Special Collections and University Archives

Record Group 60
IUP Libraries

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IUP Libraries Collection; Record Group 60
Indiana University of Pennsylvania, Special Collections and University Archives
26 boxes; 26 linear feet

Abstract
The IUP Libraries collection includes information about library administration, collections, and records of the IUP Libraries, including Wilson Hall (built in 1893), Rhodes R. Stabley Library (built in 1959-1960), and Patrick J. Stapleton, Jr. Library (built in 1980-1981). Originally, the library was housed in John Sutton Hall, the first building on campus, built in 1874-1875.

Scope and Content
This collection is housed in 26 archival boxes. The collection includes records of book holdings, bibliographies, correspondences, displays, grants, minutes, construction records, faculty listings, and inventory. See also Record Group 64 Publications for additional works under Edward Wolf.

The collection includes many documents prepared by library administration, staff members, and library faculty. Library Administration has included: William Lafranchi, head librarian, 1953-1985; Dr. Larry Krowe; Dr. Rena Fowler; Phillip Zorich (also served as the Special Collections Librarian and University Archivist); Luis Gonzalez; Yaw Asamoah; and Dr. Kelly Heider (also served as the Education Librarian). Retired library faculty members have included: Carol Connel, reference librarian 1970-2019; Sandy Janicki, reference librarian 1986-2024; Blaine Knupp, library employee and later public services librarian; Dr. Carl Rahkonen, Music Librarian, 1987-2022 (see also Manuscript Group 181); and Daniel Shively, cataloging librarian, 1963-2013 (see also Manuscript Group 101).

The IUP Libraries Collection consists of the following series:

Series I: Acquisition Records
Series II: Cataloging Records
Series III: Wilson Hall Library (see also Record Group 4)
Series IV: Stabley Library
Series V: Stapleton Library
Series VI: Library Faculty
Series VII: Library Faculty Committees and Library Administration
Series VIII: Media Resources
Series IX: Library Automation
Series X: Library Advisory Council
Series XI: Library Policies and Reports
Series XII: Library Annual Reports
Series XIII: Library Publicity
Series XIV: Library Statistics and Strategic Planning (LibQUAL)
Series XV: Library Memorabilia
Series XVI: Miscellaneous
Series XVII: Electronic Records (no paper copies)

Provenance
This collection has been donated by employees of the IUP Libraries.

Restrictions
This collection is open for research.

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Processor
Collection processed and arranged by Harrison Wick, Special Collections Librarian and University Archivist in 2008. Summer 2009; Collection's finding aid updated by Special Collections Staff.

Container List
Series I: Acquisition Records
Box 1 (3 folders)
1. Volume 1, 1890-1905
2. Volume 2, 1905-1920
3. Volume 3, 1921-1928

Series I: Acquisition Records
Box 2 (37 folders)
1. Collection Holdings, 1965
2. Collection Holdings, 1966
3. Collection Holdings, 1971
4. Collection Holdings, 1974
5. Books Withdrawn before 1940
6. Books Added, 1949-1951
7. Record Collection and Acquisitions, 1959
8. Books Added, 1960-1961
9. Books Added Since 1962
10. Periodicals and Filmstrips Added 1962
11. Books Added Since 1963
12. Books Added Since 1963
13. Holdings in Latin America, Spain and Portugal, 1963
14. Books Added Since 1964
15. Holdings in Latin America, Spain and Portugal, 1964
16. Film Strip Panorama, 1964
17. Phonographs and Records
18. Periodicals, Indices and Abstracts, 1965

19. Record Collection, 1965
20. Holdings in Latin America, Spain and Portugal, 1965
21. Books Added Since 1965
22. Books Purchased Since 1965
23. Holdings in Art, 1966
24. Alphabetical Listing of Filmstrips by Departments
25. Periodical Holdings, 1966
26. Books Added Since 1966
27. Books Purchased on Departments Request, 1966
28. Books Added Since 1967
29. Phonograph Record Collection, 1967
30. Books Added Since 1968
31. Holdings in Latin America, Spain and Portugal, 1968
32. Books added since 1969
33. Cogswell Music Library Book List, 1969
34. Books added, 1969
35. Books added since 1970
36. Cogswell Music Library New Materials, 1970
37. Books added since 1971

