DESCRIPTION: The office files of the University Librarian's office of Columbia University Libraries, 1889-1948. Although chiefly the correspondence of the Library Office administrative staff, there are also forms, notices, regulations and papers concerned with policy statements of various departments and cooperative projects in which the library participated. The correspondence and related materials cover the period 1890-1928. The files are arranged alphabetically by name and subject and chronologically by year groups under each letter of the alphabet. In addition to the files described above there are financial records for book funds, 1915-1916; for budgets, 1916-1930 & 1935-1938; for salaries, 1889-1919; and a personnel and financial analysis, 1929-1948. There are also some administrative memoranda, 1910-1916; and annual reports of the Librarian & Supervisors, 1913-25. Committee files for the Study Committee, 1968-69; Representative Committee of Librarians, 1973-1977; Standing Committees, 1966-1970; Division Heads Meetings, 1966-1970; Committees superceded by the Professional Advisory Committee, 1970-1972; Butler Library floor plans and furnishings; Director's Office memos and related files, 1943-1964; Reader Services' memos, 1946-1953; Supervising Librarians minutes, 1953-58; Technical Services memos, 1946-1953; Printed materials: Library Columns, Columbia Library World; Burgess-Carpenter Library Correspondence, 1950-1975. Photographs of library staff at retirement party for Dollie Hepburn, 12 June 1956. (photos by Hubbard Ballou; mountings and box by Marianne von Dobeneck)
1983-85 ADDITION: Library office files, chiefly those of the University Librarian.
1927-1942 (23 boxes)
1942 and Prior (18 boxes)
1942-1960, Series I (64 boxes)
1942-1960, Series II (43 boxes)
1950-1970 (69 boxes)
1950-1970, Chamberlain, Lawrence H. (1 box)
1950-1965, Butler Librarian's Files (13 boxes)
1961-1966, Haas, Warren J. (3 boxes)
1965-1975, Haas, Warren J. (6 boxes)
1960-1973, Haas, Warren J. (64 boxes)
1963-1982, Battin, Patricia (6 boxes)
1963-1982, Battin, Patricia (6 boxes)
1999 Strike Files (1 box) [NOT TO BE USED WITHOUT THE PERMISSION OF THE LIBRARIAN FOR RARE BOOKS AND MANUSCRIPTS]

1986 ADDITION:
1968-1981, Battin, Patricia (3 boxes)
1940, Library Exhibitions (1 box)

1987 ADDITION:
1975-1982, Battin, Patricia (5 boxes)
Series: Library Services Group
1970-1980, General Files (14 boxes)
1980-1984, General Files (14 boxes)
CLIO Files (4 boxes)
1983-1984, Public Services Self-Study File (3 boxes)
1974-1983, Research Library Group Files (19 boxes)

1989 Addition:
1967-1984, Battin, Patricia (22 boxes)
1981-1988, CLIO (Columbia Information Online) Part I (4 boxes)
1981-1988, CLIO (Columbia Information Online) Part II (3 boxes)

1991 ADDITION:
1888-1910, Accession Registers, 44 v. (Shelved in Cage 25, Range 28)
ca. 1940, Photographs of the School of Library Service Library (Oversize Folder)

1993 Addition:
1970-1994 RCL
1970-1981 RCL Minutes archival copy 1 box
1970-1994 6 boxes
RCL [Task forces Force]

2003 Addition
128 File boxes proceeds this box list. 1888 - 1926

Correspondences 1900 - 1930

Box 1  Cataloged Correspondence
Box 2  Bo - C
Box 3  D - G
Box 4  H - Jet
Box 5  Jou - L
Box 6  M - Ra
Box 7  Re - Wa
Box 8  We - Z
   Miscellaneous
Box 9  Miscellaneous

Financial Records

Budget, 1916 - 1927
Budget, 1927 - 1934
Budget, 1935 - 1938
Budget, 1944 - 1946

Charles Clarence Williamson Correspondence (1928-1942)
Planning, Building and Equipping Butler Library

Salaries, 1889 - 1904
Personnel and Financial Analysis, 1929 - 1948

Committee Files

Space for Additions

Committee Superceded by the Professional Advisory Committee, 1970 - 1972
Directors Office

Memo's to Department Heads, February, 1948 - September, 1953
News from Directors' Office, January, 1950 - March, 1951
Letterbook for Mrs. E. Oktay
Schedules, May, 1945 - August, 1964

Administrative Memo's, September, 1962 - April, 1963
Committee Minutes, January, 1944 - September, 1945
Directors' Office Memos, November, 1943 - December, 1968

Committee Files

Standing Committee, 1966 - 1970
Division Heads Meeting, 1966 - 1970

Directors Office

Butler Library Floor Plans and Furnishings
see also oversized chest for Additional Plans

Readers' Service Loan Code, 1965
Readers' Service Memos, March, 1946 - February, 1953
Supervising Librarians Minutes, July, 1950 - February, 1963
Technical Service Memos, January, 1946 - May, 1953

Printed Material

Columbia Library World, April, 1959 - October, 1968
Library Columns, June, 1937 - August, 1945
Library Clippings, January, 1964 - December, 1966

Oversized Chest

Butler Library Floor Plans

1927 - 1942

A - Auld
Avery - Barnard
Barnown - Brown
Brows - Burgess
Bursar - Butler
C - Ci
Clo - Col
Com - Dra
1927 - 1942 (cont.)

E - Fackenthal
Packenthal - Fur
C - Hav
Hav - Hun
I - Kwe
L - Library Committee
Library Council - Lynd
M - Medical Library
Medical Office - Num
O - Per
Pet - Pur
R - Sea
Sec - Sou
Sp - Un
V - Zan
COLUMBIA UNIVERSITY LIBRARIES. LIBRARY OFFICE FILES

AN ALPHABETICAL INDEX TO FILE FOLDER HEADINGS USED FOR THESE FILES FOR THE YEARS ca. 1942-1970
(The heading may be helpful for searching earlier or later years)
INDEX TO CENTRAL FILES

There are two Xerox copies of this index, one is in Dr. Logsdon's Secretary's office, the other in Mrs. Carter's files. Please make sure that any corrections, deletions or additions are made on all copies. This original should be kept on top of the files.

When making folders for Central Files, use the labels with the red stripes.

A second section to this Index shows how the files are basically arranged; however, at the time of the typing of this alphabetical index the older list was somewhat outdated. It was decided that an alphabetical indexing of the files would be more helpful than a new list of the files as they are arranged. The new list was typed in the spring of 1966.
<table>
<thead>
<tr>
<th>SUBJECT</th>
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<td>Counter Files</td>
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<td>University</td>
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<td>Academic freedom</td>
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<td>Accessions, Sampling of Yearly ...</td>
<td>Acquisitions, Sampling ... (1948-1960)</td>
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<td>Accidents</td>
<td>Buildings &amp; Maintenance; Personnel Office</td>
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<td>Acquisitions</td>
<td>Acquisitions</td>
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<tr>
<td>Acquisitions lists (current year)</td>
<td>Acquisitions/Sample Lists</td>
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<td>ACRL</td>
<td>Administration/Reports; Associations</td>
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<td>Adams, James Truslow</td>
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<td>&quot;Administrator's Guide&quot;</td>
<td>Administration/Charts/See A's File</td>
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<td>Advisory Committee on Non-Academic Personnel</td>
<td>Personnel Office</td>
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<td>Advisory Committee on Works of Art</td>
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<td>Advisory Services</td>
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<tr>
<td>Aesop's Fables</td>
<td>Gifts/Class of 1923</td>
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<td>African Collection - Hassan</td>
<td>Acquisitions</td>
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<tr>
<td>African Studies</td>
<td>Acquisitions</td>
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<td>Air conditioning</td>
<td>Buildings and Maintenance</td>
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<td>Aleksinsky</td>
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Alphabetical listing of central files, page 2

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<td>American Assembly (Arden House)</td>
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<td>American Geographical Society</td>
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<td>American Institute of Graphic Arts -50 Best Books of the Year</td>
<td>Collections</td>
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<tr>
<td>American Labor Research Institute</td>
<td>Collections</td>
</tr>
<tr>
<td>American Library Association (ALA)</td>
<td>Associations</td>
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<tr>
<td>American Library Association Annual and Midwinter Meetings</td>
<td>Associations</td>
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<tr>
<td>ALA &amp; CLA Joint Conference</td>
<td>Associations</td>
</tr>
<tr>
<td>American Library Directory</td>
<td>Publications</td>
</tr>
<tr>
<td>American Mathematical Society</td>
<td>Mathematics Library</td>
</tr>
<tr>
<td>American Universities and Colleges</td>
<td>Publications</td>
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<td>Annual and Monthly Reports</td>
<td>Administration/Reports</td>
</tr>
<tr>
<td>Annual Report to the Secretary</td>
<td>Counter Files</td>
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<tr>
<td>Annual Staff Meetings</td>
<td>Personnel</td>
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<td>Archives of Psychology</td>
<td>Publications</td>
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<td>Archons of Colophon</td>
<td>Associations</td>
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<tr>
<td>Arden House</td>
<td>University/American Assembly</td>
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<tr>
<td>Arents, George</td>
<td>Collections</td>
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<tr>
<td>Art Center</td>
<td>see file in room 317</td>
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<td>Association of College and Research Libraries (ACRL)</td>
<td>Associations; Administration/Reports</td>
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<td>Association of Research Libraries (ARL)</td>
<td>Associations</td>
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<tr>
<td>Associations</td>
<td>Associations</td>
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<tr>
<td>Avery Library</td>
<td>Avery; for catalog &amp; periodical index, see Publications; Acquisitions/Sample Lists</td>
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Alphabetical listing of central files, page 3

