

Inventory of the

# **University Libraries**

Records

In the  
Northern Illinois University Archives

## **UA 31**

## INTRODUCTION

The University Archives acquired the University Library's records in several installments beginning in the mid-1960s and continues to add to the collection. Literary rights are dedicated to the public and there are few restrictions on access to the records

46 boxes  
44.00 linear feet  
1900+

## SCOPE AND CONTENT

There are three series in the University Libraries record group: administrative files, records documenting staff development and activities, and technical service materials. The administrative records are strong in the period 1950 to the present and contain annual reports beginning with 1942. Some files documenting the library's special collections area are also present. Library Council records contain governance, personnel guidelines, hiring, tenure, and related documents. Staff Association files and staff publications document professional development and social activities from the 1960's to the present. Automation initiatives, acquisition lists, and digitization projects complete the collection.

## HISTORICAL SKETCH

Jacob Haish, a DeKalb barbed wire manufacturer, donated \$10,000 to the newly created Northern Illinois State Normal School to establish a library in 1899. Named for its benefactor, the Haish Library occupied the center area of the second floor of Altgeld Hall for the next fifty years. Expansion during these years added stack storage and reading areas, but the post-World War II boom and the addition of graduate programs in 1951 necessitated the building of a new, larger library facility.

On December 10, 1952, Northern students and faculty moved the 85,000-volume collection to Swen Parson Library across from Altgeld Hall. Named in honor of a Northern mathematics professor, the new library was built to accommodate an enrollment of 2,500. It proved adequate for only a few years and Northern Illinois University (NIU) doubled the building's size with major north and south wing additions between 1960 and 1965. By 1965 the book collection had grown to 225,000 volumes, three times what it had been fifteen years earlier.

Clyde C. Walton became Director of the University Libraries in 1967 when Bernadine Hanby (1942-1967) retired. Shortly after his arrival, planning began for a new, much enlarged library building. Further expansion of graduate programs, increased enrollments, and technological advances in the library field demanded a new physical plant, larger professional staff, and broader collection development. Built at a cost of twelve million dollars, the new Founders Memorial Library was dedicated April 20, 1979. It is named for the four DeKalb residents who brought the new Normal School to DeKalb in 1895: Jacob Haish, Joseph

Farwell Glidden, Isaac Leonard Ellwood, and Clinton E. Rosette.

Located in the middle of campus, it serves as the heart of the University's teaching and research missions. Shortly after opening for public use, the Founders Library collection reached one million volumes. In 2005 it reached the two million volume milestone.

The Library had only two directors in a period of thirty-five years (1942-1977) but that changed dramatically when Clyde Walton left NIU in 1977. The next fifteen years brought eight different directors to the library. Lester Smith served as Acting Director until Jean Major arrived in 1978. After Major left in 1982 English Professor William Williams served as Acting Director for one year followed by Theodore F. Welch who resigned in 1988. Provost Kendall Baker hired Steven Marquardt as Director in 1989, but he resigned after ten months and Dean Peggy Sullivan consented to fill in as Acting Director. She served from 1990 until her retirement from NIU in 1992. Anthropology Professor Ron Provencher then became Acting Director. Arthur Young was selected to become permanent Director of the University Libraries in 1993. On June 9, 1999 Art Young was named the first Dean of University Libraries. Following Young's retirement on June 1, 2006, Mary Munroe, Associate Dean of the University Libraries served as Interim Dean through July 31, 2007. She was followed as Interim Dean by Byron Anderson on August 1, 2007. Patrick J. Dawson became Dean July 1, 2008 through 2015, followed by Interim Dean Chalermsee (Ete) Olson in 2016.

### COLLECTION INVENTORY

#### BOX   FOLDER   DESCRIPTION

#### **SERIES I: Administration**

1	1-3	Library Accreditation Reports, 1952-1963
	4	Accreditation, 1990, 1993
	11 vols.	Annual Reports - Library (Bound), 1942-1977
	5	Annual Reports - Library (Unbound), 1977/78-1980/82
	6-10	Annual Departmental Reports, 1963/64-1967/68
2	1-8	Annual Departmental Reports, (1968/69-1981/82)
	9	Five Year Survey, 1967-1972
		Annual Reports by Department
	10	Assistant to the Director, 1955-1971, 1974/75-1975/76, 1977/78
	11	Associate Director, 1975/76, 1979/80
	12	Bibliography, 1974/75
	13	Business Affairs, 1974/75, 1977/78, 1979/80
	14	Business/Economic, 1977/78-1978/79
	15	Circulation, 1974/75-1975/76, 1977/78-1978/7