Series II: Cataloging Records
Box 3 (10 folders)
1. Catalog of Book Holdings, 1966
2. Catalog of Book Holdings, 1975, Part 1&2, Art and Business
3. Catalog of Book Holdings, 1975, Part 3, Education and Psychology
4. Catalog of Book Holdings, 1975, Part 4, English
5. Catalog of Book Holdings, 1975, Part 6, Geography, History and Social Science
6. Catalog of Book Holdings, 1975, Part 6 Geography, History and Social Science
7. Catalog of Book Holdings, 1975, Part 6, Geography, History and Social Science
8. Catalog of Book Holdings, 1975, Part 7-9, Home Economics, Mathematics, Music
9. Catalog of Book Holdings, 1975, Part 10-11, Philosophy and Religion, Physical Education
10. Catalog of Book Holdings, 1975, Part 12, Science and Technology

Series II: Cataloging Records
Box 4 (10 folders)
1. Catalog of Book Holdings, 1975, Part 12, Science and Technology
2. Catalog of Book Holdings, 1975, Part 13-14, General, Fiction
3. Catalog of Book Holdings, 1975, Part 5, Foreign Language
4. Catalog of Book Holdings, 1975, Part 6, Geography, History and Social Science
5. Catalog of Book Holdings, 1975, Part 6, Geography, History and Social Science
6. Books Added Since 1971
7. Books Added Since 1972
8. Books Added Since 1972
9. Books Added Since 1973

10. Cataloging Procedures Manual, 1973-1979

Series III: Wilson Hall Library
Box 5 (9 folders)
1. Bibliographies
2. Bibliographies
3. Committee of Faculty
4. Correspondence, 1957-1962
5. Correspondence, 1941-1956
6. Director's Correspondence
7. Educational Council, 1948-1962
8. Evaluation and Surveys
9. Wilson Hall Library Project, 1955
    a. Appeal sent to reunion classes by president Dr. Willis Pratt – May 18, 1955
    b. Booklet: A Library Orientation Test for College Freshmen, 1955

Series III: Wilson Hall Library
Box 6 (16 folders)
1. Textbook Collection
2. Report of the Library, 1959
3. Exhibits
4. Library Bulletin, 1935-1936, 1949
5. Personal Bibliographies
6. Furniture
7. Reading Day Project
8. Guides
9. Special Report to the Board of Trustees, 1959
10. Student Assistants
11. Tests in Use of Library
12. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961
13. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961
14. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961
15. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961
16. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961

Series IV: Stabley Library
Box 7 (48 folders)
1. Archives
2. Automation-Mechanization
3. Budget Recommendations
4. Chairpersons: Position Descriptions and Elections
5. Chairpersons: Library Hours
6. Chairpersons: Council of Chairpersons
7. Chairpersons: Summer School Committee

8. Chairpersons: Recruitment and Hiring
9. Compensatory Time Policy for Library Faculty, 1974-1975
10. Compensatory Time Policy for Library Faculty, 1998 and 2008
11. Curriculum Materials
12. Development of the Library
13. District Library Center
14. District Center Annual Reports
15. Displays
16. Library Evaluation
17. Documentation of the Library Circulation System
18. Equipment
19. General Information
20. General Library Reports
21. Faculty Correspondence and Contracts
22. Early Faculty Document, 1963-1964, 1970-1974
23. Library Faculty Personnel Committee, 1972-1973
24. Library Faculty Personnel Committee, 1971-1972
25. Grants-Branch Campuses
26. Grants, Stabley Library, 1965
27. Grants, Stabley Library, 1966
28. Grants, Stabley Library, 1967
29. Grants, Stabley Library, 1968
30. Grants, Stabley Library, 1969
31. Gifts and Donations, 1955-1962
32. Grants, Stabley, 1971
33. Grants, Stabley, 1971-1972
34. Grants, Stabley, 1974
35. Growth Project
36. General Library Records
37. "How To Use the Library"
38. Jointure of Library and IRS
39. Librarians at IUP
40. Library Directors
41. Library Card
42. Library Furnishings
43. Library Furniture Lists
44. Library Building Notes
45. Bibliographies
46. Construction of Stabley
47. Library Service and Construction Act
48. IUP Libraries: Budget (legal-size), 2017-2018 to 2019-2020 (Spreadsheet)