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<tr>
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<td>Bancroft Foundation Fund (Committee, Awards, News Releases, Will)</td>
<td>Bancroft; &quot;Friends&quot; Files; Collections</td>
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<td>Barnard College Library</td>
<td>Barnard; Administration/Surveys</td>
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<td>Bartok, Bela</td>
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<td>Benjamin, Park (special)</td>
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<tr>
<td>Benjamin, William-Evarts (special)</td>
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<td>Berle, Adolph A.</td>
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<td>Berlioz</td>
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<td>Bernstein</td>
<td>Collections/Russian</td>
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<td>Bicentennial (General; Library Participation, Publications)</td>
<td>University</td>
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<tr>
<td>Binding Department</td>
<td>Binding; Publications</td>
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<td>Binding Practices and Procedures, a Guide to</td>
<td>Publications</td>
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<td>Biological Sciences</td>
<td>Biological Sciences</td>
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<td>Blackwell</td>
<td>Collections</td>
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<tr>
<td>Blocked Privileges</td>
<td>Services/Library Privileges; Policy Decisions; RHL Book Loss File</td>
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<td>Bonsall</td>
<td>Collections</td>
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<td>Book cards and pockets</td>
<td>Cataloging</td>
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<td>Book Loss Campaign (Publicity, Statistics, Staff Comments, Suggestions)</td>
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<td>Book Order Division</td>
<td>Acquisitions</td>
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<td>Book plates</td>
<td>Collections; &quot;Friends&quot; files</td>
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<td>Book return chute</td>
<td>Book return chute</td>
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</table>
Alphabetical listing of central files, page 4

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<tr>
<th>SUBJECT</th>
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<tr>
<td>Books-Damaged, Stolen, Missing</td>
<td>Books . . .</td>
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<td>Bookstore Committee</td>
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<td>Book trucks &amp; conveyors</td>
<td>Supplies &amp; Equipment</td>
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<td>Boulton - Traditional &amp; Liturgical Music</td>
<td>Collections</td>
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<tr>
<td>Brander Matthews Dramatic Museum</td>
<td>Collections; Room 317</td>
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<td>Brebner Memorial Fund</td>
<td>Collections</td>
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<td>Brebner, John</td>
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<td>Brigham</td>
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<td>Browsing Room</td>
<td>Reference</td>
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<td>Budget</td>
<td>RHL, Personnel Office, etc.</td>
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<td>Buildings</td>
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<td>Buildings and Maintenance</td>
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<td>Bulletins of Information</td>
<td>Publications</td>
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<td>Bulletins/Handbooks/Manuscripts</td>
<td>Publications</td>
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<td>Bureau of Applied Social Research (BASR)</td>
<td>Bureau of Applied Social Research</td>
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<td>Burgess-Carpenter Library</td>
<td>Burgess-Carpenter Library; Administation/ Surveys</td>
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<td>Burke</td>
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<td>Bush</td>
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<td>Business Library</td>
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<td>Butler</td>
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<td>Butler Division</td>
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<td>Butler Library</td>
<td>Butler Library - Administration/Surveys</td>
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<td>Butler Library Early History</td>
<td>Butler Library Early History</td>
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<tr>
<td>Byrd Space Study</td>
<td>Administration/Surveys</td>
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## Alphabetical listing of central files, page 5

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<td>Calvert</td>
<td>Collections</td>
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<td>Carnegie Endowment Archives</td>
<td>Collections</td>
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<tr>
<td>Carpenter, George Rice</td>
<td>Collections, Room 317A</td>
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<tr>
<td>Casa Hispanica</td>
<td>Casa Hispanica, Room 317 (Special Libraries)</td>
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<td>Casa Italiana</td>
<td>Casa Italiana</td>
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<tr>
<td>Cataloging Department Procedures: Searching</td>
<td>Administration/Surveys</td>
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<td>Cataloging Department: Processing</td>
<td>Administration/Surveys</td>
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<td>Catalog Series, Revisions in Library Information</td>
<td>University Publications</td>
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<td>Centers for Iranian, Israeli, Pakistani &amp; Turkic Studies</td>
<td>Near and Mid-East Institute</td>
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<td>Central European Archive</td>
<td>Acquisitions/Foreign/Russian</td>
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<td>Central Serials Records (COOK)</td>
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<td>Chalfant-Britton</td>
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<td>Charter and Statutes</td>
<td>University Publications</td>
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<td>Checking coats, briefcases, etc.</td>
<td>Building and Maintenance/Protection</td>
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<td>Chemistry Library</td>
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<td>Children</td>
<td>Collections</td>
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<td>Chinese Oracle Bones</td>
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<td>Churchill</td>
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<td>Circulation Department</td>
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Alphabetical listing of central files, page 6

SUBJECT

Circulation Practices at CUL (Loan Code, 1960)

Citizens Union

Civil Defense

Classics

Classification

"Operations Analysis"

Class of 1923 (Aesop's Fables)

Cleaning

Club Polski

Codification of Policies (Supervisor's Manual)

Coins (Special)

Collections

Collection Development Policy

College Catalogs

College Library

College Library Resources Prog.

College of Pharmacy

Colleges and Universities

"Columbia Calendar"

"Columbia College Student Handbook"

Columbian on the Preservation of University Records

"Columbia Directory"

Columbia Fund

Columbia Library Columns

Columbia Library World

Columbiana

FILED IN OR UNDER

Administration/Surveys; also loan Code 61

Gifts

Civil Defense; 316 Closet

Burgess-Carpenter-Classics

Cataloging

Administrations/Operations/Analysis

Gifts

Buildings & Maintenance

Gifts

Personnel Office; room 316

Collections; Collections/Olcott

Collections; Gifts; Departmental Libraries

SLS Library

College

Administration/Reports; U.S. Office of Education

College of Pharmacy

Colleges and Universities

University Publications

"Columbia College Student Handbook" University Publications

Civil Defense

University Publications

University

"Friends" files

Supply room; notebook; rm. 317; Publications

Columbiana
Alphabetical listing of Central Files, page 7

<table>
<thead>
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<th>SUBJECT</th>
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<td>Columbia University Administrative Offices, Statistics to</td>
<td>Administration/Reports</td>
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<td>Columbia University Administrative Offices, Statistics furnished by</td>
<td>Administration/Reports</td>
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<td>Columbia University Press</td>
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<td>CUL Self-survey (Tauber-President's Committee on the Educational</td>
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<td>Future of the University) 1956</td>
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<td>Commencement</td>
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<td>Committee on Cooperative Microfilm Projects</td>
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<td>Committee on Library Fees</td>
<td>Associations/ARL</td>
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<td>Committee on National Needs</td>
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<tr>
<td>Committee on Preservation of University Records</td>
<td>Civil Defense</td>
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<tr>
<td>Committee on Study of Need for Integration of College &amp; University</td>
<td>Library Cooperation</td>
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<td>Library Resources</td>
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<td>Committee on Translations of Russian Scientific and Technical Journals</td>
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<td>Committee on UNESCO Affairs</td>
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<td>Committees</td>
<td>Administration; RHL files</td>
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<td>Conference on Library Education, Jersey City State College</td>
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<td>and Dissemination of Library</td>
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<td>Materials (Folger Library)</td>
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<td>Congressional Roll Calls</td>
<td>Publications</td>
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<td>(Proposed Atlas of)</td>
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<td>Corbacho</td>
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<td>Cost Analyses</td>
<td>Administration/Surveys</td>
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<td>Cost estimates (by subject)</td>
<td>Finance</td>
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<td>Collections</td>
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<td>Council</td>
<td>University</td>
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<td>Council on Library Resources</td>
<td>RHL; Library Cooperation</td>
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<td>Council of National Library Associations</td>
<td>Associations</td>
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<td>Cuba</td>
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<td>Curie, Marie</td>
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Alphabetical listing of Central Files, page 9

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### Alphabetical listing of Central Files, page 10

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<td>See S.R. Files B</td>
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<td>Filing procedures</td>
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<td>Galindez Thesis</td>
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<td>&quot;General Studies Newsletter&quot;</td>
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Alphabetical listing of Central Files, page 12

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<td>&quot;Graduate Students Guide&quot;</td>
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<td>&quot;Guide to Morningside Campus&quot;</td>
<td>University Publications</td>
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<td>Guide to Reference Books</td>
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<td>Guards</td>
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<td>Hamilton Papers</td>
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<td>Handbooks, Library</td>
<td>Publications</td>
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<td>Hanzali Report on Collection policies in French Language</td>
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<td>Hastings File on Library Publicity</td>
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<td>Publications/Congressional Roll Calls</td>
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<td>Hours of Service</td>
<td>Schedules; Counter Files; Administration/Surveys</td>
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*File last updated April 1986*
Alphabetical listing of Central Files, page 13

**SUBJECT** | **FILED IN OR UNDER**
---|---
Housing | Personnel
Howard | Collections
Howland | Collections
Human Relations Area Files | Library Cooperation
Hungarian Reference | Collections
Ide, John Jay | Collections
Insurance | Administration
Integration of college and university resources | Library Cooperation
Interlibrary loan | Reference Department; Medical Library; Circulation Department
International Affairs Reading Room | International Affairs
International Affairs Library | Room 317
International Book Exhibit | International Book Exhibit
Inventories: 1951, 1955, 1961 | Administration/Insurance
Inventories | Supplies and Equipment
Invitations | Administration
Isham | Collections
Italian Exhibit 1959-1960 | Public Relations
Jamieson Memorial | Collections - Frante, Harry
Japan Institute | Collections
Japanese language materials | East Asian Library
Jay, John | Collections
Jeffery | Collections
Joffe | Collections
Jones, Bassett | Collections
### Alphabetical listing of Central Files, page 14

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Alphabetical listing of Central Files, page 15

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<td>Montgomery (Business)</td>
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SUBJECT
Moore, John B.
Morgenthau
Morris
Motion pictures
Mudge
Multilith machine
"Musical scores-Manual for Classification & Cataloging"
Music Library
Music Library alterations
Naficy
Nanteuil Engravings
NASA - Institute for Space Studies
National Library Week
National Referral Center
National Science Foundation
Natural Science Library
Navy
Near East Collection
Near and Mid-East Institute
Neurological Library
Nevins
Nevins Branch
New York Botanical Garden
New York Herald
New York Historical Society