	16	Collection Development, 1977/78-1979/80
	17	Coordinator of Subject Clusters, 1979/80
	18	Data Processing, 1974/75-1975/76
	19	Educational Material, 1974/75-1977/78
	20	General Education Library, 1974/75-1975/76, 1977/78, 1979/80
	21	Gifts and Exchange Department (Public Relations and Grant Services), 1974/75, 1977/78
	22	History Area, 1977/78-1978/79
	23	Interlibrary Loan, 1974/75-1977/78
	24	Language/Literature Cluster, 1977/78-1978/79
	25	Lorado Taft Library, 1974/75-1975/76, 1977/78
	26	Political Science/Law Cluster, 1977/78-1978/79
	27	Psychology/Philosophy/Religion Cluster, 1977/78-1978/79
	28	Science Cluster, 1977/78-1978/79
	29	Sociology/Anthropology/Geography Cluster, 1977/78-1978/79
	30	Director's Report, 1983-1984, 1984-1986
	31-33	Annual Reports – Library (Unbound), (1963/64-1980/82) Handbooks and Guides to the Library
	34	<u>ABC Reference Book</u> , NIU Libraries, 1998
	35	Faculty Handbook, 1989-1990
	36	Founders Memorial Library Tour Guide, 1979
	37	<u>Guide to NIU Libraries</u> (Reference Department), 1990, 1992
3	1	Handbook, Student Employees and Supervisors, 1988-1989
	2-3	Handbook of Recruitment and Selection Procedures, ca. 1981-1991
	4	<u>Guide to Northern Illinois University (NIU) Library</u> , 1987, 1994, 1988
	5-6	Library Building and Service Hours, 1974-2006
	7	Library Information Resource Book for Staff, 1994
	8	Library Services Brochures and Guides, 1981-2000
	9	<u>Northern Illinois State Teachers College Handbook of the Library</u> , 1921
	10	<u>Northern Illinois University (NIU) Libraries Staff Handbook</u> , 1980
	11	<u>Northern Illinois University (NIU) Libraries: A Student Handbook</u> , 1990
	12	Student Employees Graduate Staff Assistant Handbook, 1991-1992
	13	Swen Franklin Parson Library Handbook, n.d.
	14	Strategies for Research B Sample Resource Guides and Bibliographies, ca. 1983-1989
		Library Senate
	15-16	Administrative Staff Conference and Committee, 1979-1983
	17-24	Agendas and Minutes, 1984-1991
	25-27	Meeting Documents, 1989-1994
	28-31	Management Group, June 1996-June 2007
		Library Faculty
4	1	Anthony (Tony) Bliss, Rare Books Librarian, 1976-1980

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
4	2	Charles E. Larry, Exhibits Committee Chair, 1990-2009
	3	Gordon Rowley, Research Services Division, 1980-1982
	4	J. Joseph Bauxar, University Archivist, 1964-1979
	5	Publications, 2013, 2014
	6-9	Minutes, Agendas, Correspondence, 1972, 1978-1987
	10	Library Instruction Statistics, 1981-1985
	11-15	Department Heads Meetings, 1971-1978, 1997-2004
	16	Divisional Meetings, 1999-2006
	17-34	Library Council, 1972-1992
5	1-9	Library Council (1992-2013)
	10	Committee on Personnel Structures Report, 1983-1984
	11	Library Council Manual, 1986
		Governance
	12	American Association of University Professors (AAUP) Status Report on Governance at Northern Illinois University (NIU), 1985
	13-19	Operating Procedures and Personnel Guidelines, 1971-1974, 1979-1986, 1990, 1992-1993, 1996, 2000
	20-21	Policy and Procedures - Faculty (1991-2009)
	22-25	Policy Manual and Updates, Policies 01-088, 1985-2007
	26-29	Mission, Scope, Goals, Objectives, 1979-1982, 1988-1990, 1992, 1994, 2000-2002
		Collection Reviews
	30	Education, Rare Books and Special Collections, 1981
	31	Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, Center for Latino and Latin American Studies, Center for Minority Studies, Regional History Center, Social Sciences, 1982
	32	Allied Health, Communication Studies, Communicative Disorders, English, Foreign Languages and Literature, Home Economics, Industry and Technology, Journalism, Library Science, Nursing, Philosophy, Women's Studies, 1983
		Collection Reviews, cont.
6	1	Lorado Taft Library, Physics, Mathematical Sciences, Geology, Computer Science, Chemistry, Biological Sciences, Theatre Arts, Music Collection, Visual Arts, 1984
	2	College of Business, 1985, 1992
	3	College of Education, 1986, 1995
	4	Foreign Languages and Literatures, 1989
	5	Biological Sciences and Health Professions, 1993

	6	Library Resource Reports for Academic Program Reviews - Correspondence and Schedules, 1993-2001
	7	Stormer Report: A Study of the Graduate Research Capabilities of NIU Libraries, 1978-1979
		Library Advisory Committee (LAC)
	8	Annual Reports, 1984/85-1991/92
	9	Membership and Attendance, 1986/87-2000/01
	10-29	Minutes and Correspondence (1954-1996)
		Library Advisory Committee (LAC), cont.
7	1-5	Minutes and Correspondence, 1997-2010
	6	Cunningham Report, 1993-1994
	7-17	Committee Lists and Appointments, 1984, 1987, 1989-1997/98, 1999/2000-2006/07
	18-20	Academic Planning Council, 1991-1996
	21	Academic Procedures Manual Review Committee, 1992, 1994
	22	Admissions Policies and Academic Standards Committee, 1995, 1997, 1999
	23-25	Affirmative Action Committee, 1984, 1987-1989, 1990, 1992-1997, 2000
	26	Assessment Planning Panel, 1991-1996, 2002
	27	Bibliographic Control Committee, 1980-1984
	28-29	Bibliographic Records Analysis Committee (BRAC), 1994-1995
	30	Brochure Committee, 2003
	31	Committee on Closing the Union Card Catalog, 1978-1980
	32	Card Catalog Committee (CCC) B Subcommittee of the Bibliographic Records Advisory Committee (BRAC), 1995
	33-35	Centennial Committee, 1987, 1989-1999
	36	"Centennial Moments", Articles for <u>LibNet</u> , 1998-1999
	37	Founders Memorial Library Bookmark Project, 1996-1997
	38	Horatio Alger Convention, and Poster Project, 1997-1999
	39	"Northern Illinois University Libraries: A History", Chapter 1, by David A. Hamilton, September 1997
	40	Children in the Library Task Force, 1994
	41-43	Collection Development Advisory Committee (CDAC), 1982-1997
	44	ACommittees of the University, 1991-1992" Bound Booklet, 1991/92
8	1	Cross Training Advisory Committee, 1996, 1997
	2	Data Research Associates (DRA) ILLINET Online Committee, 1996-1997
	3	Exhibits Committee, 1982, 1985-1988, 1991, 1994-2011
	4	Expensive Purchases Committee, 1996, 1999, 2002
	5	Faculty Appeals Committee, 1991-1992
	6	Farm Bureau Project of the Library Advisory Committee (LAC), 1994