Series IV: Stabley Library
Box 8 (28 folders)

1. Automation/Mechanization
2. Library Faculty Biographies
3. Development of the Library
4. Library Staff, Meeting Minutes and Correspondence
5. Library Instructions for Student Assistants
6. Research Paper, "A University Library"
7. Library Instructions for Student Assistants-Circulation Department
8. Library Instructions for Student Assistants-Circulation Department
9. Literature of Science
10. OCLC
11. Poem by Wallis Braman: "At the Library"
12. Reader Analysis
13. Recycling
14. Reference Sources
15. Serials-Computer Charges
16. Handbook-Serials
17. Social Studies Reading Study
18. Library Proposals
19. Stabley Guide to Microforms
20. Handbook of Administrative Procedures
21. Stabley Information
22. Summer School Committee, 1976-1980
23. Sutton Reading Room
24. Training Manual for Consultant Librarians in Pennsylvania
25. Tenure
26. Stabley 500,000th Volume Dedication
27. Serials Dept. Orientation Manual
28. Stabley Library: a Concept for the Stabley Renovation, not realized, no date (after 2001-2002)

Series V: Stapleton Library
Box 9 (38 folders)
1. Committee on Evaluation and Tenure, 1975-1976 to 1982-1983
2. Committee on Evaluation and Tenure, 1972-1973 to 1974-1975
3. Cuttings from the Grapevine: Library Newsletter, 1977-1984 (see Box 22)
4. Library Acquisitions Committee
5. Library Automation, 1987-1988
6. Stapleton Library Dedication: Correspondence
7. Stapleton Library Dedication: Gift of Dickens Book
8. Stapleton Library Dedication: Committee Minutes
9. Stapleton Library Dedication: Publications including Dedication Program, October 10, 1981
10. Stapleton Library Dedication: Tape Recording
11. Stapleton Library Dedication: Program, 1981 (duplicates)
12. IUP Libraries Evaluation, 1983 (external evaluation)
13. Library 500,000th Volume Dedication

14. Library Handbook (IUP Libraries), 1982
15. Library Photographs (removed, see Record Group 81 University Photographs)
16. Student Paper: Loss Prevention Methods used in a Medium-Sized University Library in Pennsylvania (IUP Libraries): Reported Statistical Loss and other incident information, 1985-1987, presented by Charles M. Wawrzyniak, IUP Graduate Student in Criminology, presented at the Academy of Criminal Justice Sciences, 1988 Annual Meeting in San Francisco, California, April 5, 1988
17. Evaluation of a proposed Map Library at IUP Libraries, presented by James O. Minton, Consultant, University of Michigan, proposed Map Room, 1977
18. Newspaper Articles about the IUP Libraries
19. Correspondence
    a. Letter to Cataloging Librarian Daniel Shively about Dewey Decimal Classification, March 29, 1982
20. Five-Year Plan, IUP Libraries, 1984
21. William Lafranchi (1926-2020) Director of Library and Media Resources (1953-1985)
    a. Article (1966): The Development of the Library
    b. Commendation: Pittsburgh Regional Library Center, September 20, 1985
    c. Obituary, 2020
22. Larry Kroah: Director of Library and Media Resources (1986-1996)
    a. Report of Patrick J. Stapleton, Jr. Library to Middle States, 1986
    b. Annual Report for the IUP Libraries and Media Resources, 1986-1987
    c. Calendar for Academic Department Program Evaluation, 1987
    d. Newspaper Articles
23. Foreign Language Acquisitions, 1985 (see Record Group 112)
24. Media Resources
25. Library Positions, 1984
26. Reviews and Suggestions for IUP Libraries, building the Patrick J. Stapleton, Jr. Library, 1977
27. Student Paper: Systems Analysis of the IUP Libraries, by Lynne Prather, 1982
28. Stapleton Library Syllabi
29. Proposals for a New Library, 1976-1977 and 1982 (1)
30. Patrick J. Stapleton, Jr. Library: Project Plan, March 1976 (copy 1)
31. Patrick J. Stapleton, Jr. Library: Project Plan, March 1976 (copy 2)
32. Rhodes R. Stabley Library: Construction and Planning Information, 1958-1961
33. IUP Libraries: Publications, 1981-1982
34. IUP Libraries: Instruction (LIBR 151), 1982
35. IUP Libraries: History
36. Office of Annual Giving, IUP Libraries
37. IUP Libraries' Schafer Distinguished Speaker Series
    a. Penn State Head Football Coach Joe Paterno, 2006
38. IUP Libraries and Learning Commons: Events, 2020s-present
    a. Self-Guided Tour of the Learning Commons – March 22, 2024