FILED IN OR UNDER
Collections
Collections
Collections
Collections
Collections
Supplies & Equipment
Publications
Music Library
Music Library alterations
Acquisitions/Foreign
Collections/Keppel
NASA...
National Library Week
National Referral Center (LC)
National Science Foundation
Natural Science; Geology
Collections
Collections
Near and Mid-East Institute
Medical
Collections
Physics Library
New York Botanical Garden
Collections
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<td>New York Metropolitan Reference League Agency</td>
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<td>New York Public Library</td>
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<td>New York Regional Catalog Group</td>
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<td>New York School of Social Work</td>
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<td>New York State Associations</td>
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<td>New York State Education Dept.</td>
<td>Administration/Reports/Statistics</td>
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<td>New York State Telefacsimile Transmission Center</td>
<td>Administration/Reports/Statistics</td>
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<td>New York Technical Services Libraries</td>
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<td>Collections</td>
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<td>Northeastern Regional Library Center</td>
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<td>Obituary File</td>
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Alphabetical Listing of Central Files, page 20

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### Alphabetical listing of Central Files, page 21

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## Alphabetical listing of Central Files, page 23

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### Alphabetical listing of Central Files, page 24

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### Alphabetical listing of Central Files, page 27

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<td>White, Carl M. (Brochure)</td>
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<td>Wilson, H. W.</td>
<td>Publications</td>
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<td>Witmark</td>
<td>Collections</td>
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<td>Wood, Edith</td>
<td>Collections</td>
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<td>World Data Center &quot;A&quot;</td>
<td>Lamont Geological Observatory (Upper terrace)</td>
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<td>Wouk</td>
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<td>Woytinsky</td>
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<td>W.P.A.</td>
<td>Publications/Congressional Roll Calls</td>
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<td>Wright, Henry</td>
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<td>Yen Account (Blocked)</td>
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<td>Yoshide Grant</td>
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<td>Zoology-Botany Library</td>
<td>Biological Sciences Library</td>
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</table>
ACQUISITIONS DEPARTMENT. Includes: Book Order Division, Gifts and Exchange Division, Serials and Documents Division, and Shipping Room. See separate entries for: BINDING DEPARTMENT AND PHOTOGRAPHIC SERVICES.

ACQUISITIONS.

Considered and/or rejected.

Dealers.

Documents (all materials). See also ACQUISITIONS DEPARTMENT and CATALOG DEPARTMENT.

Duplicates.

Exchanges. Includes: International Exchanges. See also ACQUISITIONS DEPARTMENT.

Foreign Material.

Russian and Slavic Publications. Includes, with its subsidiary file, all material which normally files under such headings as FINANCE, CATALOGING, etc. For all Russian manuscript and non-book materials except newspapers, see below, Russian and East Central European Archive.

Library of Congress-Russian Duplicates Exchange Program.

Mezhdunarodnaia Kniga Contract.

Policy.

Russian and East Central European Archive. Includes all Russian manuscript and non-book materials except newspapers. See also EAST CENTRAL EUROPEAN STUDIES PROGRAM.

Russian Newspaper Microfilming Project.

Turkish Archives Microfilming.

Uralic-Altaic.
Gifts, see GIFTS (Alphabetically by donor, A-Z), GIFTS/Proposed or Pending; ACQUISITIONS DEPARTMENT.

Microcards.

Microfilms. See also CATALOGING/Microfilms, THESSES/Dissertations, UNIVERSITY MICROFILMS. Biddle, Hamilton and Jackson Project (all material) Library of Congress - Microfilming Clearing House.

Policy. To be used for all material on general policy and on collecting policy with implications for more than one department "overlap", etc.

Recent Acquisitions. Sample Lists of All Departments

Serials. See also ACQUISITIONS DEPARTMENT: CATALOG DEPARTMENT.

ADMINISTRATION.

Administration Case Study.

Administrative and Organizational Changes includes 1937 statute changes

Codification of Policies (Supervisors' Manual). Note: Material now in 316 steel file or Personnel Office.

Committees. (RHL and CWM current committees in office files)
  Conference on Library Instruction, Jersey City State College, March 4, 1961 (RHL invited, did not participate) see LIBRARY COOPERATION.
  Director's Advisory Committee on Library Affairs.
  Orientation and Social Committee.
  General Studies Library Committee. See also SERVICES/General Studies Students.
  Medical Library Committee, see 316 closet file.

Filing Procedure.

Insurance. For studies relating to reduction of coverage, see FINANCE/Cost Estimates.
  Fine Arts Policy Additions.
  Fine Arts Policy--Property of Others.
  Fine Arts--Temporary Coverage.
  Inventory of 1951. Includes also summary of 1922 data.
  Inventory of 1955.
  Inventory of 1961.

Invitations. Includes honorary degree awards and other such University events.

Library Committee of the University Council.

Library Office.

Library Program.

Meetings. No general folder. See also ASSOCIATIONS.
  Supervising Librarians.
  Supervising Librarians and Joint Meetings with Department Heads. Includes only duplicate minutes; originals in RHL files.
ADMINISTRATION (continued)

Projects suggested.

Questionnaires. See also ADMINISTRATION/Reports/Statistics. This heading includes replies to almost all types of requests for information except those pertaining to a particular department. Occasionally rather ephemeral questions have been filed under COLLEGES AND UNIVERSITIES by the name of Library.

Reports.
Annual and Monthly.
Statistics. For statistics compiled for Director's Annual Report, see above.

ACRL
CU Administrative Offices.
N.Y. State Education Department.
Princeton University.
U.S. Office of Education
University of California Salary Survey.

Representational Travel

Schedules. This heading is to be used for material relating to the establishment of hours of opening. For copies of the periodic schedules issued, see file of the Library Office Secretary.

Signature Authorization.

Staff Association. Basic material in older file in RHL office.

Staff Teaching.

Statutes.

Surveys.
General. This heading should include surveys proposed but not undertaken.
Barnard College Library Survey (Tauber) 1954.
Cataloging Department--Procedures: Searching.
Cataloging Department--Processing.
Central Serials Records at CU (Cook)
CUL Self-Survey (Tauber-President's Committee on the Educational Future of the University) Fall 1956.
CUL Staff surveys of other institutions, see the author's own files.
Fussier Study of Photographic Services, 1960.
Hours of Service.
Miles Survey of Business Library.

Unanswered letters.

Advisory Committee on Non-Academic Personnel, see PERSONNEL (CWM has file).

Advisory Committee on Works of Art, see UNIVERSITY/Advisory Committee on Works of Art.
ASSOCIATIONS (continued)

ALIEN PROPERTY CUSTODIAN.

AMERICAN GEOGRAPHICAL SOCIETY.

ART CENTER (PROPOSED).  See steel file in 316.

ASSOCIATIONS.  For current committees, see RHL and CWM Office files

American Library Association (ALA).
  Annual and Midwinter Meetings.
  Prior to 1950.
  Committee on Cooperative Microfilm Projects.
  Library Education Division.
  Reprint Expediting Service.
  Archons of Colophon.
  (RHL Convener, 1958/59).

Association of College and Research Libraries (ACRL).

Association of Research Libraries.  For material on Reconstitution of Membership, see RHL office files)
  Prior to 1950.
  Committee on Library Fees.
  Joint Libraries Committee on Fair use in Photocopying.
  Committee on National Needs.
  Committee for the Preservation of Cultural and Scientific Resources.
  Committee on Translations of Russian Scientific & Technical Journals.
  Committee on UNESCO Affairs.
  Monticello Conference.

Conference on Eastern College Librarians.
  Programs.

Council on National Library Associations.

Educational Film Library Association.

Manuscript Society.

New York Library Club.

New York State Association.


Special Libraries Association (SLA).

avery library.

Avery Library Catalog, see PUBLICATIONS/Avery Library Catalog.

BANCROFT FOUNDATION FUND.  Some material prior to 1950.  See also COLLECTIONS/Bancroft.
Bancroft Foundation Fund, continued


Awards (to 1952) See also "Friends" file in 315.
Awards (Not to be confused with Bancroft Prizes)
Bancroft will (extracts).

News Releases.

BARNARD COLLEGE LIBRARY. See also ADMINISTRATION/Surveys/Barnard College Library Survey (Tauber) 1954.

BINDING DEPARTMENT.


Book Order Division see ACQUISITIONS DEPARTMENT.

Book Return Chute

Bookplates see COLLECTIONS/Bookplates; 315 Memorial bookplate file.

Bently Collection of Traditional & Literate Music
Brander Matthews Dramatic Museum see COLLECTIONS/ Matthews, Brander.

Browsing Room see REFERENCE DEPARTMENT.

BUILDINGS AND MAINTENANCE.

Accidents. Includes accidents to public. Excludes accidents to staff, for which all material is filed in the Personnel Office.

Air Conditioning.

Building Rehabilitation (not in file).

Cleaning.
Extermination and Disinfection.

Electricity.

Elevators.

Fires in Libraries.

Harkness Academic Theatre. See also file of Library Office Secretary.

Keys.

Lighting.

Lighting—Diagrams.

Painting.

Pneumatic Tube System.
BUILDINGS AND MAINTENANCE (continued)

Portraits.

Protection.
  Checking coats, briefcases, etc.
  Exit control.
  Guards.
  Holmes.
  Passes.
  Thefts.

Public Accommodations--Smoking.

Room Assignments.

Safety.

Schedules (Building). See also ADMINISTRATION/Schedules; file
  of Library Office Secretary.

Sheffield Building (book storage for Medical Library)

Shelving.

Signs and Posters.

Space Adjustments. See also ADMINISTRATION/Space Surveys (in RHL files)

Space Estimates (Square feet).

Stacks.

BURGESS-CARPENTER LIBRARY. Includes material for Classics, Modern
  Languages, and Paterno Libraries.

BUSINESS LIBRARY.

Montgomery Library, see COLLECTIONS/Montgomery.
Scudder Library, see COLLECTIONS/Scudder.

BUTLER DIVISION. For Butler Departmental, see entries for individual libraries.

BUTLER LIBRARY.

Carl M. White Brochure (unfinished) 1 and 2.
Early History.
Orientation and Information Services.
Tours - SLS Students

CASA ITALIANA.

CATALOG DEPARTMENT. Includes Documents Division, Filming of Catalog,
  Serial Division.

Filming of Catalog. Prior to 1950.

CATALOGING.
CATALOGING (continued)

Book Cards and Pockets.