7		Film Library Advisory Committee, 1995
8		Graduate Assistant Task Force, 1996, 1997
9-11		Graduate Council, 1996-2006
12		Greek Life Commission, 1998
13		Information Access Corporation (IAC) Full Text Database Task Force, 1996
14		Information Literacy Task Force, 2003-2005
15		INNOPAC (Innovative Interfaces Incorporated Online Public Access Catalog) Committee, 1995
16		Institutional Repository, 2010-2011
17		Internet Committee, 1994-1998
18		Journal Access Committee, 1985/86, 1988
19		Juvenile Collections Task Force, 1989
20		Liaison Program Task Force, 1995
21		Library Clerical Work Study Committee, 2001
22		Library Finance Task Force, 1994
23		Library Improvement Task Force Reports, November-December 2006
24		Library Operation Staff Evaluation Procedures Manual Review Task Force, 1987, 1994-1999, 2006
25		Library Operation Staff Performance Review Task Force, 1986-1987
26-29		Library Planning Committee, 1967-1971
30		Library Signage Task Force, 2006
31		Nebraska Information Center for the Life Sciences (NICLS) Retrospective Conversion Committee, 1989
32		North Central Association Committee, 2002
33		Scholarly Communication Task Force - Digital Institution Repository, 2007, 2008
34		Security Task Force, 2006
35		Student Handbook Orientation Committee, 1990-1991
36		Task Force Recommendations, 2006
37-38		University Libraries Strategic Planning Task Force, 2007, 2010
39		User Fees Task Force, 1991-1992
40-47		Council of Deans, 1997-2006
48-54		Report of Academic Staff, 1992-1994, 1996-2003
9	1-4	Report of Academic Staff, 2004-2007
	5-8	Center for Research Libraries, 1975-1982
		Council of Directors of State University Libraries in Illinois (CODSULI)
	9	Book Loss Task Force, 1974-1975
	10-13	Correspondence and Minutes, 1971-1982, 1990, 1992
	14	Illinois Board of Higher Education (IBHE) Grant Proposal, 1974-1977
	15	Illinois Education Consortium for Computer Services (IEC, IECCS), 1973-1975
	16	Statewide Borrower's Card, 1971-1972

	17	Veaner Report on Establishing a Computerized Bibliographic Network (CBN), 1973
	18	Academic Library Statistics, 1994, 1997, 1998
	19-20	Illinois Association of College and Research Libraries (IACRL), 1980-1982
	21	Anderson, Byron - Interim Dean, 2007-2008
	22	Dawson, Jose Patrick - Dean, 2008-2010
	23-26	Major, Jean - Director, 1978-1980
10	1-4	Major, Jean - Director, 1981-1982
	5-7	Marquardt, Steve - Director, 1989-1990
	8-9	Miscellaneous Correspondence - Directors and Administration, 1989-1993, 2012-2014
	10	Munroe, Mary - Interim Dean, 2006-2007
	11-12	Provencher, Ron - Acting Director, 1992-1993
	13-14	Smith, Lester K - Acting Director, 1974-1977, 2004
	15-17	Walton, Clyde - Director, 1968-1977
	18	Welch, Ted - Director, 1989
	19-23	Williams, Bill - Interim Director, 1982-1983
	24-34	Young, Art - Director/Dean of University Libraries, 1993-1999
11	1-6	Young, Art - Director/Dean of University Libraries, 2000-2006
	7-26	Sullivan, Peggy - Correspondence and Memos, 1990-1993
	27	Office of Public Information - Peggy Sullivan Photos, Press, etc. 1981-1984, 1988, 1990-1993
	28-30	Academic Computer Planning, 1988-1989, 1994
	31	Administrative Cabinet, 1990-1995
	32	Adopt a Journal, 1996
	33	Analytical and Enumerative Bibliography, 6:1, 1992
	34	Asian American Studies, 2003
	35	Assessment Plan for Reaccreditation, 1992-1994
	36	Board of Trustees, 1995-1999, 2002
12	1-2	Capital Campaign, 1993-1996
	3	Capital Improvement, 1998, 2000
	4	Card Catalog Removal, 1992-1995
	5	Comparative Analysis for the Library Advisory Committee (LAC) - Phyllis Cunningham, 1993
	6	Computer Lab in Founders Memorial Library (FML), 1994
	7	Cooperative Collection Management Program (CCMP) Reports, 1998
	8-10	Cross Training, 2001-2004
	11	Development and University Relations, Department of, 1986-1991, 1995
	12	Discussion Statement for Deans' Retreat, "NIU Libraries: A Look at Strengths and Weaknesses," 1985
	13	Divisional Meetings, 1998-2003