Series V: Stapleton Library
Box 10 Construction Specifications for Stapleton Library (7 folders)

1. General Construction
2. Electrical Construction
3. HVAC Construction
4. Elevator Construction
5. Plumbing Construction
6. Cost Estimate of Library Building
7. Instructions to Bidders, Agreement and Contract Bond

Series VI: Library Faculty
Box 11 Library Faculty Meeting Minutes (22 folders) see electronic records in Series XV
1. Library Faculty Meeting Minutes, December 1974-March 1976
2. Library Faculty Meeting Minutes, December 1974-December 1980
3. Library Faculty Committee Meeting Minutes and information about voting procedures, 1975-1990
4. Library Faculty Meeting Minutes, April 1976-August 1978
5. Library Faculty Meeting Minutes, September 1978-December 1980
6. Library Faculty Meeting Minutes, January 1981-December 1990: Numbers 120-218
7. Library Faculty Meeting Minutes, November 1982-June 1987
8. Library Faculty Reference Meeting Minutes, 1987
9. Library Faculty Meeting Minutes, 1987-1990
10. Library Faculty Meeting Minutes, 1991
11. Library Faculty Meeting Minutes, February 1991-December 2001: Numbers 219-338
12. Library Faculty Meeting Minutes, 1992-1996
13. Library Faculty Meeting Minutes, 1997-2003
14. Library Faculty Meeting Minutes, 2004-2005
15. Library Faculty Meeting Minutes, 2006-2009
16. Library Faculty Meeting Minutes, 2010-2011
17. Library Faculty Meeting Minutes, 2012-2013
18. Library Faculty Meeting Minutes, 2014-2015
19. Library Faculty Meeting Minutes, 2015-2016
20. Library Faculty Meeting Minutes, 2016-2017
21. Library Faculty Meeting Minutes, 2017-2018
22. Library Faculty Meeting Minutes, 2018-2019 (see also electronic records in Series XV)

Series VI: Library Faculty
Box 11A Library Faculty By-Laws (4 folders)
1. Library Faculty By-Laws, 1979
2. Library Faculty By-Laws: Policies and Procedures, 1980s
3. Library Faculty By-Laws, third revision, 1995
4. Library Faculty By-Laws, fourth revision, 2001
5. Library Faculty By-Laws, fifth revision, 2008-2009
6. Library Faculty By-Laws, sixth revision, 2012

Series VII: Library Faculty Committees and Library Administration
Box 12 (17 folders)

1. Historical Materials
    a. The Library: It's Impact: a Workshop (1957) and meeting minutes
    b. Retirement of William Lafranchi (1985)
2. Job Descriptions
3. Library Advisory Committee Minutes
4. Library Audio-Visual Materials Committee
5. Library and Curriculum Material Committee
6. Library and Instructional Materials-Committee Minutes
7. Library Report to Middle States Evaluation
8. Routine Correspondence
9. Staff and Faculty Rules
10. Statistics, 1982-1988
11. Survey, June 1976
12. Videotape Copyright Law Broken at Kittanning Library
13. Voyager 3.0 OPAC-ASC II version (VHS video cassette tape) digitized
14. Library Faculty and Library Forms for Reference Statistics, Ask a Librarian, Government Document Loan Requests, and Online Bibliographic Search Record Dialog
    a. Library Forms and Signage
15. Report of the Reclassification Task Force: A Project to Convert the Library's Collections from Dewey Decimal to Library of Congress Classification, 1996.
16. Library Faculty Summer School Committee meeting minutes, 1977-2003
17. Pennsylvania State System of Higher Education (PASSHE) Library Faculty Chairperson Meetings, 2003-2006