Classification.
   Dewey Classifications.

East Asiatic Collection. See also EAST ASIATIC LIBRARY.

Filing Rules.

Library of Congress Catalog Cards and Publications.

Microfilms. See also ACQUISITIONS/Microfilms; THESSES/Dissertations;
   UNIVERSITY MICROFILMS.

Transliteration.

United Nations, See also UNITED NATIONS.
   Serial Numbering and Documentation.


Centers for Iranian, Israeli, Pakistani, and Turkic Studies, see NEAR AND
   MIDDLE EAST INSTITUTE.

CHEMISTRY LIBRARY.

CIRCULATION DEPARTMENT.

Local Interlibrary Loan.

CIVIL DEFENSE. See also 316 Closet File
   Columbia Committee on Preservation of University Records.
   Columbia Council on Civil Defense.

Classics, see BURGESS-CARPENTER.

COLLECTIONS. See also GIFTS; entries for Departmental Libraries by name.

Index.

Abuskady (Ahmed)

Academic.

Adams, James Truslow.

Aleksinsky, 1947, see COLLECTIONS/Russian.

American Institute of the Graphic Arts--Fifty Best Books of the Year.

American Labor Research Institute.

Arents, George.

Artybashcheff (Special)
COLLECTIONS (continued)

Bancroft. See also BANCROFT FOUNDATION FUND; "Friends" file in 315.

Bartok, Bela.

Benjamin, Park (Special).

Benjamin, William Avarts (Special).

Berlioz.

Bernstein, 1947, see COLLECTIONS/Russian.

Blackwell, Dr. Elizabeth.

Bonsall.

Bookplates. See also Memorial Bookplates, 315 file.

Brebner, John Bartlet.

Brigham, Albert P.

Bronsan, Howard (Special).

Burke, Stephen P. - Memorial Collection.

Bush, Wendall T. (Mrs.) and Gordon.

Butler, Nicholas Murray.

Calvert Letters.

Carnegie Endowment Archives:

Chalfant, Britton.

Childrens:

Chinese (East Asiatic), see EAST ASIATIC LIBRARY.

Chinese Oracle Bones.

Churchill.

Coin (Special). See also COLLECTIONS/Olcott Collection of Coins.

Columbiana, see COLUMBIANA.

Columbiana Society, see COLUMBIANA/Columbiana Society.

Conway, Moncure David.

Coudert, Fred R.

Coykendall, Frederick.
COLLECTIONS (continued)

Crane, Hart.
Crane, Stephen.
Curie, Marie, see COLLECTIONS/Marie Curie Correspondence.
Dall, Davidson Leon.
Delatour, Gottfried Solomon (Dr.)
Delta Kappa Epsilon (D.K.E.)
Deutsches Haus.
Dewey, Melvil—Papers.
Dix, John A.
Donovan, W. J.
Eisenhower, President.
Epstein, Edward.
Erskine, John.
Farnsworth, W. O.
Federal Reserve Bank Papers.
Ferrero, Guglielmo.
Field.
Flagg Papers.
Golopentia, A. (Dr.)
Gudeman, Alfred Israel.
Gumby, L. S. Alexander.
Haggard, Henry Rider.
Haggerty, Louis C.
Hamilton Papers
Haverlin, Carl (The American Story)
Hill, John Wesley (Lincolniana) (Special)
Hirsch, Paul.
Hitchcock, Ripley.
Holland Society.

Howland, John - Memorial Gift.

Hungarian Reference Collection.

Isham, Ralph H.

Japan Institute.

Jay, John - Contributions; solicitation records.

General.

Gift Receipts

Jeffery, Arthur.

Joffe, Judah A.

Jones, Basset.

Kanjur - Tanjur, see GIFTS/Horoch.

Kent.

Keppel Collection of Nanteuil Engravings (Avery)

Kerr, George, 1947.

Kilroe, Edwin Patrick (Special) (Tamanian)

Koo, V. K. Wellington.


Labor Publications.

Latrobe, Benjamin H.

Lazarus, Emma.

Lenygon.

Leung, George Kin (East Asiatic)

Libras Polaris, see COLLECTIONS/Jones, Basset

Lindsay, Samuel McCune.

Livingston Library.

Lodge, Gonzale (Dr.).

Lotz.

Macy (George Macy Memorial)
COLLECTIONS (continued)

Magonigle, H. Van Buren and Edith (Fund)
Maps.
Marie Curie Correspondence.
Mary, Queen of Scots.
"Mason".
Matthews, Brander.
Matthews, Brander - Dramatic Museum (Non-CU Libraries)
Mitchell, Wesley Clair.
Moffat.
Montgomery (Business).
Moore, Henry L.
Moore, John Bassett (Law)
Morgenthau.
Morris, Gouverneur.
Motion Picture.
Mudge, Isadore Gilbert.
Nanteuil Engravings, see COLLECTIONS, Keppel Collection of Nanteuil Engravings (Avery)
Navy.
Near East Collection (Special)
Nevins, Allan H.
New York Herald.
New York Historical Society.
Nicolaevsky, Boris I.
Nippon Club Collection.
Nuremberg.
Obituary File.
Occupational Therapy, see PSYCHOLOGY LIBRARY.
Officers' Reference Room.
COLLECTIONS (continued)

Oko - Gebhardt, see COLLECTIONS/Spinoza.

Olcott Collection of Coins.

Olcott Papers.

Oriental.

Otis-Gay.

Painting and Sculpture, School of (non-CU Libraries)

Papyrus Collection.

Paris, F. (Avery).

Parson Prints.

Parsons, Herbert.

Perkins, Frances.

Perlstein, see COLLECTIONS/Russian.

Phoenix.

Phonograph Records.

Pindus.


Prentis, see "Friends" file in 315.

President Eisenhower, see COLLECTIONS/Eisenhower, President.

Pulitzer Prize Collection.

Putnam, George Haven.

Rackham.

Raditsa see Ferrero

Rank.

Rahimi, A. Khan.

Robinson, Mabel Louise.

Roubakine, N. A. (Dr.)

Russian (Aleksinsky, Bernstein, and Perlstein)

Sagarin.
COLLECTIONS (continued)

Salmans.
Santayana.
Scudder, Marvin Library (Business)
Seligman and Edwin, R. A. Collection.
Somerville.
Spiers, A. Guy.
Spinoza.
Stedman.
Stefansson Library.
Steffens, Lincoln.
Sullivan Drawings
Taylor, Floyd (Memorial, non-CU Libraries).
Tetens.
Thompson, Woodman.
Tilden Papers.
Tower, Charlemagne.
Typographic.
Ullmann, Doris - photograph.
Urban.
Van Buren, Rosalie.
Vanderlip, Frank A. See also file in Special Collections.
Van Doren, see "Friends" file in 315.
Villard, Oswald Garrison - Collection of John Brown.
Walker.
War Periodicals.
Webster.
Wechter (Mark Twain Collection)
Weinstein.
Wilson, Woodrow.
Witmark.
COLLECTIONS (continued)

Wood, Edith Elmer.
Wouk, Herman.
Waytinsky, Vladimir S.
Wright, Henry.
Y. Collection.
Z. Collection.

College Catalogs, see SCHOOL OF LIBRARY SERVICE/College Catalogs.

COLLEGE LIBRARY. Excludes PHILOSOPHY LIBRARY & LENDING SERVICE, for which see individual entries.

COLLEGE OF PHARMACY

COLLEGES AND UNIVERSITIES (Alphabetically by name, A - Z.)

COLUMBIA UNIVERSITY PRESS.

COLUMBIANA.
Columbiana Society.

COMPUTER CENTER LIBRARY.
Copyright Authorizations, see SERVICES by year.

Council on Library Resources, see LIBRARY COOPERATION/Council on Library Resources

Deutsches Haus, see COLLECTIONS/Deutsches Haus.

DOCUMENTATION AND INFORMATION RETRIEVAL.
Documents and Serials Division, see ACQUISITIONS DEPARTMENT; CATALOG DEPARTMENT. Duplicates, see ACQUISITIONS/Duplicates.

EAST ASIATIC LIBRARY. See also CATALOGING/East Asiatic Collection.

EAST CENTRAL EUROPEAN STUDIES PROGRAM. See also ACQUISITIONS/Foreign Material/ Russian and Slavic Publications/Russian and East Central European Archive.

ENGINEERING CENTER.

ENGINEERING LIBRARY

Exhibits, see PUBLIC RELATIONS/Exhibits; PICTURES.

Farmington Plan, see ACQUISITIONS/Foreign Material/Farmington Plan.

Fifty Best Books, see COLLECTIONS/American Institute of Graphic Arts - Fifty Best Books of the Year.
Filing Procedure, see ADMINISTRATION/Filing Procedure.

Filing Rules, see CATALOGING/Filing Rules.

Filming of Catalog, see CATALOG DEPARTMENT/Filming of Catalog.

FINANCE.

Account numbers, see FINANCE/Funds. All correspondence of CWM regarding transfer of funds or changes in account numbers are filed there in the appropriate year.

Budget. All material in RHL and CWM files.

Cost Estimates (by subject).

Fines.

Fund.

General (policy, etc.).

Bancroft, see BANCROFT FOUNDATION FUND.

Blocked Yen account.

Columbia Fund, see GIFTS/Columbia Fund; UNIVERSITY/Columbia Fund.

Endowed Accounts (General).

Miller (Nathan J.) Fund.

Ulmann, Albert (Graphic Arts). See also GRAPHIC ARTS CENTER AT CU.

Government Printing Office, see ACQUISITIONS/Documents.

Key Deposits.

Forfeits. Now in steel files in 315.

Refunds. Now in steel files in 315.

Library of Congress Printed Cards and Publications, see CATALOGING/Library of Congress/Catalog Cards and Publications.

Payroll, see PERSONNEL OFFICE.

Photographic Services. See also PHOTOGRAPHIC SERVICES.

Rental Reserves.

FINE ARTS CENTER - FACULTY OF THE THEATER. In 316 steel file.

FINE ARTS LIBRARY.

Fines, see FINANCE/Fines.

Folger Library Conference see LIBRARY COOPERATION/Conference on.

