SMPS                   |

**S6. Finance**

- |          |    |                |
|----------|----|----------------|
| <b>7</b> | 13 | Invoices, 1990 |
|          | 14 | Invoices, 1993 |
|          | 15 | Invoices, 1994 |
|          | 16 | Invoices, 1995 |
|          | 17 | Invoices, 1996 |
|          | 18 | Invoices, 1997 |

**S7. Speeches**

- |          |    |  |
|----------|----|--|
| <b>7</b> | 19 | Michael Berry                            |
|          | 20 | Committee of 100                         |
|          | 21 | Heart of Riverside, Carroll Ashley, 1994 |
|          | 22 | Heart of Riverside, Scott Shook, 1994    |
|          | 23 | Riverside Directors Conference, 1992     |

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- 24 Roof Raising Ceremony, 1990
- 25 Service Awards, Carroll Ashley
- 26 Service Award, Carroll Ashley, 1993
- 27 Service Award, Carroll Ashley, 1994
- 28 Service Award, Scott Shook, 1995
- 29 "Toledo After Hours" Welcomes Margaret Thatcher
- 30 Materials
- 31 Miscellaneous

**S8. Audio Visual**

- 7 32 Audio Visual Workshop, Jane Bruss
- 33 Photographs
- 34 Video Scripts

**S9. Ephemera**

- 7 35 Assorted Writings
- 36 Appointment Journal, 1997
- 37 Contracts
- 38 Diplomas, Dossier, Evaluations
- 39 Employment Prospects
- 40 Grant and Agent Information
- 41 Literary Journal
- 42 Newspaper Clippings
- 43 Teaching Materials
- 44 Women/Pioneer Materials
- 45 Writing Resources
- 46 Miscellaneous
- 47 Miscellaneous Brochures, 1 of 2
- 48 Miscellaneous Brochures, 2 of 2
- 49 Miscellaneous Flyers
- 50 Miscellaneous Reports, Statements,  
Business Information, 1 of 2
- 51 Miscellaneous Reports, Statements,  
Business Information, 2 of 2