Series VIII: Library Media Resources and Library Miscellaneous
Box 13 (15 folders)
1. Organization of Media Resources Plans, Correspondence, 1980
2. Map Library Proposal
3. Off Campus Programs and Library Services
4. OCLC Participating Institutions
5. Reference Division Annual Reports, 1975-1988
6. Media Resources Procedure Book, 1972
7. Comparative Library Statistics for IUP and Peer Institutions
8. Media Resources Circulation Manual, 1985
9. Master Plan for Instructional Resources Services
10. Manual for the Technical Processing of Materials in the Curriculum Materials Area, 1973
11. Copyright Policy, 1991
12. IUP Library Mission Statement
13. Report on a Program for Library Education at IUP, 1968
14. SSHE Integrated Automation for Libraries
15. Instructional and Educational Development Plans, 1977

Series VIII: Library Media Resources and Library Miscellaneous
Box 14 Library Media Resources Budget Reports (6 folders)

1. Library Media Resources: Budget Reports, 1978
2. Library Media Resources: Budget Reports, 1979-1981
3. Library Media Resources: Budget Reports, 1979-1982
4. Library Media Resources: Budget Reports, 1981-1982
5. Library Media Resources: Budget Reports, 1982-1985
6. Library Media Resources: Budget Reports, 1984-1985

Series IX: Library Automation
Box 15 (10 folders)
1. Caroline IUP Item Creation, Functional Specifications
2. Tomus User's Guide, Carlyle Systems Inc. IUP Edition prepared by Susan Elliot, December 1987
3. PZI Profile. Part received from PRLC 6/24/87, Part received from OCLC, September 1987
4. Retrospective Conversion Rules
5. Library Automation Committee, Note and Technical Information, 1986, 1987
6. Library Automation Committee, Note and Technical Information, 1986, 1987
7. Library Automation Committee, Note and Technical Information, 1986, 1987
8. OCLC Design of Formats
9. OCLC Design of Formats
10. Library Automation Committee, Notes and Technical Information, Fall 1987, Spring 1988, Functional Specifications for IUP Online Catalog, Draft

Series IX: Library Automation
Box 16 (7 folders)
1. Library Automation Committee, Notes and Technical Information, Fall 1987, Spring 1988
2. Library Automation Committee, Notes and Technical Information, Fall 1987
3. Final Review, IUPTOMUS Index, MARC Fields used by IUP Libraries, Multiple Drafts of the Functional Specifications for the IUP Online Catalog, Phase 2, Notes and Technical Information
4. Final Review, IUPTOMUS Index, MARC Fields used by IUP Libraries, Multiple Drafts of the Functional Specifications for the IUP Online Catalog, Phase 2, Notes and Technical Information
5. Functional Specifications IUPTOMUS, Phases 1&2, OCLC   Technical Bulletins
6. Carlyle Documentation, Service Bulletins, Manual Distribution List, WY-50 Display Terminal Guide
7. Carlyle Documentation, Service Bulletins, Manual Distribution List, WY-50 Display Terminal Guide

Series IX: Library Automation
Box 17 (6 folders)
1. MARC Formats for Bibliographic Data
2. MARC Formats for Bibliographic Data
3. MARC Formats for Bibliographic Data
4. MARC Formats for Bibliographic Data Appendixes
5. MARC Formats for Bibliographic Data Appendixes

