

Guide to Indiana University South Bend Library Collection

Repository:

Indiana University South Bend Archives

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Creator: Indiana University South Bend

Title: Indiana University South Bend Library Collection

Abstract:

This collection contains materials that pertain to Indiana University South Bend's Franklin D. Schurz Library. The Collection holds records from the Library's establishment in its first building in IU South Bend's Northside Hall in the 1960s to its present location in the Schurz Library building on the campus. The collection contains materials about the establishment of the Library, including becoming a government depository in 1965 and the establishment of the present Schurz Library building. The collection holds other assorted materials, including those relating to events held at the Library: photographs, communications, building the various collections through the years, etc. This collection also contains materials pertaining to the Learning Resource Commons and the Education Resource Commons. Collection arranged in no particular order please see box listing below for box contents.

Scope and Content:

The IU South Bend Schurz Library Collection contains materials from the Library's beginning in Northside Hall to its move into its own stand alone, purpose-built building in 1989. The Collection's holdings begin in 1965 with the documentation showing that the Library was from at that point on a governmental depository. Included in the Collection are building inspection certificates for 1983 to 2000. The Collection contains materials pertaining to the Library's book and periodical holdings list for 1985. A large portion of material is dedicated to the process of the Library's move from Northside Hall into the new Library building through the late 1980s. Included in the material pertaining to the Library's move is all the fundraising documentation for the construction of the library, including documentation of the donations. Also included are press releases related to the Schurz Library's opening in 1989.

The Collection has many photographs of Schurz Library events, as well as flyers and invitations pertaining to many of the events. Events documented range from the 1990s to the present and include One Book One Campus Lectures, the Library Speaker Series, and the Library Prize for Undergraduate Research.

The Schurz Library Collection also contains press releases and invitations for the dedication of the Hammes Information Commons in 2007 and the press releases and invitations for the dedication of the Media Commons in 2009.

In Addition: The Collection also contains hanging files which can be found on the second floor of the Schurz Library in the Archives Special Collections Room #204A. These files detail the administrative and technological operations of the Library-largely from the 1980s and 1990s. Note – there are additional materials in electronic format that can be accessed by researchers by contacting the Archivist.

Administrative Information:

Access Restrictions:

This collection is open for research.

Advanced notice is required.

Usage Restrictions:

Copyright interests for this collection have been transferred to the Trustees of Indiana University. For more information, contact the Indiana University South Bend Archivist.

Preferred Citation: IU South Bend Library Collection, Indiana University South Bend Archives.

Processing Information:

Processed by Heidi Armstrong-Ingram, Student Intern, 2011. Updated archives assistants Oyata Bulaya, Emily Overmyer and Madeline Allin in 2018.

Box 1 of 8

Folder

1/1: IU South Bend Schurz Library – Faculty Annual Reports 1964 – 1965

2/1: IU South Bend Schurz Library – Faculty Annual Report 1965 – 1966

3/1: Government Depository Documentation, 1965-1966.

4/1: Interdepartmental Communication: Change in Committee Meeting Time, 1975.

5/1: General Staff Meeting Minutes, September 21, 1978.

6/1: U.S. Depository Inspection, 1983, 1988.

7/1: Kresge Foundation, 1984 – 1985.

8/1: Kresge Foundation, 1984 – 1985.

9/1: Kresge Foundation, 1986.

10/1: Kresge Foundation 1986.

11/1: Depository Collection, 1984,1995,1997,2000.

12/1: Interdepartmental Communications: Book and Periodical Request, 1985.

13/1: Schurz Library Communications with Elkhart Public Library, Periodical Holdings List, 1986.

14/1: Friends of the Library Communications, 1985, 1987.

15/1: Interdepartmental Communications: IUSB Schurz Library Press Releases, September 30, 1986.

16/1: Memorial and Recognition Opportunities at the IUSB Schurz Library, 1986.

17/1: IUSB Schurz Library Construction Communications, February, March, June, July and November 1987.

18/1: Correspondence Announcing the Move into the New IUSB Schurz Library, 1988.

19/1: Correspondence Funding Construction/Contributions, 1987, 1988, 1989.

20/1: Correspondence Pertaining to the Donations Made to the Construction Fund for the Schurz Library, Construction. Correspondence Pertaining to the Building of the Schurz Library, 1988, 1990.

21/1: Interdepartmental Correspondence: Library Automation and Building Cost Estimates, 1988.

22/1: IUSB Schurz Library Naming Opportunities, 1986, 1987, 1988, 1989.

23/1: Interdepartmental Correspondence: International Studies, 1988-1990.

24/1: Interdepartmental Correspondence: Grant Opportunities, 1990.

25/1: Interdepartmental Correspondence: Resignation and Faculty Reports, 1991.

26/1: Memos: Start-up and Continuing Costs, 1991.

27/1: Interdepartmental Correspondence: Computer Lab for Students, 1991.

28/1: Interdepartmental Correspondence: Campus Plan and Affirmative Action Goals, 1992.

29/1: Interdepartmental Correspondence: Opening the South Entrance of the Library, 1993, 1994, 1997.

30/1: All Reference Librarians Meeting Minutes, 1994, 1995.

31/1: Proposal for Expansion of the LRC, November 27, 1995.

32/1: Interdepartmental Correspondence: Section Enrollment Distribution, 1995.

33/1: Circulation Newsletters, 1995.

34/1: Proposal to Convert Instruction Class Room to a Library Instruction Resource Laboratory, 1996.

35/1: Meeting Minutes, Information Resource Task Force, Library Staff Meeting, 1996.

36/1: Interdepartmental Correspondence: Library Positions and Library Committee's, 1996.

37/1: Conversion of the Instruction Classroom to a Library Instruction Resource Lab, 1996 – 1999.

38/1: Interdepartmental Correspondence: Q 161, Library OIT, Student Hourly Policy, Hewlett Grant, LRC Study, 1997.

39/1: Library Staff Meeting Minutes, 1997.

40/1: Library Staff Meeting Minutes, Focus Group Minutes, 1998.

41/1: Interdepartmental Correspondence: Physics Journal, Library Privileges, and Opening the South Entrance of the Library, 1998.

42/1: Elkhart Library Program, 1991, 1998.

43/1: Interdepartmental Correspondence: Announcement of new Director of Library Services, Staff Meetings, United Way Campaign and Strategic Planning, 1999.

44/1: Library Affairs Committee Minutes, 1999.

45/1: Letter to Dean Russo from IU Basketball Coach Bob Knight, 1999.