14	Faculty Governance, 1981, 1992-1993
15	Faculty Workload, 1992-1993
16-17	Graduate Assistant Task Force, 1984, 1989, 1995-1997
18	The Graduate School, 1995
19	24 Hour Library Proposal and Responses, 1998, 2001
20-21	Administrative Staff Memos, 1980-1982
22	American Society for 18th Century Studies, 1980-1981
23	Art Exhibition Catalogs - Funding, 1976, 1979
24	"Ask a Librarian" - Services Survey, ca. 2002
25	Association of College and Research Libraries (ACRL) - Statistics Questionnaire, Fiscal Years 1997, 2008
26	Barcoding Project, 1993-1997
27	Bibliographic Instruction Survey, ca. 2002
28	Book Detection System - Book Theft, 1977-1980
29	Career Planning and Placement Center, 1993-1996
30	College of Business - Correspondence, 1987-1991, 1995, 1998
31	College of Continuing Education - Correspondence, 1989-1990, 1994- 1999
32	College of Education - Correspondence, 1965, 1967
33	Complaints to the Library, 1977, 1979
34	Cooperative Education / Internship Program - "Partners" Newsletters, 1992, 1995-1996
35	Dean Search - College of Education, 1979
36	Graduate Dean and Associate Provost for Graduate Studies and Research, 1980
37	Declaration for the Right to Libraries, 2014
38-39	Educational Materials Center, 1953-1979
40	English Department, 1967-1971, 1974, 1977
41	Enrollment Trends, 1987-1996
42	External Programming Reorganization, 1990
43	Faculty Survey and Survey of Library Usage, 1996
44	Farm Bureau Grant Proposal, 1994
45	Founders Library Services Survey and Data Codebook, 2002
46	Founders Library Student Services Survey, Spring 2002
47	Freshmen Survey - "Characteristics of NIU Freshmen: Findings from the Higher Education Research Institute (HERI) / UCLA Annual Freshmen Survey, 1985-2001
48	Higher Education General Information Survey - Library Fiscal, Holdings, Staffing Data, 1967-1987
49	Department of History, 1976-1979
50-52	Horatio Alger Society (HAS), Dash to DeKalb, 1999, 2003-2004
53	Insurance, 1996, 1999, 2002-2004
54	Integrated Post-Secondary Education Data System (IPEDS) - Library Fiscal Holdings, and Staffing Data, 1988-1989

13	1-2	Interlibrary Loan, 1973-1980
	3	International and Special Programs, 1996-2001
	4	Juvenile Collections Review, 1990-1922
	5	Latino Studies, 1989-1991
	6	Law Library - ILLINET Online Resource Sharing, 1980-1982, 1985-1993, 1998
	7	LibGuides - Online Research Assistance and Subject Guides, 2010
	8	Library Data Usage Report, 2004
	9	Library Faculty Representation on the University Council (UC), 1971-1973
	10	Library and Information Studies, Department of, 1985-1990, 1993-1994
	11	Library Instruction Committee, 1975-1980
	12	Library Services for Faculty, 2008
	13	NIU Libraries Employee Survey, 2007-2008
	14	NIU Libraries Incident and Judicial Reports Statistics, Fiscal Years 1997-2000
	15-19	Management Group, 1985-2005
	20	Master of Library Science (MLS) as Terminal Degree for Library Faculty, 1990
	21	Memorial Quilt Dedication, 2008-2009
	22	Miller, Rush - Dean of Libraries and Learning Resources Bowling Green State University, 1992
	23	Mutilated Materials, 1991
	24	<u>NIU Libraries Newsletter</u> , 1975-1980
	25	<u>Northern Facts Handbook</u> , 1997, 1998 Northern Illinois Library System (NILS):
	26	Live and Learn Automation Grant, 1998-1999
	27	Membership Compliance, 1995-1999
	28	Northern Illinois University Press - First Day Proofs 1976 and Sales Brochure/Order Form, 1999
	29	Office of Sponsored Projects (OSP) - Newsletter and Deadlines, 1990-1995, 2000
	30	Open Access Booklet, 2013
	31	Organizational Charts, 1984-2013
	32	Planning Statements - College Deans, Fall 1998 and Summer 1999
	33	Press Releases - Office of Public Information, 1991-1993
	34	Professional Studies, College of, 1981, 1985-1991, 1994
	35	Program Improvement and Expansion (PIE) Requests, 1985-1990
	36	Psychology, Philosophy, and Religion Cluster, 1978, 1982
	37	Review of Organized Research and Public Service Centers, 2006
	38	Science Cluster, 1970-1979
	39	Regency Reports of the Illinois Regency Universities System, 1995
	40-41	Reorganization of Library Departments, 1995-1996, 2011
	42	Reserves, 1967-1969, 1976-1977
	43-45	Serials Review and Reduction, 1987-1988, 1992-1995

	46	Services Awareness Survey, Spring 2004
	47	Services for Persons with Disabilities, 1993-1996
	48	Student Association Art Collection, 1997
	49	Student Employment, 1995, 1998
	50	Study of University Libraries, 1990-1991
	51	Successful Planning - PowerPoint Presentation, 2004
	52	Thunderbolt Controversy - Alleged Racist Newspaper, 1987, 1988
	53	Underrepresented Groups (Minorities) - Recruitment and Retention, 1988, 1990, 1994
	54	United States-Japan Cooperation Project, 1983-1988
	55	University Constitution and Bylaws, 1989-1992
14	1	University Presidents - Library Deans' and Directors' Correspondence and Memos to, 1996-2003
	2	Use and Services Statistics, 1996, 1999-2002
	3	User Study - Founders Memorial Library, 1977, 1979
	4	Waubensee Community College - Use of NIU Library Materials, 1971-1972
	5	Webpage Training Transparencies, 2000
	6	Y2K (Year 2000) Issues, 1997-1998
		Founders Memorial Library (FML) Basement
	7-10	Build Out, 1994-1998
	11-14	Build Out Task Force, 1996-1997, 1999-2000, 2002
	15	Build Out, Phase I Project Manual, 1998
	16	Build Out, Phase III Project Manual, 2000
	17	Build Out, Photographs and Air Conditioner Installation, 1999-2002
		Founders Memorial Library (FML) Basement, cont.
15	1	Build Out, Preliminary Design Outline Specification, 1997
	2	Floor Plan, 1993
	3	Renovation History, 1980-2001
		In Search of Space
	4	Information Guide Series, 1-3, ca. 1985
	5	John Cotton Dana Award, 1987, 1992
	6	Memos, Notes, and Meeting Agendas, 1985-1986
	7	Project Implementation Team (PIT), 1986
	8	Public Relations and Patron Correspondence, 1985-1986
	9	University Libraries Space Reorganization Newsletter, February 1985 - July 1986
		Libraries Facilities Planning Committee (LFPC):
	10	Agendas, Attendance, Documents, 1986-1987
	11	Minutes, 1986-1987
	12	Space Issues, 1980-1984
	13-14	Periodicals Integration Proposal, 1984
	15	Slides, ca. 1950's-1970's