6. Response to Request for Proposal By Carlyle Systems, Inc. Part I: System Proposal

Series IX: Library Automation
Box 18 (8 folders)
1. Response to Request for Proposal By Carlyle Systems, Inc. Part II: Technical Data
2. Response to Request for Proposal by Carlyle Systems, Inc. Part II: Technical Data
3. Correspondence Between Carlyle Systems and IUP
4. Function Specifications For IUP On-Line Catalog Phase II
5. General Automation Notebook
6. General Automation Notebook
7. TOMUS Reference Manual
8. TOMUS Reference Manual
9. Stapleton Library: Clock System Control Key, control box was on the first floor near the elevator, 1980-1981

Series X: Library Advisory Council (1985-1989) and Library Council (1999-2004)
Box 19 (7 folders)
1. Report on a site visit to the IUP Libraries, external evaluation, report submitted on June 15, 1983
2. Library Advisory Council Minutes, 1985-1986
3. Library Advisory Council Minutes, 1987-1988 including the Annual Report for the IUP Libraries and Media Resources, 1986-1987
4. Library Advisory Council Minutes, 1989 and 1991
5. Library Council Meeting Minutes, 1999-2003
6. Library Council Meeting Minutes, 2004
7. Library Council Meeting Minutes, 2005-2007

Series XI: Library Policies and Reports
Box 20 (7 folders)
1. Record of Books Borrowed, 1922-1928
2. Circulation Record Book, 1930-1944
3. Circulation Record Book, 1955-1959
4. Evaluation of Circulation, Acquisitions & Cataloging Procedures, 1973
5. Provost's Advisory Committee on Acquisition & Collections Report, 1982
6. Provost's Advisory Committee on Acquisition & Collections Report, 1985-1986
7. IUP Libraries: Circulation Services, 1990s-2000s
    a. Annual Reports, Interlibrary Loan Services, Materials Circulated, 1993-1999
    b. Annual Report to the Dean, Circulation Services,
        i. Fiscal Year, July 1, 2006 – June 30, 2007
        ii. Fiscal Year, July 1, 2007 – June 30, 2008

Series XI: Library Policies and Reports
Box 20A (12 folders)
1. IUP Libraries: Policies and Procedures Manual, 1990s (1)
    a. Library Administration

   b. Armstrong County Campus (Northpointe Regional Campus) Library
   c. Cataloging Department
   d. Circulation Department
   e. Information Services
   f. Interlibrary Loan Department

2. IUP Libraries: Policies and Procedures Manual, 1990s (2)
   a. Media Resources
   b. Media Resources Film Processing
   c. Music Library
   d. Punxsutawney Regional Campus Library
   e. Reserve Desk
   f. Serials
   g. University School Library

3. IUP Libraries: Policies and Procedures, 1990s-2000s (1)
4. IUP Libraries: Policies and Procedures, 1990s-2000s (2)
5. Policies (various), 1986-1988
6. Off-Campus Programs/Library Services, 1986
7. Library Evaluation, Spring 1983
8. Library Evaluation Report, June 1983
9. Compensatory Time Policy for Library Faculty, 1986-1987 to 2014-2015
10. Report of Library Services, 2007
11. Collection Development: English Department – Doctoral Program in Literature and Criticism, 1986-1990, including the English Department Graduate Literature Program – Newsletter, 1988 and 1990
12. University Libraries Telephone Listing (Phone Directories), 1990s-2020s

Series XII: Annual Reports
Box 21 (25 folders)
1. Library Annual Reports, 1950-1961
2. Library Annual Reports, 1962-1970
3. District Library Center Fund, 1976-1977
4. Acquisitions, 1976-1985
5. Circulation Department, 1978-1984
6. Armstrong County Campus, 1976-1984
7. Cataloging Department, 1975-1984
8. Cogswell Music Library, 1977-1979
9. Special Collections, 1981-1982
10. Library Instruction Classes, 1981-1983
11. Reference, 1974-1984
12. Reserve, 1982-1984
13. Media Resources, 1986-1987
14. IUP Libraries Annual Reports, 1997-1998 and 1999-2000
15. IUP Libraries Annual Reports, 2000-2001
16. IUP Libraries Annual Reports, 2001-2002