46/1: Learning Resource Center Funding Priorities, August 2000.
47/1: Interdepartmental Correspondence: Strategic Planning and Communication norms, 2000.
48/1: Library Staff Meeting Minutes, Library Affairs Committee, Focus Group Minutes, 2000.
49/1: Library Staff Meeting Minutes, Library Affairs Committee, Full Staff Meeting, 2001.
50/1: Interdepartmental Correspondence: Library Helpline, IHC Grant and Alumni Trustee Election, 2000.
51/1: Library Affairs, Committee Meeting, 2002.
52/1: Interdepartmental Correspondence: IU Board of Trustees Election, 2002.
53/1: Library Correspondence: Accreditation of Campus and Library, 1987 – 1997, 2003.
54/1: Committee Meeting Minutes, 2003.
55/1: IUSB Schurz Library and Learning Resource Center Program Review, Spring 2003.
56/1: Library Forum on the Patriot Act, 2003, Photos and Informational Pamphlets.
57/1: Library Continuity and Change Program April, 2003.
58/1: Committee Meeting Minutes, 2004, Staff Meeting Minutes, 2004.
59/1: Interdepartmental Correspondence: Library Outreach, 2004
60/1: Committee Meeting Minutes, 2005, Staff Meeting Minutes, 2005.
61/1: Interdepartmental Correspondence: Friends of the Library, 2005.
62/1: Staff Meeting Minutes, 2006.
63/1: Interdepartmental Correspondence: Hourly Allocations, 2006.
64/1: Bulletin Board: Instructional Media Services will know be Checking out Digital Equipment to Students, 2006.
65/1: Affairs Committee Meeting Minutes 2007, Staff Meeting Minutes, 2007.
66/1: Interdepartmental Correspondence: Hourly Allocations, Hammes Information Commons, 2007.
67/1: Opening of the Education Resource Center in Greenlawn, 2007.
68/1: Library Speaker Series, October 8, 2008.
69/1: Staff Meeting Minutes, 2008. Library IT Committee Meeting Minutes, 2008.
70/1: Interdepartmental Correspondence: Hourly Budget, 2008.
71/1: Event Flyers for Constitution Day Activities, 2009.
72/1: One Book One Campus Event, Flyers, CD's, and Announcements: November 2, 2009.
73/1: Invitations to the Dedication of the Doren Dwyer Hammes Media Commons and Café.
74/1: Interdepartmental Correspondence: Anniversary Celebration, 2010.
75/1: Staff Meeting Minutes, 2010.
76/1: Retired Library Employees.

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Folders

1/2: Acquisitions Books and Periodicals 1960, Circulation Statistics, 1960.
2/2: Statistics for Fiscal Year, ending June 30, 1963.
3/2: Library Periodical Holdings List, 1972.
4/2: Library Organization Chart, 1968-1978.
5/2: A Guide to the IUSB Library, 1979 – 1980.

6/2: A Guide to the IUSB Library, 1980's.
7/2: *South Bend Tribune* Newspaper Article, 1982.
8/2: Circulation Memos, 1983 – 1995.
9/2: *Elkhart Truth* Newspaper Article, March 6, 1984.
10/2: *Elkhart Truth* Newspaper Article, December 12, 1984.
11/2: Program for Ground Breaking Ceremony for Franklin D. Schurz Library, December 14, 1986.
12/2: Memo from James L. Mullins: New Building, January 4, 1987.
13/2: *South Bend Tribune* Newspaper Article: Tour of IUSB's new Schurz Library, February 22, 1987.
14/2: Library Participation in the Campaign for Indiana, 1987, 1988.
15/2: Library Participation in the Campus Campaign, 1987, 1988.
16/2: *South Bend Tribune* Newspaper Article, 1985, 1988.
17/2: Pamphlet for Dedication Ceremony of Franklin D. Schurz Library, June 23, 1989.
18/2: Library Background Guide, 1989.
19/2: Guides to Schurz Library, 1989, 1994, 1996, 1998, 1999.
20/2: Literary Biography and Literary Criticism Guides, circa 1990s.
21/2: Assessment Grant, 1990.
22/2: Guide to Schurz Library Dates Unknown.
23/2: Flyers for Schurz Library Events: Book Sale, Halley's Comet, circa 1986.
24/2: Invitation and Announcement for Donna Harlan Retirement, 1990.
25/2: Hewlet Grant given to Library, 1993, 1996-1998, 2000-2001.
26/2: Archives Miscellaneous Documents, 1994 – 2004.
27/2: Flyers for Schurz Library Event: Poland in Photography, 1994.
28/2: Certificate to the Schurz Library from the United Way, 1995.
29/2: Flyers for Schurz Library Event: Frederic Slaski lecture, 1996.
30/2: Flyers for Schurz Library Event: Speaker Series, Book sale, Russian Artist Lecture, circa 1997.
31/2: Friends of the Library, 1997.
32/2: 10 year Library Update, 1998.
33/2: Schurz Library 10 Year Anniversary, 1998.
34/2: Library Update Newsletter, 1999.
35/2: Photobook Library Life Social Activities and Celebrations: Getting Ready for the Year of the Library, 1999.
36/2: Photos of Miscellaneous Schurz Library Events, 1999.
37/2: Flyers for Schurz Library Event: Food for Fines, Murder at the Schurz, 1999.
38/2: *South Bend Tribune* News Articles, 2000.
39/2: Photos of and Flyers for Schurz Library Event: "Setting Minds on Fire: Libraries, Museums and Other Incendiary Cultural Institutions" Presented by David Cares, May 24, 2000.
40/2: Photos of Schurz Library Staff at Good by Party for Marie June, 2004.
41/2: Photos of and Flyer for International Librarianship Event, June 2, 2004.
42/2: Photos of and Flyers for Schurz Library Events: Elizabeth Van Allen – James Whitcomb Riley Lecture and Book signing, 2000.

43/2: Photos of and Flyers for Schurz Library Events: William Wresch, "Have and Have-nots in the Information Age" Lecture, October 11, 2000.

44/2: Research & Creative Activity, January 2001

45/2: IU South Bend Preface Newspaper Article on the Schurz Library, 2001.

46/2: Flyers for Schurz Library Events: Murder at the Schurz, 2001.

47/2: Flyers for Schurz Library Events: Anabel D. Newman "Forty-Year Retrospective of Adult Literacy" Lecture, March 27, 2001.

48/2: Flyers for Schurz Library Events: Otis R. "Doc" Brown "Doc: Memories from a Life In Public Service" Lecture, April 17, 2001.

49/2: Photos and Flyers for Schurz Library Events: Elizabeth Johnson Lecture, October 18, 2001.

50/2: Photos of Schurz Library Events, 1999, 2000, 2001.

51/2: Campus Priorities and the Library, 2002.

52/2: Campus Priorities and the Library, 2003.

53/2: Random Library Keepsakes: Key Chain Wallet and Magnet circa, 2003.

54/2: Campus Priorities and the Library, 2004.

55/2: Flyers for Schurz Library Events: Embedded Reporter Book Signing and Talk, & Halloween DaDa Surrealism Group Exhibit, 2004.

56/2: Flyers for Schurz Library Events: Cathy Bao Bean, 2004.

57/2: Retirement Party Invitations and Photos for Ellen Maher, 2004.

58/2: *South Bend Tribune* Newspaper Articles, 2005.