16	1-2 1 vol. 1 obj.	In Search of Space, cont. Citation and Posters, 1987 Binder - John Cotton Dana Award Documentation, 1987 Metal Pin
17	1 2 1 vol.	In Search of Space, cont. John Cotton Dana Library Public Relations Award Mounted Photographs Sharing Instruction Procedures, ca. 1953 (6) Scrapbook of Swen Parson Moving-In Day and Dedication, 1952
18	4 vols.	University Libraries Scrapbooks and Slides, 1964-1973
19	1-2 3 4-6 7 8 9-10 11-14 15 16-17 18 19 20-22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	Library Building Survey, 1968 Projections - Space, Equipment, Holdings, Staff, 1965-1985 New Library (Main Library): Architectural Planning, 1971 Design, 1974 Feedback from Mary Jane Pobst Reed, Associate Director of Research and Planning, Washington State Library, 1975 Furniture and Carpeting, 1975-1976 Phase I, 1970 Planning Committee, 1966-1968 Planning and Use of Swen Parson Building, 1969 Space Allocation, ca. 1973 Founders Memorial Library (FML) Founders Café, 2008 Bid Specs, 1975-1977 Bottled Water Order Forms, 2002 Circulation and Reserves Merge, 1997 Compliance with the Americans with Disabilities Act (ADA), 1991- 2000 Environmental Safety, Air, Asbestos, Emissions, Water, 1994-2000 Exterior Limestone Cleaning, 1995-1996 First Floor Copier Area Remodeling, 2002 Floor Loading Report, 1985, 1993 Floor Plans, 1973, ca. 1990s Information Delivery Services (IDS) Remodeling, 1997 Moving Committee, 1975-1976 Phase 2: Fourth Floor Work, February 12, 1999 Processing Room 71 Remodeling, 1996 Reference Services Reorganization, 1988, 1994-1996, 2003 Revolving Door Replacement, 1999 Seating Capacity Analysis, Fiscal Years 1990-2000 Shelving Capacity Studies, 1982-1999 Terrace Area Renovation, 1991-2001 Davis Hall - Space Review, 2003

	41-44	Faraday Library - Facilities, 1963-1969, 1980-1985, 1988-1990
20	1-8	Faraday Library – Facilities, 1991-2000
	9-10	Compact Shelving for Faraday, 2000, n.d.
	11	Space Review - Faraday Library, 2004
	12-13	Film Library - Relocation and Remodeling, 1986-1990
	14-16	Founders Memorial Library - Space Issues, 1989-1991, 1993-1995, 2002-2003
	17-21	Hoffman Estates Education Center Library, 1990-1994, 1997, 2001, 2003
	22-23	Lorado Taft Library, 1965, 1971, 1979, 1992, 1995-2001
	24	Mathematical Sciences Reading Room, 1981-1992
	25-27	Music Library and Fouser Music Room, 1963-1983, 2004, n.d.
	28	Naperville Education Center, 1999
	29	Northern Illinois University (NIU) - Future Building and Land Needs, 1963
	30	Rare Books and Special Collections - Remodeling, 1994
	31	Research and Reference - Storage Shelving, 1991
	32	Rockford Education Center, 1994-1995
	33	Seating Capacity Analysis Study (Seating Survey) for Northern Illinois University (NIU) Libraries, 1991-1998
	34	Shelving Capacity Analysis Study, Remote Storage, 1991-1999
	35	Smart Classrooms, 2000-2001
	36	Swen Parson Library - Space, 1961-1964
	37	Building and Preservation Committee, 1982-1983
	38-45	Disaster Plan - Materials, Recovery and Salvage, 1979-1983, 1985-1989, 1990, 1992-1994, 1988, 2000-2004
21	1	Disaster Plan - Guest Speaker Dr. Camila Alire, University of New Mexico, September 19, 2006
	2-4	Facilities - Assessments, Projects, Updates, 1977-2000
	5-6	Preservation Committee, 1996-2005
	7	Preservation, Conservation, and Mending, 1982, 1985, 1987
	8	Emergency Preparedness Committee, 1968-1978
	9-13	Security and Emergency Committee, 1988, 1993-1995, 1998-2006
	14-21	Security and Emergency Procedures, 1969-1973, 1986-1987, 1993 1995, 1998-2000, 2004 General Education Library
	22	All Night Reading Room, 1975
	23	Annual Reports, 1974-1980
	24	Biography File, 1975-1976, n.d.
	25	Correspondence, Statistics, and Closing, 1969-1980
	26	General Education Courses, Spring 1979
	27-28	Memos and Correspondence, 1974-1980
	29-30	Monthly Reports, 1977-1980
	31	Objectives and Goals, 1970-1979