Friends of the Columbia Libraries, see "Friends" file in 315.

Funds, see FINANCE/Funds.

Fussler Study of Photographic Services - 1960 see ADM/Surveys.

General Studies Library Committee, see ADMINISTRATION/Committees, services/GS
GEOLGY LIBRARY AND MAPS. See also NATURAL SCIENCE LIBRARIES.

GIFTS (General) Material filed alphabetically by name of donor (A - Z).
Under C separate files for Citizen Union.
Class of 1923 (Aesop's Fables).
Club Polski.
Columbia Fund. See also UNIVERSITY/Columbia Fund.
Under K separate files for Kebler, Leonard.
Koo, Wellington. See COLLECTIONS.
Under S separate files for Sherman Memorial Gifts.
Shepard Memorial Gifts.
Proposed and Pending.

Gifts and Exchanges, see ACQUISITIONS DEPARTMENT.

GRAPHIC ARTS CENTER OF COLUMBIA UNIVERSITY. See also FINANCE/Funds/Ullmann.

Hastings File on Library Publicity, see PUBLIC RELATIONS/Hastings File on Library Publicity.

Human Relations Area Files, see LIBRARY COOPERATION/Human Relations Area Files.

Insurance, see ADMINISTRATION/Insurance.

Interlibrary Loan, see REFERENCE DEPARTMENT/Interlibrary Loan; MEDICAL LIBRARY/Interlibrary Loan Service; CIRCULATION DEPARTMENT/Local Interlibrary Loan.
International Book Exhibit.

Invitations, see ADMINISTRATION/Invitations.

Inventories, see SUPPLIES AND EQUIPMENT/Inventories.

JOURNALISM LIBRARY.

Kent Hall (Future use).

Keys, see BUILDINGS AND MAINTENANCE/Keys; FINANCE/Key deposits (now in 315 counter file).

KING'S COLLEGE ROOM.

LAMBERT GEOLOGICAL OBSERVATORY LIBRARY.

LAW LIBRARY
New Law Library (proposed in 316 closet).

LENDING SERVICE.

Letters of Introduction, see SERVICES/Library Privileges/Use of Other Libraries by Columbia Faculty and Students (letters of introduction).

LIBRARIES (General).

Library of Congress. See also ACQUISITIONS; CATALOGING; FINANCING.
New York Public Library. See also SERVICES/Library Privileges/NYPL.
LIBRARY BUILDINGS.

Library Committee of the University Council, see ADMINISTRATION/Library Committee of the University Council.

LIBRARY COOPERATION. Current material in RHL files.

Committee on Study of Need for Integration of College and University Library Resources.
Subcommittee on Study of Need for Integration of College and University Library Resources of New York State.
Human Relations Area Files.
Library Steering Committee.
Steering Committee Minutes.
Midwest Inter-Library Center
Northeastern Regional Library.

Library of Congress, see ACQUISITIONS; CATALOGING; FINANCE.

Library Privileges, see SERVICES/Library Privileges.


LOST AND FOUND; DAMAGED AND STOLEN BOOKS. For all except books see SERVICES/Lost and Found; BUILDINGS AND MAINTENANCE/Protection/Thefts.

Mail, see SERVICES/Mail.

MAISON FRANCAISE

Maps, see GEOLOGY LIBRARY AND MAPS.

MATHEMATICS LIBRARY
American Mathematical Society.

MATHEMATICS LIBRARY - (New location).
Matthews, Brander, Dramatic Museum, see COLLECTIONS/Matthews, Brander.

MEDICAL LIBRARY.

Interlibrary Loan Service.
Jerome P. Webster Library of Plastic Surgery
Medical Library Committee, see 316 files.
Neurological Library.
New Building.

MEDICAL LIBRARY CENTER OF NEW YORK.

Messenger, see SERVICES/Messenger.

Microcards, see ACQUISITIONS/Microcards.

Microfilming, see PHOTOGRAPHIC SERVICES.

Microfilms, see ACQUISITIONS/Microfilms, CATALOGING/Microfilms; THESES/Dissertations.
Modern Languages, see BURGESS-CARPENTER LIBRARY.

MUSIC LIBRARY.

MUSIC LIBRARY ALTERATIONS.

Naficy see ACQUISITIONS/Foreign Material/Naficy.

NASA INSTITUTE FOR SPACE STUDIES LIBRARY.

NATIONAL LIBRARY WEEK.

NATIONAL SCIENCE LIBRARIES, see also GEOLGY LIBRARY AND MAPS.

NATURAL SCIENCES LIBRARY ALTERATIONS.

NATIONAL SCIENCE FOUNDATION.

NEAR AND MIDDLE EAST INSTITUTE. Includes Centers for Iranian, Israeli, Pakistani and Turkic Studies.

New York Botanical Garden

New York Public Library, see LIBRARIES/New York Public Library; SERVICES/Library Privileges/New York Public Library.

NEW YORK SCHOOL OF SOCIAL WORK see SCHOOL OF SOCIAL WORK.

OPTOMETRY LIBRARY.

ORAL HISTORY RESEARCH OFFICE.

Orientation Program, see BUTLER LIBRARY/Orientation Information Services.

OTS Regional Technical Report Center, see ENGINEERING LIBRARY/OTS Center.

PARKINSON INFORMATION CENTER.

Paterno Library, see BURGESS-CARPENTER LIBRARY.

Periodical Reading Room, see REFERENCE DEPARTMENT.

PERSONNEL.

Annual Staff Meetings.

Housing.

Proposed Codification of Policies, see ADMINISTRATION/Codification of Policies.

Staff Teaching, see ADMINISTRATION/Staff Teaching.

Trainee Program.

Travel.

Tuition Exemption Plan.

University Advisory Committee on Non-Academic Personnel. CWM has file.
PUBLICATIONS, (continued).

Archives of Psychology.


Bulletins of Information

Cataloging Manual for Law Libraries - Assignment of Copyright (Elsie Basset)

Columbia Calendar (formerly Columbia Events), see UNIVERSITY/Publications.

Columbia Catalog Series, see Revision in Library Information in Columbia Catalog Series in UNIVERSITY/Publications.

Columbia Library World.

Directory of College and University Libraries in My State

Directory of Special Libraries and Information Centers.

Guide to Reference Books (not in file)

Librarians' Guide to Title Page Russian (Elsie Bassett)

Library Columns, see "Friends" files in 315.

Library Committee Newsletter (Medical)

Library Journal (The)

Manual for the Classification and Cataloging of Music Scores (Virginia Hart)

Manuscript Collections in the Columbia Libraries, a Descriptive List.

Psychological Index.

News from the Director's Office.

Science Reference Notes.

Selected Acquisitions Lists (samples only).

Special Libraries Association Directory, N. Y. Chapter.

Staff Manual.

Subject Collections.

Summer Session Information for Students, see UNIVERSITY/Publications.

Pulitzer Prize Collection, see COLLECTIONS/Pulitzer Prize Collection.

REFERENCE DEPARTMENT

Browsing Room.


Interlibrary Loan.
PHILOSOPHY LIBRARY.

PHOTOGRAPHIC SERVICES. See also FINANCE/Photographic Services.

Fussler Study of Photoservices - See ADMINISTRATION/Surveys.

Microfilming.

Photo-clerical Manual.

Photoclerk.

Photography.

Photostats.

PHYSICS LIBRARY

Navis Branch

PICTURES. Includes library events, exhibits, etc.

Photographs taken by Miss Esther Bubbley.

Press Releases, see PUBLIC RELATIONS/Press Relations.

Privileges, see SERVICES/Library Privileges.

PSYCHOLOGY LIBRARY.

Public Law 480. See ACQUISITIONS/Foreign Material/PL 480.

PUBLIC RELATIONS.

Exhibits. See also International Book Exhibit.

Italian Exhibit and Opening Ceremony Commenorating Centennial Unification of Italy.

Friends of the Columbia Libraries, see "Friends" files in 315.

Hastings File on Library Publicity.

Press Releases (correspondence and policy) Copies of press releases are kept in 315 files to end of year, then discarded or filed by subject.

Spectator. Kept, for current year, in 315 files. Articles on libraries clipped for Library Clippings notebook. See also UNIVERSITY/Publications/Spectator.

Visitors.

PUBLICATIONS. See also UNIVERSITY/Publications.

American Library Directory

American Universities and Colleges
REFERENCE DEPARTMENT, (continued)

Orientation Program, see BUTLER LIBRARY/Orientation and Information Services.

Periodical Reading Room

Reid Hall Library (Paris, France).

Reports, see ADMINISTRATION/Reports.

Revisions in Library Information in Columbia Catalog Series, see UNIVERSITY/Publications/Revisions in Library Information.

Russian and East European Archive, see ACQUISITIONS/Foreign Material/Russian and Slavic Publications/Russian and East Central European Archive.

Russian Institute, see ACQUISITIONS/Foreign Material/Russian and Slavic Publications/Russian and East Central European Archive, EAST CENTRAL EUROPEAN STUDIES PROGRAM.

Schedules, see ADMINISTRATION/Schedules; Library Office Secretary's Files.

SCHOOL OF LIBRARY SERVICE LIBRARY. Includes School of Library Service material.

College Catalogs.

SCHOOL OF SOCIAL WORK.

Serials and Documents Division, see ACQUISITIONS/Serials, CATALOG DEPARTMENT.

SERVICES.

Advisory Services (proposed).

Complaints and Commendations.

Copyright Authorization, see SERVICES by year. Most authorizations are cleared through SPECIAL COLLECTIONS.

General Studies Students. See also ADMINISTRATION/Committees/GS Library Committee.

Library Fees, see SERVICES/Library Privileges; ASSOCIATIONS/ARL/Committee on Library Fees.

Library Privileges. See also counter files in 315.

Blocked Privileges. See also POLICY DECISIONS - RHL Book Loss file EJO files.

Extended Loans.

Medical Library. Includes use of Morningside facilities.

New York Public Library. See also LIBRARIES/New York Public Library. Other Institutions.

Policy.

Policy Revision.

Stack Privileges.

Teachers College.