17. IUP Libraries Annual Reports, 2002-2003
18. IUP Libraries Annual Reports, 2003-2004
19. IUP Libraries Annual Reports, 2004-2005
20. IUP Libraries Annual Reports, 2005-2006
21. IUP Libraries Annual Reports, 2006-2007
22. IUP Libraries Annual Report, 2009-2010 and 2010-2011
23. IUP Libraries Annual Report, 2021-2022
24. IUP Libraries Annual Report, 2022-2023
25. IUP Libraries Annual Report, 2023-2024

Series XIII: Library Publicity
Box 22
Subseries A: IUP Libraries Newsletter (10 folders)
1. IUP Libraries Newsletter, 1995-1996
2. IUP Libraries Newsletter, 2000-2001
3. IUP Libraries Newsletter, 2002
4. IUP Libraries Newsletter, 2002-2003
5. IUP Libraries Newsletter, 2003-2004
6. IUP Libraries Newsletter, 2004-2005
7. IUP Libraries Newsletter, 2005-2006
8. IUP Libraries Newsletter, 2007-2008 and 2011-2012
9. IUP Libraries Newsletter: Spring 2013, Fall 2013, Spring 2014, Fall 2014, Spring 2015, Fall 2015, and Spring 2016
10. IUP Libraries Newsletter: 2016-2017 and 2017-2018

Subseries B: Ex Libris – Friends of the Library Newsletter (3 folders)
1. Volume 1, 1998-2001
2. Volume 2, 2003-2004
3. Volume 3, 2005-2009

Subseries C: Library Brochures (3 folders)
1. IUP Libraries Brochures, pre-2004
2. IUP Libraries Brochures and Floor Maps, 2004-Present
3. Special Collections Brochures, 2006-Present

Subseries D: Library Photographs (folders 1-3 moved to Record Group 81)
1. Wilson Hall Library, pre-1959 (placed in Record Group 81)
2. Stabley Library slides, 1959-1981 (placed in Record Group 81)
3. Stapleton Library Complex, 1980's (placed in Record Group 81)
4. Stapleton Library Complex architectural drawing (legal size), no date (1980-1981)

Series XIV: Library Statistics and Strategic Planning (LibQUAL)
Box 23 (24 folders) see also electronic records in Series XV
1. IUP Libraries: Strategic Planning, 2002-2005

      a. IUP Libraries Information Needs Survey Report of Faculty and Students, 2000-2001,

      b. Moving Forward in the New Millennium: IUP Libraries' Strategies, 2002-2005

      c. IUP Libraries: Program Review, 2004

2. IUP Libraries: Planning for Steps Forward, 2005-2007, October 2005
3. IUP Libraries: Planning for Steps Forward, 2006-2007, October 2006 including FISH!
4. LibQUAL IUP Survey, 2002
5. LibQUAL Procedures Manual, 2003-2004
6. LibQUAL IUP Survey, 2004
7. LibQUAL Association of Research Libraries (ARL) Survey, 2004
8. LibQUAL IUP Survey, 2006
9. LibQUAL ARL Survey, 2006
10. LibQUAL Keystone Library Network (KLN) Survey, 2006
11. LibQUAL Procedures Manual, 2009
12. LibQUAL ARL (Session I only) Survey, 2009
13. LibQUAL KLN Survey, 2009
14. LibQUAL IUP Survey, 2012
15. IUP Libraries: Student Opinion Survey Summary Report, Summer 1992
16. IUP Libraries: Library Self-Evaluation, 1992-1994, submitted in 1995 (1)
17. IUP Libraries: Library Self-Evaluation, 1992-1994, submitted in 1995 (2)
18. IUP Libraries: Program Review, 2009 (1)
19. IUP Libraries: Program Review, 2009 (2)
20. Strategic Planning:
      a. IUP Academic Strategic Plan (2010-2014), September 2010
      b. IUP Libraries Strategic Plan (2012-2014), May 2012
21. Needs Assessment (Indiana County)
      a. Speaking Up for Libraries: A Study of Library Needs for Residents of Indiana County – A County Needs Assessment for Indiana County, prepared by the Ivy Group, 2009
22. Organizational Charts (Employees and Supervisors): IUP Libraries, 1992 (Dr. Larry Kroah)
23. IUP Libraries: Strategies for a new Millenium – A Plan for the IUP Libraries, 1999
24. IUP Libraries: A Study of Reference Practices – Implications for the IUP Libraries, sabbatical project completed by Librarian Sandra Janicki, Fall 2016, including Reference statistics from 1998-1999 to Spring 2016