59/2: N. Katherine Hayles: Mutable Bodies and Philip K. Dick, Lecture, October 19, 2005.

60/2: Pictures of Schurz Library Haley's Comet Event and misc. 2005.

61/2: Flyers for Schurz Library Events: Judith Gottwald Lecture, 2005.

62/2: Flyers for Schurz Library Events: One Book One Campus, 2005.

63/2: Library and Media Services Indiana University South Bend, 2006.

64/2: Various News Articles, 2006.

65/2: Schurz Library Friends of the Library 2006.

66/2: Invitation to Schurz Library Book Donor Reception and Rare Book Collection, 2006.

67/2: Schurz Library Lecture Revolutions in Thought, DVDs, 2008.

68/2: Campus Priorities, 2007.

69/2: News Articles, 2007.

70/2: Announcement of Hames Information Commons Dedication, 2007.

71/2: Schurz Library One Book One Campus Event Flyers, 2007.

72/2: Schurz Library Speaker Series Flyers & Photos, October 9, 2007.

73/2: Bulletin One Book, One Campus Opening Night Play Discussion, October 11, 2007.

74/2: Library Services and Technology Act Grant, 2007-2008.

75/2: Campus Priorities, 2008

76/2: Schurz Library Undergraduate Library Research Prize Jennifer Wise, 2008.

77/2: Flyer for "\$500 Library Prize for Undergraduate Research," 2008.

78/2: Bulletin Schurz Library One Book One Campus The Origin of Species, 2008.

79/2: Bulletin IUSB Campus Theme Flyer, 2008.

80/2: Bulletin "Revolution in Thought. Individuals making Things Better", September 10, 2008.

81/2: "That is Scandalous! BANNED Books Readings this Wednesday," September 16, 2008.

82/2: IU Home Pages: "The Book Interview," October, 2008.

83/2: Archives Alive Flyers and Promotion, October 30, 2008.

84/2: Dorene Dwyer Hammes Media Commons & Café Self-Serve Coffee Connection Business Plan, July 9, 2009.

85/2: Hourly Wage Summary, 2009, 2010.

86/2: Campus Theme Speaker Series: The Urban and the Rural, 2009 – 2010.

87/2: Schurz Library Event Flyers: Dean Russo Retirement, Indiana in Afghanistan and Archives Month, 2010.

88/2: READ Poster, Spring 2010.

89/2: READ Poster, Spring 2010.

90/2: READ Poster, Spring 2010.

91/2: READ Poster, Spring 2010.

92/2: Resource List for Schurz Library Speaker Series: Rural Community Challenges, 2010.

93/2: How to Access Library Databases from your Facebook Page, 2010.

94/2: IUSB Bulletins, 2010.

95/2: One Book One Campus: Communist Manifesto: Upcoming Events, 2010 – 2011.

96/2: IUSB Bulletins, 2011.

97/2: Books & DVDs at IUSB related to the talk "Mao and Gandhi: The Communist," 2011.

98/2: Undergraduate Research Reminders, Save the Dates, 2011.

99/2: Welcome Week Photos, August 2011.

100/2: Bulletin: New Library Service – Document Delivery, August 25, 2011.

101/2: Library Affairs Committee Minutes, September 15, 2011. (Go in previous box?).

102/2: Library Affairs Committee Minutes, November 14, 2011. (Go in previous box?).

103/2: Michele C. Russo Library Services Student Worker Scholarship Application, November 30, 2011.

104/2: Report on Library Statistics Programs, December 5, 2011.

105/2: Bulletin: Looking for a Good Read Over the Holidays? December 5, 2011.

106/2: Schurz Library Noontime Concert, December 7, 2011.

107/2: Flyer for New ERC Die Cut Support and Awareness Ribbon, 2011.

108/2: News from IU South Bend Libraries Vol 23, No. 2, Fall 2011.

109/2: Schurz Library Event Flyers: One Book One Michiana Rocket Boys, Bedrooms of the Fallen Photos and Lecture, 2011.

110/2: Schurz Library Bag & Pen, no date.

Unnumbered: Archives Alive Flyers and Promotion, 2004. MISSING

Unnumbered: Library Media Services Newsletter, 2009.

Unnumbered: Library Media Services Newsletter, 2010.

Unnumbered: Schurz Library Prize Maria Nokis, 2007 (1 of 2)

Unnumbered: Schurz Library Prize Maria Nokis, 2007 (2 of 2)

Unnumbered: Schurz Library Event Flyer: Library Prize Winner Sara Lowe, 2011.

Unnumbered: Bulletin Schurz Library Prize Ceremony 2008.

MISSING

Unnumbered: Schurz Library Bag and Water Bottle, no Date. MISSING

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1/3: Library Affairs: Committee Meeting January 18, 2012.

2/3: Jazz Combo in the Library, January 30, 2012.

3/3: Library Affairs Committee Meeting Minutes, February 15, 2012.

4/3: Lincoln: The Construction of the Civil War, February 20, 2012.

5/3: Library Affairs Committee, March 7, 2012.

6/3: P & T Taskforce Meeting Minutes, March 13, 2012.

7/3: 36 New Computers in the Library, March 19, 2012.

8/3: Head Start Book Drive, March 26, 2012.

9/3: Lincoln Exhibit, March 3-April 11, 2012.

10/3: Honors Recipients, April 12, 2012.11/3

11/3: Library Affairs Committee Meeting, April 16, 2012.

12/3: Schurz Library and ERC Summer Hours, April 20, 2012.

13/3: Free Coffee in the Library after 8pm, April 29-May 2, 2012.

14/3: Anniversary Celebrations, May 1, 2012.

15/3: Library News, Spring 2012.

16/3: Library Faculty and Staff, July 25, 2012.

17/3: Library Student Assistant, Summer 2012.

18/3: Library Student Assistants, Fall 2012.

19/3: IUSB Library News, Fall 2012.

20/3: IUSB Library News, Fall 2012.

21/3: Library All Staff Meeting, August 21, 2012.

22/3: Meeting Minutes, November 20, 2012.

23/3: Education and Arts Building Floor Plan, November 2012.

24/3: Contact a Librarian via Text & Chat, December 4, 2012.

25/3: Holiday Lunch and White Elephant Party, December 14, 2012.

26/3: Report to the Faculty Senate, 2012.

27/3: Friends of the Franklin D. Schurz Library Brochure, 2012.

28/3: Library Student Assistants, 2012.

29/3: Wide Format Printer at the ERC, 2012.

30/3: Library Research prize winner: Joel Irvin, 2012.

31/3: Campus Theme Reading List, 2012.

32/3: Library Services, 2012.

33/3: IUSB Library Guide: US History, 2012.

34/3: Library Goals, 2012-2013.

35/3: Annual Report, July 2012-June 2013.

36/3: Preface and Community Program Brochure, 2012-2014.