Union Theological Seminary. See also UNION THEOLOGICAL SEMINARY.
SERVICES (continued)

Library Privileges (continued)
Use of Other Libraries by Columbia Faculty and Students (letters of introduction).
Use Statistics, see Library Office Secretary's files.
Veterans (not in file).
War Research, Division of (not in file).

The following folders are kept in the 315 counter files:

A-Z Correspondence
A-Z Organizations—No agreement
"LP" Library Privileges
Visiting Scholars
Special Agreements: Annual Report to the Secretary of the University
Special Agreements: List of Agreements kept in Back Files
Special Agreements: No Fee (filed in white)
Special Agreements: With Fee (filed in blue)
Deputy Borrowing: for Professors
Deputy Borrowing: for Departments
Extended Loan Requests and Grants
Stack Permission Requests
Lockers.
Lost and Found. Excludes books, for which see LOST AND FOUND: DAMAGED AND STOLEN BOOKS.

Mail.

Mailing Lists.

Messenger.

Mimeographing.

Private Studies.
Inquiries, no assignment made.
Policy.
Sunday Attendance Records.
Assignments. All material kept in 315 counter files.

Reserve Lists.

Special Loans.

Telephone, see SUPPLIES AND EQUIPMENT/Telephone.

Telephone Directories, see UNIVERSITY/Publications/Telephone Directory.

Vertical Files (not in file).

Shipping Room, see ACQUISITIONS DEPARTMENT.

Signature Authorization, see ADMINISTRATION/Signature authorization.

Space Adjustments, see ADMINISTRATION/Space Surveys (in XIL files)/BUILDINGS AND MAINTENANCE/Space Adjustments.

SPECIAL COLLECTIONS. For material on individual collections, see COLLECTIONS.
SPECIAL COLLECTIONS (continued)

Vault underground.

Special Loans, see SERVICES/Special Loans.

Spectator, see UNIVERSITY/Publications/Spectator.

Stack Privileges, see SERVICES/Library Privileges/Stack Privileges.

Staff Teaching, see ADMINISTRATION/Staff Teaching.

Statistical Reports, see ADMINISTRATION/Questionnaires.

Subject Collections see PUBLICATIONS/Subject Collections.

SUPPLIES AND EQUIPMENT.

Book Trucks and Conveyors.

Departmental Appropriation Information.

Forms.

Inventories.

Light Fixtures, see BUILDINGS AND MAINTENANCE/Lighting.

Multilith Machine.

Telephone.

Surveys, see ADMINISTRATION/Surveys.

SYSTEMS

Teachers College, see SERVICES/Library Privileges/TC

Telephone, see SUPPLIES AND EQUIPMENT/Telephone.

Thefts, see BUILDINGS AND MAINTENANCE/Protection/Thefts; LOST AND FOUND; SERVICES/Lost and Found.

THESES.

Dissertations. See also ACQUISITIONS/Microfilms; CATALOGING/Microfilms; UNIVERSITY MICROFILMS.

Essay and Dissertation Office and Combined Operations.

Masters' Essays.

Lending. Most authorizations are cleared through BURGESS CARPENTER. Returned.

Trainee Program, see PERSONNEL/Trainee Program.

TRANSFERS (Cross reference sheets and policy).

Travel, see PERSONNEL/Travel.

Trustees' Minutes, see UNIVERSITY/Trustees' Minutes.
Trustees' Minutes, see UNIVERSITY/Trustees' Minutes.

Tuition Exemption Plan, see PERSONNEL/Tuition Exemption Plan.

Typographic Collections, see COLLECTIONS/Typographic.

UNION THEOLOGICAL SEMINARY. See also SERVICES/Library Privileges/Union Theological Seminary.

UNITED NATIONS. See also CATALOGING/UN/Serial Numbering and Documentation.

UNESCO.
- Panel on Books.
- Panel on Libraries.

UNITED STATES BOOK EXCHANGE (formerly American Book Center for War Devastated Libraries)

UNITED STATES DEPARTMENT OF STATE.

UNIVERSITY.

Academic Eminence Study.

Advisory Committee on Non-Academic Personnel, see PERSONNEL (CM has file).

Advisory Committee on Works of Art.

American Assembly (Arden House).

Bicentennial (general).
- Library Participation.
- Publications.

Bookstore Committee.

Columbia Fund. See also GIFTS/Columbia Fund.

Commencement. See also ADMINISTRATION/Invitations.

Committee on Preservation of University Records, see CIVIL DEFENSE.

Committee on Space Utilization, see BUILDINGS AND MAINTENANCE/Space Adjustment.

Development Program.
- General.
  - University Development Planning Committee.
  - Weekly Reports (current and those with enclosures).
- Libraries, see also RML closet file.
  - Daily and weekly Reports.
- Finance.
  - Friends, see "Friends" files in 315.
  - Graphic Arts Center Program. See also GRAPHIC ARTS CENTER; FINANCE/Funds/Ulmann, Albert (Graphic Arts).

Foreign Students.

Graphic Arts Center, see GRAPHIC ARTS CENTER; FINANCE/Funds/Ulmann, Albert (Graphic Arts).
UNIVERSITY (continued)

Honorary Degrees, see ADMINISTRATION/Invitations.

Presidency.

President's Committee on the State of the University.


Publications. See also PUBLICATIONS.
Administrator's Guide
Charteral Statutes
Columbia Calendar.
Columbia College Student Handbook.
Columbia Directory.
Columbia University Forum.
Faculty Handbook.
General Studies Newsletter.
Graduate Faculties Catalog.
Graduate Student's Guide.
Guide to Morningside Campus.
The Owl.
President's Report - "The Next Six Years are the Present", April, 1961.
Spectator.
Student Handbook.
Summer Session Information for Students.
Summer Session Weekly Bulletin.
Revisions in Library Information in Columbia Catalog Series.
Telephone Directory.
University Publications and Activities.

Research Center (not in file).

Rotunda Committee.

Student Council.

Student Organizations Approved. Current list in Library Office Secretary's Office.

Trustees' minutes (current year only)

University Council.

Library Committee of the University Council, see ADMINISTRATION/
Library Committee of the University Council.

UNIVERSITY MICROFILMS. See also ACQUISITIONS/Microfilms; CATALOGING/Microfilms;
THESES/Dissertations.

Visitors, see PUBLIC RELATIONS/Visitors.

W. P. A. PROJECTS-HISTORICAL RECORDS SURVEY (Clifford L. Lord).

ZOOLOGY-BOTANY LIBRARY.

7/24/64
WRC
LIBRARY SERVICES GROUP

Box 1

Ac-Card (1)

Acess Service
Acquisitions
Annual Report, 1973-74
Annual Report, 1979
Avery
Barnard Library
Bibliographic Acess to Limbray Material
Bibliographic Aids
Brookdale Foundation Grant
Budget
Burgess/Carpenter
Butler
Card Catalog-Decision Team
Card Catalog of Future

Box 2

Card (2)-Columbia (1)

Card Catalog-Future other Libraries
Cash Control
Cataloging
Center for Research Libraries
Center Guides-Drafts
Circulation, 1977
" , 1978
" , 1980
Circulation Questionnaire, March 1977
Circualtion Statistics Background
Circulation Systems Meeting
College
College Catalogs
Columbia Bulletin-Revisions

Box 3

Columbia (2)-Day Files (1)

Columbia University General, 1974
" " , 1979
Committee on Night Study Facilities
Copyright
Correspondence-General, 1975
" " , 1978
Council on Library Resources
Cubicle Assignments
Data Base Services
Day files, March,1974-June, 1975
" " , July,1975-June, 1976
" " , July, 1976-June, 1977
Box 4

Day Files (2)
Day Files, July-Dec., 1977, Feb. 1978
" " , Sept., 1978-Feb., 1979
" " , March, 1979-May, 1979
" " , June, 1979-Sept., 1979
" " , Oct., 1979-Jan., 1980
Dissertations
Documents
Documents Service Center
Double Discovery

Box 5

East Asian Documentation
Ehrlich Thesis
Equipment
Evaluations
Exhibits
Faculty Loans
Fines and Billing Correspondence, A-D
" " " " , E-G
" " " " , H-K
" " " " , L-P
" " " " , R-S
" " " " , T-Z
Fines-Blocking/F-Invoices
Fines Correspondence, 1977

Box 6

Fines (2)-Ident.
Fines Correspondence, 1978
Fund Raising
General Assistant
Gifts and Exchanges
Graduate Faculties
Grant Proposal (2 folders)
Graphic Arts Collection
Grenner-Wenn Foundation
H and H
Handicapped
Health Sciences Library
I.D. Cards

Box 7

Inf-Ent
Information Office
Instructional Library-Committee
Instructional Program
Instructional Program Documents
Interlibrary Loan, 1976
" " , 1977
" " , 1978
Interlibrary Loan Charging Letters
Intern Program
Invoice Task Force
Invoices, July 1, 1975
Law Library
Library of Congress-Network Advisory Group
Library Operations Committee-Minutes
" " " Minutes/Agenda

Library Operation Committee, 1977
" " 1978-79
Library Schedule
Library Service
Master Essays
Master Negatives
Metro Task Force
" " " Administrative Service Committee
" " " Board
" " " Committee
" " " Cooperative Acquisitions Fund
Metro Joint Task Force on Financial Aspects of Personal Access
Microforms
Miscellaneous
Monday Staff Meeting
Music
National Endowment for the Humanities
New York Public Library-Cooperative Agreement
New York State Interlibrary Loan Statistics
Painting Furniture and Major Equipment Request-Fiscal Year, 1975/76

Personnel Policy
Pharmacy Library
Photocopy
Planning Office
Planning Study-Services,
PREP Program
Privileges, 1974
" " 1975 (2 folders)
" " Alumni
" " Correspondence
" " General

Privileged Institutions, 1977
" " 1979
Privileges-Policy, 1977
Privileges-Union Theological Seminary
Procedures
Professional Advisory Committee
Promotion and Evaluation
Publications Study Group-Minutes
" " " Questionnaire and Results
" " " Report
Reference
Representative Committee of Librarian
Reprint Project Chinese Document Center
Research Services
Resources
Science Center Search Committee
Box 12

Science/Engineering Division (2 folders)
Science/Engineering Division—Biological Science Library
   " " " -Chemistry Librarian Candidates
   " " " -Chemistry Library
   " " " -Engineering Library
   " " " -Geology Library
   " " " -Lamont-Doherty Geoscience Library
   " " " -Mathematics/Science Library
   " " " -Physics Library
   " " " -Psychology Library

Science Information Policy Committee
Science Library
Science Resource Development Committee

Box 13

Security (2 folders)
Serials 76-Report
Serials Study-Memo
Services Policy
Signs
Social Science
Social Science Center
Social Science Division—Business
   " " " -Journalism
   " " " -Lehman

Box 14

Social Work
Social Work Move
Social Work Move, 1975
Space Policy Committee
Speech Recording
Staff Development Committee
Staff Development Orientation
Summer Session Bulletin
Summer Session Bulletin-Correspondence Re: Public Support, 1974-75
   " " " " " " " " " " " " " " " 1976
   " " " " " " " " " " " " " " " 1977-79

Teacher College
Technical Support
Ten Year Planning Study
Theatre Arts Library
United State Book Exchange
Visitors/Tours
LIBRARY SERVICES GROUP

General files 1980-1984 A-Z

Box 15

Acopian Armenian Reading Room
Activity Report, 1982-83
Affiliates, 1980
Alumni
Annual Report-Director of Library Services
Association of Research Libraries
Barnard
Bibliographic Instruction Program
Binding Procedures Committee
Blackwell North America, Inc.