Series XV: Library Memorabilia
Box 24 Textiles (1 item)
1. T-shirt (white) with "baby" Norm IUP mascot logo, "Ask a Librarian, IUP Libraries," no date (2022-2023)

Series XVI: Miscellaneous
Box 25 IUP Libraries documentation donated by Sandy Janicki in 2023 (13 folders)
1. IUP Libraries: Memos, 1978-1990
2. IUP Libraries: Memos, 1991-2005 (replaced by email correspondence)

3. IUP Libraries: Faculty – Reference Desk Scheduling, 1986-2005
4. IUP Libraries: Faculty – Reference Desk Scheduling, 2005-2023 (see electronic records)
5. IUP Libraries: Library Council Meetings, 2002-2007
6. IUP Libraries: Library Council Meetings, 2007-2014 (see electronic records)
7. IUP Libraries: Faculty – Summer Schedule Committee, 1988-2007
8. IUP Libraries: Faculty - Summer Schedule Committee, 2008-2022 (see electronic records)
9. IUP Libraries: Road Map, 2016-2020
10. IUP Libraries: Fish! – March 10, 2006
11. IUP Libraries: Planning Program – October 6, 2006
12. IUP Libraries: Bylaws of the Library Faculty – revisions 1995, 2001, and 2012
13. IUP Libraries: Stationary and Envelopes – blank, no dates (1980s-2020s)
14. IUP Libraries: Brochures and Bookmarks, no dates (1980s-2020s)
    a. Librarian Bookmarks, 2020s
15. IUP Libraries: Strategic Plan, 2020-2021
16. IUP Libraries: Compensatory Time Policy (see Bylaws), 1975-present
17. IUP Libraries: Faculty Lists
    a. Library Faculty Committees, 2016-2020
    b. Guidelines for Emergency Coverage at the Reference Desk, 2008
    c. Rotation Lists
    d. Seniority Lists
18. IUP Libraries: Faculty Chairperson Responsibilities, from APSCUF (see RG 49), 1975
19. IUP Libraries: Faculty – Emeritus Status

Series XVI: Miscellaneous
Box 26 IUP Libraries documentation donated by Sandy Janicki in 2024 (12 folders)
1. IUP Libraries: Faculty – Meeting Minutes, 1986-1992
2. IUP Libraries: Faculty – Meeting Minutes, 1993-2000
3. IUP Libraries: Faculty – Meeting Minutes, 2001-2004
4. IUP Libraries: Faculty – Meeting Minutes, 2005-2007
5. IUP Libraries: Faculty – Meeting Minutes, 2008-2010
6. IUP Libraries: Faculty – Meeting Minutes, 2011-2012
7. IUP Libraries: Faculty – Meeting Minutes, 2013-2014
8. IUP Libraries: Faculty – Meeting Minutes, 2015-2017
9. IUP Libraries: Faculty – Meeting Minutes, 2018-2019
10. IUP Libraries: Faculty - Meeting Minutes, 2020
11. IUP Libraries: Faculty - Meeting Minutes, 2021
12. IUP Libraries: Faculty - Meeting Minutes, 2022-2023

Series XVII: Electronic Records (no paper copies)
1. All-Personnel Meetings, 2018-2019 to the present
2. Library Artwork
3. Library Faculty
    a. By-Laws
    b. Committees

       c. Job Descriptions
       d. Meeting Minutes, 2019-2020 to present
       e. Scheduling for Reference, Summer Session, and Winter Session
4. Library Files and Photographs
       a. Administration: Dean's Office
       b. Building (Floor Plans)
       c. Circulation (Public Services)
       d. Collection Development
       e. Committees
       f. Displays
       g. LibQual
       h. Newsletters
       i. Personnel
       j. Photographs
       k. Signage
       l. University College, 2020-2021 to present
       m. Website