



Special Collections and University Archives

**Record Group 60
IUP Libraries**

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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 Books Withdrawn before 1940
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 (8 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

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, 1961
13. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961, 1961
14. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961, 1961
15. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961, 1961
16. Employee Time Books, 1938-1942, 1950-1954, 1954-1958, 1958-1961, 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 (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
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

Series V: Stapleton Library

Box 9 (32 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
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
11. Stapleton Library Dedication: Program, 1981
12. IUP Libraries Evaluation, 1983 (external evaluation)
13. Library 500,000th Volume Dedication
14. Library Handbook
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
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

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
13. "The Library-It's Impact", a Workshop
14. Voyager 3.0 OPAC-ASC II version (VHS video cassette tape)
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

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. 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
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 (6 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

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 (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

Series XII: Annual Reports

Box 21 (22 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

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 (folders)**

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