32		Planning and Materials, 1969
33		Photos, 1977-1978
34		Policies, 1972-1979
35		Program Statement, 1968, 1973
36		Upward Bound Materials, 1978
37		Art and Music Cluster - Annual Reports, 1977/78
38		Faraday Library - Annual Reports, 1974/75-1975/76
		Government Publications:
39		Annual Reports, 1974/75, 1975/76, 1977/78, 1979/80
40		Correspondence, 1960-2003
41		Self Study Compliance Review, 1998-1999
42		Illinois Regional Archival Depository (IRAD), 1987
43		Map Library - Annual Reports, Correspondence, and Guidebook, 1968-1996
44		Microforms - Reports and Correspondence, 1974-1979/80
45		Music Library - Annual Reports, 1974/75-1975/76
		Rare Books and Special Collections
46		Annual Reports, 1975/76, 1977/78-1979/80
47-48		Correspondence and Collections Policy Statements, 1969-2004
49		"Founders' Founders" Pamphlet
50		History, News Clippings, and Guidebooks, 1958-2012
51		Regional History Center, 1967-1979
22	1-2	Regional History Center, 1982-1994, 1996-2008
	3	Regional History Center Advisory Board, 1986-1989
	4-8	Southeast Asia Collection, 1964-1985, 1997-2005
	9	Southeast Asia (SEA) Annual Reports, 1974/75-1975/76, 1977/78
	10-11	Southeast Asian Studies Center, 1983-1994
	12	Video and Film Collection, n.d.
	13-14	Founders Memorial Library (FML) Dedication Activities and University Day Events, 1978-1979
	15-16	One Millionth Volume Celebration, 1979-1980
	17	Two Millionth Volume Celebration - Program, 2005
	18	Faculty Books Reception Programs, 2018
	19	Haish Portrait Dedication Speeches, 2018
		University Libraries
	20	Bookmark and Book Plates, 1973, 1974, 1977
	21	History and Clippings, 1900-2008
	22	Organizational Events - Historical Chart, 1977-1996
		Information Delivery Services (IDS)
	23	Borrowing Statistics, Fiscal Year 2016
	24	Campus Delivery Service and Interlibrary Loan Services, 1996-1997
	25	Document Delivery Task Force, 1993-1994
	26	Local Document Delivery Task Force, 1995
	27	Off-Campus Student Survey and Codebook, Spring 2001

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
		Facilities
	vols. 1-4	A Program and Reviews of Plans for Expanded Library Facilities for Northern Illinois University (NIU), October 1968-March 1971
	vols. 1-2	Report of the University Libraries Facilities Planning Committee, March 1, 1987
23	vols. 3	Report of the University Libraries Facilities Planning Committee, March 1, 1987
	vol. 4	Estimate of Library Space Needs for 1980 at Northern Illinois University (NIU), DeKalb, Illinois (Preliminary Report), June 12, 1969
	1-3	Budget, 1973-1985, 1994/95, Fiscal Years 2004-2008
	4	Capital Campaign, 1995
	5	Deeds, Endowments, Grants, Scholarship, 2003-2006
	6	Finance and Planning, 1950, 1963, 1965, 1967, 1979, 1995, 1998, 2003
	7	Fundraiser - "From This Gift," 2004
	8	Golden Key National Honor Society - Recognition for Service, 1991
	9	Katherine Walker Library Work Scholar Award, 1996-1999
	10	Library Development Fund, 1980-1984
	11	New or Expanded Program Requests (NEPR) for Funding, 1972-1978
	12	Northern Illinois University Foundation (NIU Foundation), 1972, 1989, 1991
	13	Public Relations - John Cotton Dana Award Contest, 1987
	14	Venture Grant Application - Gildemeister, Glen, Pictorial History of Northern Illinois University (NIU), 2005
	15	Confidentiality/Privacy, 2004, 2007
	16	Library Graduate Assistant Program Task Force, 1997
	17	Personnel Committee, 1973-1976
	18-19	Staff Development Committee Correspondence and Minutes, 1980-1982, 1990-1992
	20	Workload Assessment Group, December 1992-March 1993
	21-30	University Council, 1983-2002, 2004

**Series II: Staff**

		Library Staff Association (LSA)
	1 vol.	Album of Parties, 1990-1992, 1995-1999
	31	Blood Drives, 1993-1998
	32	Charters and Constitutions, 1967-1971, 1977-1996
	33-35	Correspondence, Announcements, Flyers, 1967-2008
	36-38	Minutes, 1968-1986
24	1-2	Minutes, 1987-1999
	3	Staff Lounge Use, 1967-1989

	4	Staff Party Memos and Correspondence, 1964-1965, 1988-1989, 1994, 1996/97
	5	Staff Party Photographs, 1986, 1988, 1989, 1991, 1995-1996
	6-19	Student Parties - CD-ROMs, Photographs, and Negatives, 2003-2006, 2015
	1 vol.	Album of Christmas Parties, 1986-1990
	1 vol.	Album of Parties - Halloween 1995-1996, Christmas 1995 and 1998, Spring and Summer 1996
	20	The Library Cookbook, 1975 and University Libraries Favorite Recipes Cookbook, 2008
		Library Operating Staff Advisory Committee (LOSAC)
25	1-32	Agendas, Correspondence, and Minutes, 1984-2018
	33	Ad Hoc Committee for Establishing a Library Operating Staff Advisory Committee (LOSAC), 1983-1984, May 1988, July 1989
	34	Annual Reports, 1984/85, 2004/05
	35-36	Constitution, 1984, 1985, 1987, 1988, 1991, 1992, 1994, 1995, 1998
	37	Director of University Libraries Candidates, 1993
	38	Elections, 1984-1998, 2003, 2013
26	1	Open Meetings with the Director, 1988-1990, 1995
	2	Smoking, 1990-1991, 1994
	3-4	Staff Salaries and Other Issues, 1986-2004
		Professional Librarians Association of Northern Illinois University (PLAN):
	5	Committee Files, 1967-1973
	6	Constitution and Financial Records, 1966-1972
	7-8	Correspondence and Reports, 1967-1974
	9	Minutes, 1967-1973
		Founders Library Association (FLA)
	10	Constitution and Bylaws, 2008
	11	Flyers and Announcements, 2005
	12-13	Minutes, 2001-2009
	14	Treasurers Reports, 2007-2008
	15	An Assisted Self-Study of University Libraries Public Services Organization Final Report, 1982
	16	Evaluation Procedures, 1973-1976
	17	Library Constitution Drafts, 1969
	18	Library Operating Staff Evaluation Procedures (LOSEP) and Correspondence, 1984, 1994-1997, 1999, 2007
	19	Retirement - Hanby, Bernadine C., 1967
	20	Staff Development Committee, 1996-2001
	21-22	Staff Directories, 1957-1979, (1984-2008)