37/3: Position Description: Business Operations Manager, February 5, 2013.
38/3: Position Description: Administrative Support Specialist, February 6, 2013.
39/3: ERC Special Ed. Funding, February 11, 2013.
40/3: Traveling Kurt Vonnegut Exhibit on Display in Schurz Library, February 13, 2013.
41/3: Muslim Journeys Bookshelf Collection, March 11, 2013.
42/3: Speaker Series: Dr. Rashled Omar, March 20, 2013.
43/3: Muslim Journeys Presentation, March 20, 2013.
44/3: One Book One Michiana, April 9, 2013.
45/3: ERC Big Book and Art Print Sale, April 15, 2013.
46/3: Celebrate Library Prize Winners, April 18, 2013.
47/3: School Supplies for Fines, April 22, 2013.
48/3: School Supplies for Fines, April 24, 2013.
49/3: \$135,000 Gift for New ERC, April 24, 2013.
50/3: Collection Drive for WNDU Pack a Backpack, July 2013.
51/3: ERC Great Book Pass, August 26, 2013.
52/3: ERC Naming Dedication Disc, September 4, 2013.
53/3: Concert in the Library, October 2, 2013.
54/3: eReaders Available for Checkout, November 4, 2013.
55/3: "Why Can't We Read Harold Zinn?" November 5, 2013.
56/3: ERC Books Sale, November 21, 2013.
57/3: RefWorks Subscription Ending, December 2013.
58/3: Loan Length Chart Card, 2013.
59/3: ERC Card, 2013.
60/3: Library News: Vol. 25 No. 2, Fall 2013.
61/3: Schurz Library Bookmark, 2013.
62/3: WNDU Pack a Backpack Drive, 2013.
63/3: ERC Community Users Computer, 2013.
64/3: Library Prize for Undergraduate Research, January 24, 2014.
65/3: 25th Anniversary, March 25, 2014.
66/3: Tiny Shelves Concerts: Van Strantz, September 11, 2014.
67/3: Constitution Day Banned Book Reading, September 17, 2014.
68/3: Student Research Spotlight: Lexi Miliard, November 11, 2014.
69/3: Tiny Shelves Concert, December 6, 2014.
70/3: Library Floor Guides, 2014.
71/3: Annual Report, 2014-2015.
72/3: Tiny Shelves Concert, February 7, 2015.
73/3: Campus Wifi Revisited, March 5, 2015.
74/3: Library Prize and Student Worker Scholarship Reception, April 16, 2015.
75/3: Library Prize Winner, Chelsea Ray-Dye: "Let Me Die in My Footsteps," May 3, 2015.
76/3: IUSB and Schurz Library: \$13,000 Gift for Veterans Book Club, May 5, 2015.
77/3: Schurz Library & SJCPL Receive Second Indiana Memory Grant, May 15, 2015.
78/3: Student Research Spotlight: Anthropology, September 24, 2015.
79/3: IUSB Hosts Inaugural Meeting of Student Veterans Book Club, November 4, 2015.

80/3: The Politics of Persuasion: Jason Rose, 2015.
 81/3: Space Study Survey Results, 2015.
 82/3: Library Prize for Undergraduate Research: Jason Rose, Spring 2015.
 83/3: Library Prize for Undergraduate Research, 2015.
 84/3: Strategic Planning Working Document for IUSB Libraries, 2015-2016.
 85/3: Veterans Book Club Next Meeting, January 10, 2016.
 86/3: IUSB Library News: Spring Veterans Book Club Discussion, January 2016.
 87/3: Library Prize for Undergraduate Research Application form: Chelsea Ray-Dye "Let Me Die In My Footsteps," February 5, 2016.
 88/3: "What Exactly is a Hoosier?" April 4, 2016.
 89/3: Schedule of Events: National Library Week, April 11-18, 2016.
 90/3: Student Readings from Analecta: National Poetry Month, April 27, 2016.
 91/3: Library Schedule of Events, April 2016.
 92/3: Library Prize Winner Chelsea Ray-Dye Research Reflection, Spring 2016.
 93/3: National Collegiate Honors Society for Anthropology, May 5, 2016.
 94/3: IUSB Building Use Policies, 2016.
 95/3: Community Users at IUSB, 2016.
 96/3: Library End of the Semester News, Fall 2016.
 97/3: Induction Ceremony: Iota of Indiana Chapter, May 3, 2017.
 98/3: Top 10 Reasons to Visit Your Library this Election Season, No Date.
 99/3: Program Statement: Library, South Bend, No Date.
 100/3: IUSB Shared Facilities, No Date.
 101/3: Interlibrary Loan Office, No Date.
 102/3: Franklin D. Schurz Library Card & Envelope, 2017.
 103/3: Campus Receives NEA Big Read Grant, June 8, 2017.
 104/3: Anthropology Honors Induction Ceremony Program, 2018 May 3 in Lincoln Room.
 105/3: Library Prize for Undergraduate Research 12/14/2017.
 Unnumbered: Free visitor Parking Passes, 2014
 Unnumbered: WERC Open House, August 19, 2014
 Unnumbered: WERC One Year Anniversary, August 20, 2014

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1/4: Lists of Financial Donors and Guests, 1986.
 2/4: Groundbreaking and Dedication Materials, 1986, 1988, 1989.
 3/4: Dedication Ceremony Programs, June 23, 1989.
 4/4: Franklin D. Schurz Memorial Library Dedication, June 23, 1989.
 5/4: Schurz Library Helpline's Community Resource Guide, 1986 – 1987, 1994.
 6/4: Community Resource Center, Inc. Community Resource Guide, 1992.
 7/4: Community Resource Center, Inc. Community Resource Guide, 1993.
 8/4: Community Resource Center, Inc. Community Resource Guide, 1994.

9/4: Schurz Library Groundbreaking Planning & Celebration, 1986.
10/4: Binder with Photos of Library Dedication, 1989.
Schurz Library Dedication Plaques, 1989. MISSING

Box 5 of 8

1/5: One Book One Campus Photos, March 25, 2007.
2/5: Quilt Exhibit Photos, 1999.
3/5: IUSB Fest Photos, September 1999.
4/5: Thanksgiving Dinner & Halloween Party, Misc. Photos, 1999.
5/5: Baby Shower Photos, June 1999.
6/5: Chinese Handmade Robe Photos, June 1999.
7/5: Anabel Newman Photos, March 2000.
8/5: IUSB Festival Photos, September 2002.
9/5: Potato Creek Library Picnic Photos, Summer 2002.
10/5: Library Scholarship Winner Photo, April 2002.
11/5: Indiana an Illustrated History Author Talk and Book Signing Photos, February 2002.
12/5: Misc. Library Pictures, 2003.
13/5: Misc. Library Pictures, Various Dates.
14/5: Misc. Library Pictures, Various Dates.
15/5: Photo of Mary Sue Freitag with daughter Suzanne, n.d.
16/5: Photo of Schurz Library Groundbreaking.
17/5: Library Thanksgiving Feast, 1999.
18/5: Photos of Murder Mystery Night, 1999.
19/5: Customer Service Training Session, 1999.
20/5: One Book One Campus Master Video, March 25, 2007. MISSING.
21/5: One Book One Campus Video, March 14, 2006. MISSING.
22/5: 13 Cartridges of Photos Negatives (Slides).
23/5: Indiana University South Bend Archives Open House Guest Book, 2008.
24/5: Archives Open House Guest Book, October 19, 2006.
25/5: List of Donors to the Franklin D. Schurz Library, June 23, 1989.
26/5: Plaque for Spelling Bee for Literacy 1st Place Team, IUSB Library 1992.
27/5: Misc. Plaques for Rooms Made Possible by Generous Gifts from Various Donators.
28/5: DVD of Schurz Lecture: Revolutions in Thought, 2008 October 8
29/5: Disaster Response and Recovery Plan, 2016

Box 6 of 8

Schurz Library Newsletters, 1997 to 2011.
1/6: Schurz Library News, Fall 1989.
2/6: Schurz Library News, Spring 1990.