Box 16

Brown University-PRC
Butler Library
Campus Delivery Service
Campus Document Delivery Service
Card Catalog Conversion
Card Catalog Decision Team Minutes
Card Catalog Physical Format Subcommittee
Center for Research Libraries
Circulation Systems Meeting
Columbia Audio Visual Service Consortium
Columbia University-General
Copiers-Coin-Op
Cubicle Assignments

Box 17

Data Base Policy
Data Base Services (2 folders)
Day Files, Feb. 1980-June, 1980

Box 18

" " , Jan., 1981-April, 1981
" " , May, 1981-Sept., 1981
" " , Jan., 1982-May, 1982

Box 19

Day Files, June, 1982-Sept., 1982
" " , Oct., 1982-Dec., 1982
" " , Jan., 1983-March, 1983
" " , April, 1983-June, 1983
" " , July, 1983-Sept., 1983

Box 20

Document Delivery Service Market Survey-Responses
H and H College Library
H and H College Library-Music Library (2 folders)
Handicapped-President's Advisory Council
Box 21
Library Information Office
Library Schedules
Library Services Group-Third Quarterly
New York State Inter-Library Loan-General
New York State Inter-Library Loan-Statistics
Personnel-General Assistants
Personnel-Policy
" - Staff Development
" - Support Staff
" - Union
Physical Plant
Planning Office
Post Receipt Work Flow
Preservation Committee
President's Advisory Commission on the Libraries
Privileges Fee-Borrower
Privileges-General Correspondence (Chrono.) 1977, 1980-83

Box 22
Privileges-Individuals
" - Institutions
" - Metro Referral Cards
" - Policy
" - Visiting Scholars
Professional Advisory Committee
Professional Classification Committee
PSSST Drafts
Public Service Libraries at Large University Libraries
Public Service Self Study Team

Box 23
Quarterly Reports (1)
Quarterly Report of Service Activity-First Quarter, 1983/84
" " " " - Second Quarter, 1983/84
" " " " - Second Quarter, 1982/83

Box 24
Quarterly Reports (2)
Quarterly Report of Service Activity-Third Quarter, 1982/83 (2 folders)
" " " " - Fourth Quarter, 1982/83 (2 folders)

Box 25
Quarterly Reports (3)
Quarterly Report of Service Activity-1981/82
" " " " - Fourth Quarter, 1981/82 (2 folders)
Box 26  Quarterly Reports (4)-Science & Engineering (1)
Quarterly Report of Service Activity-Forms, 1982/83
" " " " -Social Science Division, 1981-83
Questionnaires, 1981-83
School of Library Service Library, 1981-83
Science and Engineering-General Division, 1980-83

Box 27  Science & Engineering (2)-Sec (1)
Science and Engineering Division-Biology Library, 1980-83
" " " " -Chemistry Library, 1980-83
" " " " -Engineering Library, 1979-83
" " " " -Geology Library, 1980-83
" " " " -Lamont-Doherty, 1980-83
" " " " -Technical Reports Center
Security, 1982
Security, 1983

Box 28  Sec (2)-Un
" , April, 1981-Dec., 1981
Security Systems
Social Science Division-Lehman Library (2 folders)
Speech Notes
Storage Space Planning Team Report, 1984
Teachers College, 1979-81, 1983
Union Theological Seminary Library

Box 29  Manual (1)
Manual with Related Memos and Other Data

Box 30  Manual (2)
Manual with Related Memos and Other Data

Box 31  Manual (3)
Manual with Related Memos and Other Data

Box 32  Manual (4)-Pu
Manual with Related Memos and Other Data

Box 33  Public Services Self-Study Files, 1983-84

PUBLIC SERVICES SELF-STUDY FILES, 1983-84

Box 33  Psst: Articulation
Articulation Task Force
Coop Arrangements
Coop Arrangements II
General
General-OMS
Interim Report
Inventory
Issues
Manual
Minutes
Box 33 Continue Pssst:

Pssst: Organization/Staffing
Planning Assumption
Planning Recommendations
Relationship Task Force Report: Background
Report: Collection Development and Management
Report: Communications
Report: Outline
Report: Physical Facilities and Space
Report: Reference Service
Report: Training Technology
Technology Task Force
User Task Force (2 folders)

Box 34

Research Related Material—Circulation
-Inventory Evaluation Cover Sheet
-Miscellaneous (2 folders)
-Questionnaire, Feb. 1984
-Report: Interim, July 1983
-Report: Nov., 1983
-Report: Dec., 1983
-Report: Final Report May 1984

Box 35 Oversized

Office of Management Studies—Manuals (2)
Research Related Material—Print Out

RESEARCH LIBRARIES GROUP FILES, 1973-1984 A-Z

Box 1

Research Library Group—Annual Report, 1982-83
-"Art and Architecture Program Committee, 1980
-""""""""""", 1981-83
-"Archives/Manuscript Program, 1982-83
-"Authority Files, 1983
-"Bibliographic Center, 1978-80
-""", 1981
-"Bibliographic Processes and and Control (BIBPAC)
-"Bibtech

Box 2

Research Library Group—Bibtech
-Bibtech—Subcommittee on Bibliographic Standards (2 folders)
-Board of Governors—June, 1980
"""""August, 1980
"""""Oct. 28-29, 1980
"""""Dec. 16-17, 1980
Box 3

Board of Governors (2)

Research Library Group—Board of Governors-Dec. 16-17, 1980
" " " -Feb. 17-18, 1981
" " " -April 14-15, 1981
" " " -June 24-25, 1981
" " " -Sept. 15-16, 1981
" " " -Dec. 10-11, 1981

Box 4

Board of Governors (3)

Research Library Group—Board of Governors-1981-83
" " " -Feb. 18-19, 1982
" " " -Sept. 30 & Oct. 1, 1982 (2 folders)
" " " -Dec. 2, 1982

Box 5

Research Library Group—Board of Governors-Feb. 10-11, 1983
" " " -April 21-22, 1983
" " " -June 21-22, 1983
" " " -Sept. 29-30, 1983
" " " -Dec. 1-2, 1983
-Budget, 1978-79

Box 6

Budget—Collection (1)

Research Library Group—Budget, 1979/80 (2 folders)
-CJK Program, 1983
-Collection Development Committee
-Collection Management and Development Committee, 1980
" " " " " " 1981-82
- " " " " " " 1981-83

Box 7

Collection (2)—Dir

Research Library Group—Collection Management and Development Committee, 1981-83
-Columbia/NYU Access Agreement, 1980
" " " " 1981-83
-Coordinators, 1980
" " 1981-83
-Correspondence-General, 1980
" " 1981
-Development Project, 1980-82
Directories/Schedule for Member Libraries, 1980

Box 8

Dis-Executive (1)

Research Library Group—Distributed Processing Survey
-East Asian Committee, 1980
-East Asian Committee, 1981-83
-Eighteenth Century Short Title, 1982
-Equipment, 1983
-Executive Committee
Box 9  

Executive(2) - Gen

Research Library Group-Executive Committee Book 1, 1977
" " " 2, 1976-79
" " " 3, 1979

-Finance and Administration Committee, 1981
-Finances, 1980
" , 1981
-General, 1980
" , 1981-83

Box 10  

Gov - Ope

Research Library Group-Governance, 1980
" , 1981-82

-Grants, 1980
-Law Library Committee, 1976
-Law Program Committee, 1980-83
-Manuscript Program, 1982-83
-Medical/Health Service Committee, 1981-83
-Membership, 1980
" , 1981
-Membership Storage
-Music Program Committee
" " " , 1981-82
" " " , 1983

-News Letter
-Operations Update

Box 11  

Pre-Public(1)

Research Library Group-Preservation Committee, 1975-77
" " , 1980
" " , 1981-83
" " , 1983

-Program, 1983
-Public Relations, 1980
" " , 1981-83

Box 12  

Public(2)

Research Library Group-Public Service Committee, 1981
" " " , 1981-83 (2 folders)
" " " , Direct Patron Access Project, 1980
" " " , " " , " " , " " , 1981
" " " , Interlibrary Loan Subsystem, 1980
" " " , " " , 1981-1983
Box 13

Public(3) - Serial(1)
Research Library Group - Public Service Committee - On Site Access
- Reference Liaison, 1980
- Shared Resources Policy, 1980-83
- Shared Resources Program, 1980

Research Library Group - Publications, 1981-83
- Reader Service Committee, 1974-76
- Reference Services Network, 1982-83
- Serial Task Force

Box 14

Serial(2) - Stan
Research Library Group - Serial Task Force Minutes, 1974-77
- Shared Cataloging, 1983
- Shared Resources, 1979-83
- Interlibrary Loan, 1980
- 1980-83
- Photocopy, 1980
- 1981-83
- On Site Access, 1981-83
- Statistics
- Special Interest Government Documents, 1976-79
- Standing Orders, 1983

