IUP Libraries; Record Group 60
Indiana University of Pennsylvania, Special Collections and University Archives
22 boxes; 22 linear feet

Abstract
This is a collection regarding the library administration, collections, and records of Wilson Hall, Stabley (1959), and Stapleton (1981) libraries.

Scope and Content
This collection is housed in 22 archival boxes. The collection includes records of book holdings, bibliographies, correspondences, displays, grants, minutes, construction records, faculty listings, and inventory.

The Library Collection consists of the following series:
Series I: Acquisition Records
Series II: Cataloging Records
Series III: Wilson Hall Library
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)

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 Books Withdrawn before 1940
7. Record Collection and Acquisitions, 1959
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
22. Books Purchased Since 1965
23. Holdings in Art, 1966
24. Alphabetical Listing of Filmstrips by Departments
26. Books Added Since 1966
27. Books Purchased on Departments Request, 1966
29. Phonograph Record Collection, 1967
30. Books Added Since 1968
31. Holdings in Latin America, Spain and Portugal, 1968
32. Books Added Since 1969
34. Books Added 1969
35. Books Added Since 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 7-9, Home Economics, Mathematics, Music
8. Catalog of Book Holdings, 1975, Part 10-11, Philosophy and Religion, Physical Education
9. 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
7. Books Added Since 1972
8. Books Added Since 1972

Series III: Wilson Hall Library
Box 5 (8 folders)
1. Bibliographies
2. Bibliographies
3. Committee of Faculty
4. Correspondence, 1957-1962
5. Correspondence, 1941-1956
6. Director's Correspondence
8. Evaluation and Surveys

Series III: Wilson Hall Library
Box 6 (16 folders)
1. Textbook Collection
3. Exhibits
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

Series IV: Stabley Library
Box 7 (46 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
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
23. Library Faculty Personnel Committee, 1972-1973
24. Library Faculty Personnel Committee, 1971-1972
25. Grants-Branch Campuses
27. Grants, Stabley Library, 1966
30. Grants, Stabley Library, 1969
32. Grants, Stabley, 1971
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

**Series IV: Stabley Library**
**Box 8 (27 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
17. Social Studies Reading Study
18. Library Proposals
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

Series V: Stapleton Library
Box 9 (32 folders)
3. Cuttings from the Grapevine - Library Newsletter
4. Library Acquisitions Committee
5. Library Automation, 1987
6. Stapleton Library Dedication: Correspondence
7. Stapleton Library Dedication: Gift of Dickens Book
8. Stapleton Library Dedication: Committee Minutes
9. Stapleton Library Dedication: Publications
10. Stapleton Library Dedication: Tape Recording
12. IUP Libraries Evaluation, 1983 (external evaluation)
13. Library 500,000th Volume Dedication
15. Library Photos
16. Loss Prevention Methods
17. Map Library - Evaluation of Proposal
18. Newspaper clippings
19. Correspondence
20. Five Year Plan, 1984
21. Larry Kroah – Newspaper clippings
22. William LaFranchi - Commendation
23. Foreign Language Acquisitions, 1985
24. Media Resources
25. Positions
26. Reviews and Suggestions for Stapleton
27. Systems Analysis of the Library
28. Stapleton Library Syllabi
29. Proposals for a New Library
30. Library History
31. Library Dedication Program - Slides, Photos
32. Office of Annual Giving, IUP Libraries
33. IUP Libraries’ Schafer Distinguished Speaker Series
   a. Penn State Head Football Coach Joe Paterno, 2006
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)
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
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

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 (16 folders)
1. Historical Materials
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
11. Survey, June 1976
12. Videotape Copyright Law Broken at Kittanning Library
14. Voyager 3.0 OPAC-ASC II version (VHS video cassette tape)
16. Library Faculty Summer School Committee meeting minutes, 1977-2003

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
7. Comparative Library Statistics for IUP and Peer Institutions
9. Master Plan for Instructional Resources Services
11. Copyright Policy, 1991
12. IUP Library Mission Statement
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. 1978
2. 1979-1981
3. 1979-1982
4. 1981-1982
5. 1982-1985
6. 1984-1985

**Series IX: Library Automation**

**Box 15 (10 folders)**
1. Caroline IUP Item Creation, Functional Specifications
3. PZI Profile. Part received from PRLC 6/24/87, Part received from OCLC, September 1987
4. Retrospective Conversion Rules
8. OCLC Design of Formats
9. OCLC Design of Formats

**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

**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
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

Box 19 (6 folders)
2. Library Advisory Council Minutes, 1985-1986
6. Library Council Meeting Minutes, 2004

Series XI: Library Policies and Reports
Box 20 (folders)
1. Record of Books Borrowed, 1922-1928
2. Circulation Record Book, 1930-1944
5. Provost's Advisory Committee on Acquisition & Collections Report, 1982

Series XI: Library Policies and Reports
Box 20A (folders)
   a. Library Administration
   b. Armstrong County Campus (Northpointe Regional Campus) Library
   c. Cataloging Department
   d. Circulation Department
   e. Information Services
   f. Interlibrary Loan Department
   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

5. Policies (various), 1986-1988
6. Off-Campus Programs/Library Services, 1986
7. Library Evaluation, Spring 1983

Series XII: Annual Reports
Box 21 (22 folders)
1. Library Annual Reports, 1950-1961
3. District Library Center Fund, 1976-1977
5. Circulation Department, 1978-1984
6. Armstrong County Campus, 1976-1984
7. Cataloging Department, 1975-1984
10. Library Instruction Classes, 1981-1983
11. Reference, 1974-1984
12. Reserve, 1982-1984
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
22. IUP Libraries Annual Report, 2009-2010

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

### Subseries B: Ex Libris – Friends of the Library Newsletter (3 folders)

1. Volume 1, 1998-2001

### 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)

### Series XIV: Library Statistics and Strategic Planning (LibQUAL)

#### Box 23 (folders)

1. IUP Libraries: Strategic Planning, 2002-2005
   c. IUP Libraries: Program Review, 2004
4. LibQUAL IUP Survey, 2002
6. LibQUAL IUP Survey, 2004
8. LibQUAL IUP Survey, 2006
9. LibQUAL ARL Survey, 2006
12. LibQUAL ARL (Session I only) Survey, 2009
13. LibQUAL KLN Survey, 2009
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