3/6: Schurz Library News, Fall 1990.
4/6: Schurz Library News, Winter 1990 – 1991.
5/6: Schurz Library News, Spring 1991.
6/6: Schurz Library News, Fall 1991.
7/6: Schurz Library News, Spring 1992.
8/6: Schurz Library News, Fall 1992.
9/6: Schurz Library News, Spring 1993.
10/6: Schurz Library News, Fall 1993.
11/6: Schurz Library News, Spring 1994.
12/6: Schurz Library News, Fall 1994.
13/6: Schurz Library News, Spring 1995.
14/6: Schurz Library News, Fall 1997.
15/6: Schurz Library News, Spring 1998.
16/6: Schurz Library News, Fall 1999.
17/6: Schurz Library News, Spring 2000.
18/6: Schurz Library News, Fall 2000.
19/6: Schurz Library News, Spring 2001.
20/6: Schurz Library News, Fall 2001.
21/6: Schurz Library News, Spring 2002.
22/6: Schurz Library News, Fall 2002.
23/6: Schurz Library News, Spring 2003.
24/6: Schurz Library News, Fall 2002.
25/6: Schurz Library News, Spring 2004.
26/6: Schurz Library News, Spring 2005.
27/6: Schurz Library News, Fall 2005.
28/6: Schurz Library News, Spring 2006.
29/6: Schurz Library News, Fall 2006.
30/6: Schurz Library News, Spring 2007.
31/6: Schurz Library and Media Services News, Fall 2007.
32/6: Schurz Library and Media Services News, Spring 2008.
33/6: Schurz Library and Media Services News, IT News, Fall 2008.
34/6: Schurz Library and Media Services News, Spring 2009.
35/6: Schurz Library and Media Services News, Fall 2009.
36/6: Schurz Library and Media Services News, Spring 2010.
37/6: Schurz Library and Media Services News, Fall 2010.
38/6: Schurz Library and Media Services News, Spring 2011.
39/6: News from IU South Bend Libraries, Fall 2011.
40/6: IU South Bend Libraries News, Spring 2012.
41/6: IU South Bend Libraries News, Fall 2012.
42/6: IU South Bend Libraries News, Spring 2013.
43/6: IU South Bend Libraries News, Fall 2013.
44/6: IU South Bend Libraries News, 2014.
45/6: IU South Bend Libraries News, 2015.

- 46/6: Indiana University South Bend Libraries Annual Report, 2015 – 2016.
47/6: IUSB Schurz Library Summer Newsletter, August 2016.

Box 7 of 8 - Schurz Library Year of the Library, 1998-1999.

- 1/7: Schurz Library News, Spring 1998.
2/7: IUSB Newsletter Update, July 27, 1998.
3/7: South Bend Tribune Articles, 1998.
4/7: Copyright Workshop, Kenneth Crews, September 12, 1998.
5/7: Invitation and Schedule of Events, 1998.
6/7: IUSB Newsletter Update, August 31, 1998.
7/7: Display "The First 10 Years," September 1998.
8/7: Various Articles from the Preface, 1998.
9/7: IUSB Festival, September 1998.
10/7: Official Kickoff for the Year of the Library, September 19, 1998.
11/7: IUSB Newsletter Update. September 21, 1998.
12/7: IUSB Newsletter Update, Library Endowment Announced, September 28, 1998.
13/7: Articles from the South Bend Tribune, 1998.
14/7: Handmade Books – Past to Present, October 1998.
15/7: IUSB Newsletter update, October 19, 1998.
16/7: Paul Gehl Lecture and Reception, October 15, 1998.
17/7: IUSB Newsletter update – Employees Honored for Years of Service, October 26, 1998.
18/7: Demonstration on Gilding for Manuscript Pages, Karen Ackoff, 1998.
19/7: IUSB Newsletter Update, November 16, 1998.
20/7: Explorations and Destinations, November 17, 1998.
21/7: IUSB Newsletter Update, December 14, 1998.
22/7: EBSCOhost Databases, 1998.
23/7: Schurz Library Speaker Series, 1997 – 1998 & 1999 – 2000.
24/7: Library Endowment Campaign.
25/7: IUSB Newsletter Update, January 25, 1999.
26/7: South Bend Tribune Articles, 1999.
27/7: Going about Your Business, February 25, 1999.
28/7: Congressman Tim Roemer, March 30, 1999.
29/7: IUSB Newsletter Update, March 22, 1999.
30/7: IUSB Newsletter Update – Schurz Library Endowment, April 5, 1999.
31/7: Preface Article on the Learning Resource Center, April 7, 1999.
32/7: John Perry Barlow – Understanding Cyberspace, April 8, 1999.
33/7: South Bend Tribune – New Vice Chancellor, May 11, 1999.
34/7: IUSB Newsletter Update, Vol. 11, No 2. Summer 1999.
35/7: IUSB Newsletter Update, Vol. 11, No 1. Elsevier Journals Access. Spring 1999.
36/7: Libraries in Transition – Navigating Toward the New Millennium, June 4, 1999.
37/7: Library Information Bookmark, n.d.
38/7: South Bend Tribune Article, December 12, 1996