	23-24	Telephone Directories, 1995-2004
	25	Training, 1980, 1988-1989
	26	<u>Film and Video Newsletter</u> , 1991-1992
	27	<u>Founders Keepers</u> , 2013-2014
	28	<u>Founders Notes</u> , 1995-2004
	29-31	<u>Founders Type</u> , 1994-2010
	32	<u>Friends of Northern Illinois University (NIU) Libraries Newsletter</u> , 1983-1987, 1991-1996
	33-35	<u>Grapevine Pruner</u> , 1969-1975
	36-37	<u>Informer</u> , 1975-1981
27	1 vol.	<u>Grapevine Pruner</u> (Bound), 1970-1974
	1	<u>Informer</u> , 1982-1986
	2-5	<u>LIBNET</u> , 1987-1999
	6	<u>NIU Libraries</u> , 1975-1980
	7	Northern Illinois Computerized Library System (NICLS) - <u>Technical Notes and News</u> , 1988-1989
	8	<u>REFNET</u> , 1986-1987
	9-11	<u>Staff Announcements</u> - Nos. 1-384, 1983-1994
	12-23	<u>Universities Libraries Newsletter</u> , 1996, 2000-2011

**Series III: Technical Services:**

	28	8 vols.	Accessions 1899-1944
	29	4 vols.	Accessions, 1947-1967
			Acquisitions
30	1		1970-1979
	2		Acquisitions/Serials Transition Task Force, May 1995
	3		Annual Reports, 1974/75-1975/76
	4		Argonne National Library Materials Correspondence, 1978
	5-11		Blanket Approval Forms, 1966-1992
	12-15		Collections Development, 1981-1987, 1991-2003, n.d.
31	1		Private Presses - Correspondence, 1971-1975
	2		Procedure Manual, May 1984
	3		Processing Information Lists [microform], 1981
			Bindery
	1 vol.		First Volume Bound in the Haish Library - <u>Thoughts on the Subject of Mathematics as Part of a Liberal Education</u> by William Whewell, 2 <sup>nd</sup> ed., 1836
	1 vol.		Binding Book, November 5, 1900-June 16, 1913
	1 vol.		<u>Annual Statement of the Commissioner of Education to the Secretary of the Interior</u> , 1891

	4	Memos and Correspondence, 1976-1979 Cataloging/Automated Records Department (CARD)
	5	Annual Reports, Fiscal Years 1972-1985
	6	Card Catalog Committee/Task Force, 1985-1995
	7	Cataloging Consultant Report, 1996
	8-9	Cataloging Manual, 1984
32	1-2	Cataloging Manual, 1984
	3	Correspondence, 1968-1979
	4	Innovative Interfaces Inc. Online Public Access Catalog (INNOPAC) Instructions, 1995
	5	Organization Charts, 1974-1976, 1980, 1984-1994
	6	Salary and Performance Appraisal Memos, 1986, 1994-1995
	7-8	Statistical Reports, Fiscal Years 1981, 1986
33	1-7	Statistical Reports, Fiscal Years 1986-1990
34	1-11	Statistical Reports, Fiscal Years 1991-2001
	12	Integrated Postsecondary Education Data System, 2000-2001
35	1	Circulation/Reserves Merge, 1997
	2-14	Library Circulation System (LCS), 1977, 1979, 1981-1984 Serials Department
	15	Annual Reports, Fiscal Years 1975, 1978, 1982
	16	Floor Planning Group, 1985
	17	Illinois Union List of Serials - Procedures for NIU Holdings, ca. Mid- 1980s
	18	Memos and Correspondence, 1969-1979
	19	PL 480 (English Language Program of the Library of Congress), 1973-1986
	20	Procedure Manual Parody, August 1974
	21-43	Serials in Illinois Libraries Online (SILO), 1982-1987 Periodicals
	44	Annual Report, 1979/80
	45-46	Committee, Proposal, and Correspondence, 1974-1982
	47	Subscription List, 1902
	48-50	Pamphlets, 1900-1941
	51	Supplementary Readers, 1910-1918
36	1-3	Automation Advisory Committee, 1989-1998, 2002-2003
	4-8	CD-ROM, 1989-1996
	9-10	Computer Output Microform (COM) Catalogs, 1992-1993
	11	Illinois Library Computer Systems Organization (ILSCO), 1979-1983
	12-15	Illinois Library and Information Network (ILLINET), 1987-1997 Online Computer Library Center (OCLC)
	16	CatME Field Test, 1997-1998