Box 15

Sys - Var
Research Library Group - System Manuals, 1980-83
- Systems and Technology Applications Committee (STAC)
  Book 1, 1974-76
- Systems and Technology Applications Committee (STAC)
  Book 2, 1974-79

Box 16

Ac - Cat(1)
Research Library Group/RLIN - Acquisitions, 1975-81
- Avery Index, 1980, 1982
- Cataloging, 1980
- 1980-83

Box 17

Cat(2) - Gen(1)
Research Library Group/RLIN - Cataloging, 1981-82
- Coordination Task Force - Report, 1982
- Development Schedule, 1980
- Finances, 1980
- General, 1980
- 1981-83
Box 18
Research Library Group/RLIN-General, 1983 (3 folders)
- Mail System, 1980-83
- Other Networks, 1980
- Other Networks, 1981-82
- Page Form Catalog Subsystem, 1980
- Public Service Applications, 1980

Box 19
Research Library Group/RLIN-Public Service Applications, 1981-83
- Rates, 1980
- Rates, 1981-83
- Reports, 1982-83
- Searching Logs, 1983
- Serials
- Steering Acquisitions Subcommittee, 1978-83
  " " " " , 1981-83
  " " " " II, 1980-82
- Tables Coordination, 1981-82
Libraries

Box 1  Automation 67/68- Cataloging
Box 2  Chemistry - East Asian
Box 3  Engineering - International Affairs Library (1)
Box 4  International Affairs Library (2) - Journalism
Box 5  Lamont - Library Service (SLS)
Box 6  Medical - Organization Chart, 1970
Box 7  Parkinson Info. Center - Psychology Library
Box 8  SLS Alumni Assoc. - Staff Assoc. (1)
Box 9  Staff Assoc. (2) - Urban Center Library
Box 10 Collaborative Library System Development (CLSD) 1966-68

Miscellaneous Dead Files

Box 11 Automated Reserve System - Strike, May, 1970
Box 12 Student Faculty Library Committee - System Office, 1966-70

WJH Day Files

Box 13 January - June, 1960
   May 1969 - September, 1971
Box 14 October, 1971 - December, 1973
   Assoc. of Research Library (ARL)

WJH Personal Miscellaneous

Box 15 Speeches, 1961/62
   Miscellaneous, 1970/71
   Correspondence W/ Kusch

Miscellaneous Outside Committee

Box 16 ARL-ACLS (American Council of Learned Society), 1976
   Committee on Research Library
   Committee on Research Librarianship
   Working Papers
Box 17 U. of Chicago Consultant
   Education
   GNOMES, 1969-73
   Library Cooperation (Dead file)
Miscellaneous Outside Committee

Box 18  Study of C.U. Library System
        Booklet Library Cooperation Perspectives
        Art Center Program-Space Requirements
        Development Manual-Orig., Masters
        Organizational Charts-1975-LSC
        Library Operations Committee Meeting, 1975/76

Box 19  Advisory Committee on Planning for Acad. Library of NY State, 1972/73
        Regional Plan for Higher Education
        Task Force, 1972

Box 20  Task Force on Libraries and Major Facilities, 1972
        Commissioners Committee on Library Development, 1966/67, 1967/68

Box 21  Commissioner Committee on Library Development, 1967/68
        Meeting of March '67, October, 1968, November, 1968
        Commissioners Committee on NY State Institutions-Position

Box 22  Commissioners Committee on Reference and Research Library Resources, 1960-62
        Governor's Library Conf. Committee

Box 23  Governor's Library Committee
        NY State Regional Reference and Research Program
        NYC Plan Nelson Assoc. Report
        Ad Hoc Committee on Reference and Research Libraries in NYC

Box 24  Personnel - Miscellaneous
        (Job opportunities, recommendation, etc.)

Box 25  Personnel
        Planning
        Preservation, 1975
        Library Privileges

Box 26  Questionnaires - Representative Committee

Box 27  Rare Books and Manuscript Library - Science Library Planning

Box 28  Science Library Planning - Senate Library Committee, 1971-76

Box 29  Univ. Senate - Social Work Library

Box 30  Statistical Info - Teacher College Search Committee

Box 31  Study Committee on the Library, 1968 - Task Force on Prof. Education for Research Library Management

Box 32  Library Technical Support - Visitors, 1971-78

Box 33  Visitors-Chinese Delegation, 1973 - James Young
WHJ Day Files

Box 34 January, 1974 - June, 1975

Box 35 July, 1975 - December, 1976

Box 36 January, 1977 - February, 1978
Personal Day File
Employment Elsewhere

CUCCA

Box 37 CUCCA - Computing Center, 1974/75, 1975/76

Box 38 Planning Council - Computing Center, 1971-May, 1972

Box 39 Computing Center, June, 1972 - May, 1973
CUCCA Personnel

Box 40 Budget, 1973 - Computer Center Director Search Committee
Gordon

Box 41 Computer Center Director Search Committee
Haas - Yavarkovsky

Box 42 Archival Collections - A/V Steering Committee Medical Center

Box 43 A/V Medical - Bibliographic Control Division

Box 44 Budget, 1975/76, 1976/77 - Center for Research Libraries

Box 45 C.R.L.

Box 46 CLR Management Intern Program - CU Press Publication Committee

Box 47 Copyright Law
Pre 1975
1975-77

Box 48 Copyright Law
1977-78
Committee on East Asian Studies

Box 49 East Asian Library, 1971-74 - Faul Meeting

Box 50 Film Theory and Criticism Program - I.D. Cards

Box 51 Ifla, 1974 - Kent Hall

Box 52 Law Library - Library Operations Committee

Box 53 Library Operations Committee, 1975-76 - Council on Library Resources
CUCCA

Box 54 Miscellaneous
CULCON
Dallas Public Library, October, 1977
MIT Visiting Committee

Box 55 McGill - NASA Contract

Box 56 National Commissioner on Libraries and Info Sciences
NY Public Library, 1930's

Box 57 Newspaper Project - Oral History Brochures and Booklets

Booz and Allen

Box 58 Management Consultants
MRAP Program

Box 59 Management Study

Box 60 CU Management Study

Box 61 CU Management Study

Box 62 CU Management Study
Miscellaneous
Business School - Arden House
Resources Planning Conference

Day Files

Box 63 June, 1961 - December, 1963
Assoc. Director Libraries

Box 64 January, 1964 - June, 1966
Assoc. Director Libraries
Administrative Memorandum - Administrative COHAYA MED
Automation(Operation Analysis-Budget Area Studies)
Columbia University Facilities(Art Center-Music Library)
Columbia College - Copyright
Correspondence - Columbia University Facilities
Library Unit(Geology-Map Room)
Columbia University Facilities(South Campus)- Library Unit(Butler)
Library Unit(Mathematic and Science) - Library Wrold
Loan Code(Related Material) - Privileges
Special Libraries - Xerox

1965 - 1975

A - Directors Newsletter
Ditkin - Libraries
Libraries(Cikynbua-Other Logs of Events)
Miscellaneous Drafts - Reports(Annual)
Staff - Wilsey Notes
Questions
Columbia University Library Office Files
Patricia Battin, 1967 - 1984 (chiefly files of Patricia Battin with some material from files of former university librarians)

Box 1  A-21 Regulations - Annex Report: Appendix A-Planning Assumption and recommendations for selection bibliograph control and operations

Box 2  Annex Report: Appendix B-Facility - Artistic Properties

Box 3  Artistic Properties-Budget - Association of Research Libraries:Statistics

Box 4  Association of Research Libraries: Task Force on Library Education - Patricia Battin Avery Material

Box 5  Patricia Battin Day File: January, 1978 - December, 1980

Box 6  Patricia Battin Day File: January, 1981-December, 1981 - Patricia Battin: Elsevier Experiment

Box 7  Biology Fairchild Library (4/78-6/82) - Columbia Slavic

Box 8  Conference on Academic Libraries Frontiers - Council on Library Research

Box 9  Council on Library Resources: Foundations Library Committee(7/79-6/82) - Deans' Planning Group

Box 10 Decision Team on the Future of the Card Catalog(1/79-6/82) - East Asian Library(1/82-6/83)

Box 11 Executive Vice President for Administration Correspondence with P. Carter - Investment Office Correspondence Memoranda

Box 12 Language Laboratory - Library Development(7/81)

Box 13 Library Development(11/78-6/81) - Library Development: Gifts(7/78-6/81)

Box 14 Library Service School: Review Committee - Metro General: Correspondence Committee, 1978

Box 15 National Library Medicine/RFP Proposal(4/82-6/83) - Operation and Planning Council,(Duplicates 7/81-6/83)

Box 16 Oral History Correspondence - Presidential Commission on the Future of the Library
Box 17  Presidential Commission on the Future of the Library (6/79-6/81) -
       President's Council of Deans (12/78-4/82)

Box 18  President's Council of Deans (1982-84) - Questionnaires (1975-81)

Box 19  Rare Book and Manuscript Library (5/75-6/82) - Research Library Group:
       Presidential Search Committee (1982-83)

Box 20  School Study (1974-75) - Study Committee, 1969

Box 21  Task Force on Computer Literacy - Task Force on Information Processing

Box 22  Task Force on Minimal Level Cataloging - Whitney M. Young Papers

CLIO (Columbia Information Online) Project: User Interface
Committee Files 1981 - 1988

Part I

Box 1  Authority in Columbia Information Online - Enhancements (1)

Box 2  Enhancements (2) - RLIN/CLIO: Searching

Box 3  Sarah - Testing

Box 4  CLIO Testing - CLIO Workbook

Part II

Box 1  Article - Draft Charge

Box 2  EZ Command - Reload Testing

Box 3  REport Testing - User Interface Two
CD-ROM EVALUATION FORMS  1987/88

CLIO TRAINING & SERVICES  1985-2000

COOPERATIVE PROGRAMS  1981-1983

CLIO PLUS INTERFACE (CPI)  1992-1998

INTERACTIVE CLIO PLUS  1993-94.