39/7: The Space had to say "Wow!"- The Hammes Information Commons at IUSB, September, 3 2008
40/7: Friends of the Schurz Library Brochure, 1999
41/7: WNDU Pack a Backpack Drive at the Library and WERC, April 16, 2012
42/7: Tiny Shelves Concert, October 9, 2014
43/7: Bulletin Board: Library Prize Winner Award Ceremony, April, 15, 2008
44/7: Flyer: Undergraduate Research Reminders Save the Date, n.d.
45/7: Annual Report, 2013-2014
46/7: Event Flyer: eReader Checkout Program, n.d.
47/7: South Bend Tribune Opinion Article, November 25, 1996
48/7: Library Pathfinder Assignment, n.d.
49/7: Library Privacy Audit, n.d.
50/7: Eric Hankin Schurz Library Prize, 2013
51/7: Joseph Reimers Schurz Library Prize, 2009
52/7: Picture: Jim Mullins Good-Bye Party, 1996
53/7: Linda's 20th Year, n.d.
54/7: Dean Russo Scholarship Reception, April 18, 2014
55/7: Library and Media Services News: Dean Russo to Retire after 28 years, Spring of 2010
56/7: Schurz Library Reception, March 25, 2014
57/7: Speaker Series, March 11, 2011
58/7: Flyer: Ferguson to South Bend, October 2, 2014
59/7: Event Flyer: Nickel and Dime, 2012-13
60/7: Howard Zinn Live Reading, November 5, 2013
61/7: Library News, April 2014
62/7: Donna B Harlan Scholarship, n.d.
63/7: Flyer: Outreach to High School Students, n.d.
64/7: State Tax Credits for Donations, n.d.
65/7: Library Events, no date
66/7: Daily Titans from 2014
67/7: Lexi Millard Research prize Winner and Speaker Series, 2014
68/7: Library News, 2014
69/7: External Review, December 13-14, 2010
70/7: Policy on Law Enforcement Inquiries, n.d.
71/7: Flyer: Meet June Millington, November 4, 2016
72/7: Library Prize and Scholarship Reception, April 10, 2017
73/7: Indiana in Afghanistan Lectures; Wissing Slideshow, 2010 and Sargeant's Briefing, 2010
74/7: Veterans Book Club, 2017
75/7: Memos, 2002-03
76/7: Flyers for Library Events, 1995-96

Box 8 of 8 - Schurz Library Ground Breaking and Dedication: December 12, 1986 to June 22, 1989.

1/8: Groundbreaking Ceremony Program, December 14, 1986.

2/8: VHS Tapes, "Groundbreaking for the Franklin D. Schurz Library," December 14, 1986.
(TAPES REMOVED FOR MDPI DIGITIZATION PROJECT)

3/8: VHS Tape, "Spring 1988 Staff Tour of Schurz Library Under Construction," n.d. (TAPES
REMOVED FOR MDPI DIGITIZATION PROJECT)

4/8: VHS Tape, "Staff Moving Party," December 20, 1988. (TAPES REMOVED FOR MDPI
DIGITIZATION PROJECT)

5/8: VHS Tapes, "New Library – News, Channel 28 Local News," n.d. (TAPES REMOVED
FOR MDPI DIGITIZATION PROJECT)

Box 9 of 9 – Massai Collection

4 Binders pertaining to the Library's Donated Maasai Collection.

Hanging Files

Series: Financial Records, 1963-1980

Drawer	Folder	Title
1	1	Instructional Media
1	2	Budget 1963 - 64
1	3	Book Budget 1963 - 64
1	4	Budget 1964 - 65
1	5	Book Budget 1964 - 65
1	6	Budget 1965 - 66
1	7	Book Budget 1965 - 66
1	8	Budget 1966 - 67
1	9	Budget 1966/67
1	10	Book Budget 1966 - 67
1	11	IUSB Library Book Allocations , 1966 - 1975, 1979 - 1989, n.d.
1	12	Budget -- 1967/68
1	13	Book Budget 1967 - 68
1	14	Budget 1968 - 69
1	15	Book Budget 1968 - 69
1	16	Budget 1969 - 70
1	17	1969/70 Book Budget
1	18	Budget Requests and Justification 1969 - 74
1	19	Budget 1970 - 71
1	20	Budget 1971 - 72
1	21	Budget 1972 - 73
1	22	Book Budget 1972 - 73
1	23	Library Budget -- Biennial 1973 - 75
1	24	Budget 1973 - 74
1	25	Book Budget 1973 -74

1	26	Indiana University South Bend - Schurz Library - Planning Program for IUSB Library in Northside Hall, 1974
1	27	Budget 1974 - 75
1	28	Book Budget 1974 - 75
2	1	Book Budget 1975 - 76
2	2	Budget -- 1976 - 1977
2	3	Book Budget 1976 - 77
2	4	Library Account Book 1976 - 79
2	5	(Budget) 1977 - 78 --Request
2	6	Book Budget 1977/78
2	7	Director Dept. Allocations of Serials 1977 - 78
2	8	Budget 1978/79
2	9	Book Budget 1978/79
2	10	Director - Book Allocation & Budget 1978 - 79, Dr. Mullins file
2	11	Statement of Accounts 1978/79
2	12	(Budget) 1979/80 - 1980/81 --Request J. Mullins file
2	13	Budget 1979/80
2	14	Book Budget 1979/80
2	15	Book Allocation 1st Semester, J. Mullins file
2	16	Account Book 1979/80
2	17	Account Book Audiovisual 1979/80

Series: Computerization

Drawer	Folder	Title
1	1	Computerization Material
1	2	James E. Rush Associates, inc. Report #1, 1982 August 1983 June 4 (rev)
1	3	James E. Rush Associates, inc. Report #2, 1982 September 21 1983 June 4 (rev)
1	4	James E. Rush Associates, inc. Report #3, 1982 November 30 1983 June 4 (rev)
1	5	James E. Rush Associates, inc. Report #4, 1983 April 30 1983 May 24
1	6	James E. Rush Associates, inc. Report #5, 1983 June 11
1	7	CEAC 1975 - 76
1	8	Black Binder
1	9	Data Conversion Team 1985 - 88
1	10	Committee (I.U.)
2	1	Library Documents
2	2	Library Documents
2	3	New Research Centers
2	4	Biblio - Techniques
2	5	Biblio - Techniques
2	6	IO - Acquisitions Ad Hoc Group

Series: A-Z Files, Donna Harlan

Drawer	Folder	Title
1	1	Library Orientation and Civilization - 1972
1	2	Organizational Charts
1	3	Indiana University Libraries
1	4	IU Libraries Administrative Memos
1	5	IUL Dean Sloan
1	6	IUL Dean Jackson
1	7	Indiana University Libraries Association, 1988
1	8	The Universal Decimal Classification "A Programmed Instruction Course"
1	9	Indiana University Libraries Faculty Review Board, 1974 and 1976 - 1978, n.d.
1	10	IU Regional Campus Libraries - IUSB
1	11	Evaluations and Annual Reports of Donna Harlan, 1980 - 1986

Series: Facilities and Equipment

Drawer	Folder	Title
1	1	Library Facilities: History
1	2	Library Move
1	3	Library Building 1965 - 1974
1	4	Facility Planning History, Donna Harlow file 1972 - 77
1	5	Library Facilities Planning: Northwestern Report 1962
1	6	Library Facilities Planning c. 1971, IUPUFW Report 1969 Articles on Library Facilities
1	7	Library/ Remodeling
1	8	IU Expansion - D. Harlan file
1	9	Librarian: Correspondence re Library Facilities. 1965 - 69
1	10	Second Location North Side West 1972 - 89
1	11	Library Building -- Northside Addition 1971 - 74
1	12	Library Northside West Furniture and Floor Plans 3/2/71
1	13	Library Facilities: Listening Area in Northside West, 1971
1	14	Library Building -- Northside Addition -- Equipment 1971 - 1972
1	15	Northside Addition - Equipment 1972 - 73 (Donna Harlan file)
1	16	Library Facilities - Equipment 1974 (Donna Harlan file)
1	17	Shelving (Donna Harlan file) 1973 -74
1	18	Library Facilities - Diagrams used for Planning - Northside West
1	19	Equipment 1979 - 80 (Includes Equipment List with notes 1971)
1	20	Capital Project Proposal - 1979
1	21	Capital Project Request - Archives 7/1980
1	22	Capital Project - Entrance 1981
2	1	Envelope with Photographs