17		Cost Containment Study Committee, 1991-1992, 1995
18		Field Testing, 1997-1998
19		Name Authority File Changes, 1984
20		Statistics, 1980-1984
21		Summary Reports, 1989
22		Smart Classrooms - Planning, 1999-2001
23-26		Systems Office, 1989-1990, 1993-1997
27		Taft Campus Internet Access, 1995-1996
28		Task Force on Increasing Access to Library Computer System (LCS), 1986-1987
		Technology Grants
29-31		Data Research Associates (DRA), 1996-1999
32		Illinois Periodicals Online, 1997-1998
33		Higher Education Cooperation Act (HECA), Fiscal Years 1992, 1993
34		Library Services and Technology Act (LSTA), 1997-1998
35		Microcomputer Software Acquisition, 1997-1998
		Technical Services
36		Annual Reports, 1975/76, 1977/78
37		Information and Access Services Organizational Charts, 1984-1995
38		Top Class Computer Based Training Software, 1998-1999
39		Administration Information Services (AISS) and Administrative Computer Center (ACC), 1980-1991
40		"An Annotated List of Indexes, Abstracting Services, and Select Serial Biographies in the Northern Illinois University Libraries," Lusher, T.J., 1994
41		Bibliographic Authority File Maintenance Sites Subcommittee (BAFMSS) Reports, 1990-1992
42		Bibliographic Records Analysis Committee (BRAC), 1994-1995
43		Bibliographic Record Authorities Institute Workshop, May 16, 1983
44		Crossref Service, 2003
45-46		Data Research Associates (DRA) Committees and Implementation, 1992-1999
47		Digital Convergence Lab, Founders Memorial Library, 2008
48		Digital Imaging - Library Services and Technology Act (LSTA) Grant, 2006
49		Online Computer Library Center (OCLC) Statistics, 1980-1984
37	1	Digital Library Resources Committee, 1999-2002
	2	Digitization Laboratory, 1999, 2000
	3	Division Meeting with Associate and Assistant Directors, January 6, 1998
	4	Electronic Formats - Brochures, Memos, and Correspondence, 1993- 1999
	5	Electronic Sources Materials, 1993-2002
	6	Founders Memorial Library Computer Lab, 1995-1996
	7-10	Internet Committee, 1993-1998

	11	Internet Materials for Faculty and Staff, 1994-1997
	12	Library Backbone Connections, 1993-1997
	13	Library Information System (LIBRIS) Catalog, 1980
38	1	Lincoln Digitization Project, 1997-1998
	2	Micrographics Laboratory, 1980, 1985, 1990-1992, 1995
	3	Network Printer Project, 1997-1998
	4	Northern Illinois Universities Libraries Home Page, 1995-1998
	5	Patron Files, 1980-1986, 1989-1990
	6	Reference Services - Computer Training Programs and Statistics, 1982-1997
	7	Rockford Campus Project, 1990-1995
	8	Science and Technology Floor Planning Group, 1985
	9	Twain Digitization Project, 2003

**Series IV: Microfiche and Other Materials**

		Last Founders Memorial Library (FML) Card Catalog Holdings [Microfiche Z881.D445 1993]
39	1-82	Author Listing, June 7, 1993
	1-87	Subject Listing, June 7, 1993
	1-47	Title Listing, June 7, 1993
		Government Printing Office (GPO) Sales Publications Reference File [Microfiche]
	1-146	February 20, 1997
	1-147	April 17, 1997
	1-151	June 19, 1997
	40-155	August 21, 1997
	1-111	October 16, 1997
40	1	Program Prioritization and Technical Manual, 2014-2015
	2	University Libraries Strategies Plan, 2015
	3	University Assessment Plan, 2015-2016
41	1	Founder's Library Photographs, 1991, 1997, 2007
	2	Founder's Library Interior, 2014
		Circulation (Access Services)
42	1	Annual Reports, 2009
	2	Book Drop, Courtesy Cards, Reserves, 1995-1998, 2009-2010
	3	Reports and Correspondence, 1967-1979
	4	Statistics, Volume I, January 1930-June 1961
	5	Statistics, Volume II, July 1961-June 1968

		Reference Department
43	1	Annual Reports, 1974/75 - 1979/80
	2-3	Departmental Meetings, 1995-2006
	4	Memos and Correspondence, 1969-1979
	5	Philosophy of Reference Service, 1976, 1977
	6-7	Statistics, 1983-1999
	8-10	Reference and Research Task Force, 1984
		Fouser Music Room (Music Library)
	11	A Report... by Howard Sheppard Vogt, 1959
	12	Catalog, 1956
	13	Concert Programs and Radio Scripts, 1958-1963
	14-16	Correspondence, 1953-1970
	17	Dedication and Anniversary Programs, 1954, 1979
	18	Fund, 1954-1969
	19	General Policies, 1969
	20	Orders for Initial Collection, 1952
	21	Statistics, 1974-1977
		Burma Studies Center
	22	Administration, Memos, and Correspondence, 1986-1987, 2000
	23-24	Bennett Collection, 1986-1987, 1990, 1997
	25	E-Museum Project Proposal, February 2004
	26	Blackwell History of Education Collection, 1997
	27	Mackinac Collection, 1976-1979
	28	Moon Rocks - NASA Exhibit, 2000
	29	Nelson Collection, 1973-1974
	30	Student Association Art Collection, 1991-2002
	31	Willard Motley Collection, 1971-1978
	32	Wurlitzer Collection, 1992
44	obj. 1	University Libraries Employee of the Year Placard
	obj. 2	NIU Library Staff Association Annual Awards Placard, 1981
	obj. 3	NIU Libraries Mouse Pad
	obj. 4	Founding Member of the OCLO Placard
	obj. 5	Founders Library Association Metal Pin
45	1-9	Internal Minutes, 1984-1995, 1997-1999, 2003-2009 [ <b>RESTRICTED</b> ]
46	1-9	Welch, Ted - Correspondence, 1983-1985 <i>[RESTRICTED - Use with permission of Special Collections Department Head]</i>