2	2	Northside and Schurz Library Floor Plans
2	3	Northside and Schurz Library Floor Plans
2	4	Northside and Schurz Library Floor Plans
2	5	Northside and Schurz Library Floor Plans
2	6	Northside and Schurz Library Floor Plans
2	7	Northside and Schurz Library Floor Plans
2	8	Northside and Schurz Library Floor Plans
3	1	Indiana University South Bend: IUSB Library Review Specifications, July 1986
3	2	Library Facilities: Schurz Library Planning (Donna Harlan file)
3	3	Preliminary Program Statement For The Indiana University At South Bend
Library		
3	4	Library Facilities Planning - Mullins Programs Statement 1979 - 1980 (Donna Harlan file)
3	5	Franklin D Schurz Library Program Statement
3	6	Franklin D Schurz Library Specifications
3	7	Franklin D Schurz Library Ground Breaking Ceremony
3	8	Specifications For Indiana University At South Bend Library
3	9	Franklin D Schurz Library Moving Documents
3	10	Franklin D Schurz Library Dedication
3	11	Franklin D Schurz Library - Dedication
3	12	Library Dedication: Financial
3	13	IUSB Library Project
4	1	Buildings & Equipment (cont.)
4	2	Facility Planning -- Consultant -- 1979 - 80.
4	3	Preliminary Program Statement 1979, Mullins file
4	4	Program Statement 1979/80 Mullins file
4	5	Revised Program Statement 1-80, Mullins file
4	6	Updated Revised Program Statement September, 1980 Mullins file
4	7	Program Statement 9/92 Dr .Mullins file
4	8	Program Statement 1982, Mullins file
4	9	Program Statement for Library/Computer Center and Northside Hall Renovation
IUSB		
4	10	Library Building Taskforce 1984 - 85
4	11	Unique Project Requirements Room Descriptions 1/85, Mullins file
4	12	Program Statement, February, 1985
4	13	Library Remodeling 1984
4	14	Cole Vacation Study 1985/86, Dr. Mullins file
4	15	Schurz Library BLMG. Corres.
4	16	Burnes Corresp. 1986 - 88
4	17	Schurz Library Cost Estimates
4	18	Schurz Library Donations 1987- 1989

4	19	Schurz Library Funding: 1984 - 1986, n.d.
4	20	Schurz Library Groundbreaking Dr. Mullins file
5	1	Schurz Library Miscellaneous
5	2	Building - Miscellaneous
5	3	New Building (Move) 1988 - 89, Dr. Mullins file
5	4	Schurz Library Dedication
5	5	Schurz Library Dedication: Invitation List
5	6	Schurz Library -- Pending 1989
5	7	Schurz Library: Lester Wolfson Office, 1987- 1988, n.d.
5	8	Schurz Library Copiers & Vending
5	9	Schurz Library Copy Machines
5	10	Schurz Library Floor Coverings
5	11	Schurz Library Furnishings
5	12	Library Existing Furniture Inventory
5	13	Schurz Library Hardware
5	14	Schurz Library Media
5	15	Schurz Library Microforms
5	16	Schurz Library Security System
5	17	Schurz Library Shelving Compact
5	18	Schurz Library monograph shelving
5	19	Schurz Library Shelving - Stand.
5	20	Schurz Library Signage
5	21	Schurz Library Stack Arrangement
5	22	Library (Schurz) Stack Layout
5	23	Telephone

Series: Financial Records, 1980-1989

Drawer	Folder	Title
1	1	Budget 1980/81
1	2	Book Budget 1980/81
1	3	Account Book 1980/81
1	4	CETA Assessment Prog. & Orientation Prog. 1980/81
1	5	Curriculum Grant Large/Larkin 1980
1	6	Budget 1981/82
1	7	Book Budget 1981/82
1	8	Account Book 1981/82
1	9	Budget 1982/83
1	10	Book Budget 1982/83
1	11	Account Book 1982/83
1	12	Budget 1983/84
1	13	Book Budget 1983/84

1	14	Book Allocations 1983-84, J. Mullins file
1	15	Budget 1984/85
1	16	Book Budget 1984/85
1	17	Book Allocations 1984/85, J. Mullins file
1	18	Budget 1985/86
1	19	Book Budget 1985/86
1	20	Book Allocatons 1985/86, J. Mullins file
1	21	Budget 1986/87
2	1	Budget 1987/88
2	2	Budget 1989/90
2	3	Statement of Accounts 1985/86
2	4	Book Budget 1986/87
2	5	Book Allocations 1986/87, J. Mullins file
2	6	Statement of Accounts Library 1986/87
2	7	Book Budget 1987/88
2	8	Book Allocation 1987/88
2	9	Book Allocations 1989/90
2	10	Book Allocation 1989/90
2	11	Statement of Accounts 1987/88
2	12	Book Allocations 1988 - 89
2	13	Computer Payroll c. 1987, Joan Myers file Shows procedures used

Series: Annual Reports, etc.

Drawer	Folder	Title
1	1	Librarian: Annual Reports, 1950 - 51 to 1961 - 62
1	2	Librarian: Annual Report, 1968 - 69 (Donna Harlan)
1	3	Librarian: Annual Report, 1969 - 70 (Donna Harlan)
1	4	Librarian: Annual Report, 1971 - 72 (Donna Harlan)
1	5	Annual Report 1972/73 (Donna Harlan)
1	6	Indiana University Library Annual Reports, 1973 - 74
1	7	Annual Report 1973/74 (Donna Harlan)
1	8	Annual Report 1974/75 (Donna Harlan)
1	9	Annual Report 1975/76 (Donna Harlan)
1	10	Annual Report 1976/77 (Donna Harlan)
1	11	Annual Report(s) -- 1977/78 (Kathryn Whitman)
1	12	Departmental Reports 1977 - 78
1	13	Statistical Report of the University Libraries 1978/79
1	14	Annual Report 1978/79
1	15	Annual Report 1979/80
1	16	Annual Report 1980/81
1	17	Annual Reports 1982/83

1	18	Annual Reports 1981/82
1	19	Annual Reports 1983/84
1	20	Annual Reports 1984/85
1	21	Annual Reports 1985/86
2	1	Annual Reports 1986/87
2	2	Annual Reports 1987/88
2	3	Annual Reports 1989/90
2	4	Library History
2	5	Faculty Status for Librarians
2	6	Librarian: Statistics - Cumulative Holdings Figures
2	7	Articles/Clippings About Library 1962 - 63 to 1980 - 81 (scattered items)
2	8	Articles/Clippings About Library 1982 - 83 to 1984 - 85 (scattered items)
2	9	Library Clippings 1987-88 to 1988-89 (scattered items)
2	10	Misc. Early Library Items (WM. Berling File)
2	11	Librarian - Items 1963-65 Mary Zimmerman (Waterson)
2	12	Donna Harlan, Librarian Misc. Correspondence, 1969 – 70
3	1	Management Review and Analysis Program Indiana University Libraries, August 1, 1974 - January 9, 1976
3	2	South Bend and Regional Campus Libraries
3	3	Indiana University South Bend - Mishawaka Campus
3	4	Accounting Manual
3	5	Statistics -- Physical Count 1971 (1970-71)
3	6	Statistics -- Physical Count 1972
3	7	Statistics -- Physical Count 1969 (1968-69)
3	8	Statistics -- Physical Count 1973
3	9	Statistics -- Physical Count 1974
3	10	Statistics -- Physical Count 1975

Series: Acquisitions and Technical Services

Drawer	Folder	Title
1	1	Acquisitions/ Technical Services Dept.
1	2	Acquisitions/ Technical Services Dept. - Advising
1	3	Acquisitions/ Technical Services Dept. - Cataloging/ Filing Manuals (combined 2 files)
1	4	Acquisitions/ Technical Services Rules for Recording Holdings (1970s)
1	5	Library Publications Bookplates
1	6	Acquisitions Dept. Statistics 1969 - 73
1	7	Accessions 1959
1	8	Accessions 1963
1	9	Analysis Pad

1	10	(Acquisitions) Book Ordering etc. 1960 - 61 - V. Szasz
1	11	(Acquisitions) Sample Book Orders 1959- 61 - V. Szasz
1	12	(Acquisitions) Sample Book Orders 1964 - V. Szasz
1	13	(Acquisitions) Gift Books 1958 (Lindahl)
1	14	Gift Books 1971 - 72
1	15	Gift Lists - 1974/75
1	16	Gift List - 1975/76
1	17	Gift Lists 1976
1	18	Gift List - 1976/77
1	19	Gift List 1976/77
1	20	Kaw Gift List July 1977 -
1	21	Bendix Gift 1978

2	1	Gift Lists -- 1977 (July) - Nov, 1977
2	2	V.S Preliminary Access
2	3	Gifts --- 1978, Aug -- Apr' 79
2	4	Gifts - 7-1/79 - 6/30/80
2	5	Gifts 7-1-80 to 6-30-81
2	6	Gifts 7-1-81 to 6-30-81
2	7	Gifts 1982/83
2	8	Gifts 1983/84
2	9	Gift Books 7/84 - 6/85
2	10	Gift Books 7/85 - 6/86
2	11	Gift Books 1986/87

3	1	Gift Books
3	2	Gift Books 1987/88
3	3	Gift Books 1988/89
3	4	Gift Books 1989/90
3	5	Gift Books 1990
3	6	Gift Books 1991

Series: Government Documents and Learning Resource Center

Drawer	Folder	Title
1	1	Circulation Dept. Information for Librarians
1	2	Circulation Dept. Correspondence, etc
1	3	Circulation Dept. Manual Revision
1	4	Circulation Dept. Statistics 1953 - 1970
1	5	Library - Statistics 1971 - 1980
1	6	Circulation Dept. Student Assistants Pay Record 1975 - 79
1	7	Government Documents Dept.
1	8	Government Documents Dept. 1980 -

1	9	Learning Resource Center
2	1	Alpha by Subject A - H
2	2	Alpha by Author P - Z
2	3	Alpha by Title A - H
2	4	Alpha by Title I - Z
2	5	Alpha by Author A - O
2	6	Alpha by Subject I – Z

Series: Reference Department

Drawer	Folder	Title
1	1	Public Services Dept (Beth Nenagy) 1978 - 81
1	2	Reference Dept 1966 - 74 Monthly Reports
1	3	Reference Dept . Annual Report 1985 - 86
1	4	Reference Dept. Annual Report 1987 - 88
1	5	Reference Dept. Annual Report 1992 - 93
1	6	Reference Dept. Bibliographic Instruction - Tour Scripts (Donna Harlan File)
1	7	Reference Dept. Bibliographic Instruction - Tours
1	8	Reference Dept. Bibliographies
1	9	Reference Dept. Bibliographic Instruction (Donna Harlan & Other Files Combined)
1	10	Reference Dept. Collection Devel. (Donna Harlan/ Beth Kenagy file)
1	11	Reference Dept. Computer Searching (Donna Harlan file)
1	12	Reference Dept. Computer Searching - OCLC (Donna Harlan file)
1	13	Reference Dept. Computer Searching - Database (Donna Harlan file)
1	14	Reference Dept. Computer Searching - VT New Mail (Donna Harlan file)
1	15	Reference Dept. Misc Corresp/Memos to 1977
1	16	Reference Dept. Misc Corresp & Memos 1977 - (Other than D. Hasrlan's)
1	17	Reference Dept. Forms
1	18	Reference Dept. Manuals, Policies
1	19	Reference Dept. Manual 1968
1	20	Reference Dept. Manual 1977
1	21	ALSA 2 Policy Manual
1	22	Reference Dept. - Misc. Reference Materials
1	23	Reference Dept. Schedules (Donna Harlan files)
1	24	Reference Dept. Schedule 1994
1	25	Reference Dept. S.B Tribune Indexing Project (D. Harlan file)
1	26	Reference Dept. Periodicals List 1976 - 78
1	27	Reference desk. 1978 - 1979 Serials Holdings Book
1	28	Reference Dept. Minutes of Meetings 1994 –

Series: Staff Meeting Minutes

Drawer	Folder	Title
1	1	Award for Outstanding Service Presented to IUSB Library, May 21, 1987
1	2	Lib. Staff Meeting Minutes 1991
1	3	Lib. Staff Meeting Minutes 1992
1	4	Lib. Staff Meeting Minutes 1993
1	5	Lib. Staff Meeting Minutes 1994
1	6	Lib. Staff Meeting Minutes 1995
1	7	Lib. Staff Meeting Minutes 1996
1	8	Lib. Staff Meeting Minutes 1997
1	9	Lib. Staff Meeting Minutes 1998
1	10	Lib. Staff Meeting Minutes 1999
1	11	Lib. Staff Meeting Minutes 2000
1	12	Lib. Staff Meeting Minutes 2001
1	13	Lib. Staff Meeting Minutes 2002
1	14	Lib. Staff Meeting Minutes 2003
1	15	Lib. Staff Meeting Minutes 2004
1	16	Lib. Staff Meeting Minutes 2005
1	17	Lib. Staff Meeting Minutes 2006
1	18	Library Affairs Committee