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Columbia University Library Office files 4078638

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Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027
Business Number: (212) 854-5153
Fax Number: (212) 854-1365
rbml@libraries.cul.columbia.edu
URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

Table of Contents

Summary Information	3
Historical Note	4
Summary	4
Arrangement	5
Administrative Information	5
Related Materials	6
Controlled Access Headings	7
Collection Inventory	7
Series I. Correspondence	7
Subseries I.1: General Correspondence	8
Subseries I.2: Salary Letters	35
Subseries I.3: Correspondence between Librarian and President circa	37
Subseries I.4: Material for Columbia University Library History	37
Series II. Library Office Files	38
Subseries II.1. Administrative Files	38
Subseries II.2. Subject Files	75
Subseries II.3. Library Director's Files	163
Subseries II.4. Additions	195

Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Columbia University. Libraries
Title:	Columbia University Library Office files
ID:	4078638
ID:	UA#0214
Date [inclusive]:	1890-1998
Physical Description:	48.37 linear feet Series I: 116 document boxes
Physical Description:	181.4 linear feet Series II: 435 document boxes
Physical Description:	30.27 linear feet Unprocessed: 63 document boxes, 4 record cards, 1 volume, and 1 oversize folder
Language of the Material:	English .
Abstract:	The office files of the University Librarian's Office of Columbia University Libraries, 1889-1948, are composed is composed chiefly of correspondence sent and received between Columbia University Librarians, library staff, Columbia University administrators, and outside individuals and organizations, as well as related reports, budgets, as well as related reports, budgets, and administrative material concerning the history of the library.

Preferred Citation

Identification of specific item; Date (if known); Columbia University Library Office Files; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

[^ Return to Table of Contents](#)

Historical Note

The Columbia University Library played an important role in the changing nature of the library and of American library management and administration more broadly. During the 1880s, under the direction of Melvil Dewey as the head librarian, the university became the site of the first school for professional librarian training, Melvil Dewey's School for Library Economy, which opened its doors to students in 1887. The library became a locus for the increasing professionalization of the field of library management as over the course of the 1890s, graduates of Dewey's school—many of them women—moved into staff positions within the library. The 1890s marked the beginning of a period of transformation in the structure of Columbia University and its library. In the 1890s, the university established a number of its professional schools and graduate schools. Under the leadership of George Baker, from 1889-1899, the Columbia University Library expanded its collection, and James Hulme Canfield oversaw the growth of the library from the small library of Columbia College to the large metropolitan research library.

[^ Return to Table of Contents](#)

Summary

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. In addition, there are financial records for book funds, 1944-1946; for budgets, 1916-1930 and 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 and Supervisors, 1913-1925; committee files for the Study Committee, 1968-1969; 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 memoranda and related files, 1943-1964; Reader Services' memoranda, 1946-1953; Supervising Librarians minutes, 1953-1958; Technical Services memoranda, 1946-1953; and printed materials: LIBRARY COLUMNS, COLUMBIA LIBRARY WORLD; and Burgess-Carpenter Library Correspondence, 1950-1975.

[^ Return to Table of Contents](#)

Arrangement

Series I: Correspondence and Series II. Library Office Files are processed and arranged chronologically; the remainder of the collection is unprocessed.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rare Book and Manuscript Library

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Business Number: (212) 854-5153

Fax Number: (212) 854-1365

rbml@libraries.cul.columbia.edu

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

Revision Description

xml document instance created by Sierra Eckert. Series II was processed and incorporated into the finding aid. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. Series identifier prepended to box numbers via EAD roundtripping. kws 2015-8-18
December 2018 2019-05-20 2022-09-29

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

There are no restrictions on this collection.

Accrual of Records

Additions are expected.

Accruals

Materials have been added to the collection since this finding aid was prepared. Contact uarchives@columbia.edu for more information.

Immediate Source of Acquisition

Source of acquisition--Columbiana. Method of acquisition--Transfer; Date of acquisition--1954. Accession number--M-54.

Ownership and Custodial History

Transferred from Columbiana, 1954; transferred from the Library Office, 1974, 1977, 1978, 1980, 1982& 1989; gift of Marianne von Dobeneck, 1989.

Processing Information

Cataloged 05/05/89 Christina Hilton Fenn.

Processing Information

Series II inventory was compiled by Molly Boord (GS 2021), Hannah Johns (SSW 2019), Jessica Liston (CC 2020) and Kelly Powers (CC 2018) in 2017-2018; Series II finding aid written by Joanna Rios, December 2018.

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[^ Return to Table of Contents](#)

Related Materials

Related Materials at Columbia

This collection contains the correspondence records of the University Librarian and the office files of central administration of the Columbia University Libraries. For individual departments, units or committees within the Libraries, please consult the [Columbia University Libraries records, 1890s-1980s](#).

Selected related Material at Columbia

[Melvil Dewey papers, circa 1870-1931](#). Rare Book and Manuscript Library, Columbia University

[^ Return to Table of Contents](#)

Controlled Access Headings

- Academic libraries -- New York (State) -- New York
- Annual reports
- blueprints (reprographic copies)
- Budgets
- Financial records
- Memorandums
- minutes (administrative records)
- Notices
- Payrolls
- Personnel records
- Photographic prints
- Regulations (executive records)
- Columbia University. Libraries -- Administration

Collection Inventory

Series I. Correspondence, 1899-1926

Scope and Contents

The records that comprise the Columbia University Library Office Files, Correspondence (1898-1926) include the institutional correspondence and related professional material from the office of the university librarian and other members of the library staff. The files track a series of changes in the university library's administration, beginning with the movement of the library uptown in 1898 to its new location within Low Library in the Morningside Heights campus and conclude in 1926 with the hiring of a new permanent head of the library, Charles C. Williamson, after a series of interim library directors. During this period, the library underwent significant changes with the institution of new efficiency measures, changes in classification systems and record-keeping (as the library instituted a modified version of the Dewey Decimal System in the early 1900s, and transferred to card-catalogs in 1904), and changes in institutional structure as new departmental and divisional libraries were established and new administrative divisions—like Accessions, Cataloging, Shelving, Serial, and Reference Departments—emerged and were codified during the first decades of the century. Canfield's efforts were to maximize the accessibility of library collections, conducting reports and surveys on the

state of public libraries making efforts to establish for systematic surveys of special collections across the U.S. and to campaign to make government documents more publically accessible.

Subseries I.1: General Correspondence

Scope and Contents

The general correspondence is arranged in alphabetical order and contains primarily correspondence sent and received by the university librarians, along with other library staff. Individually named and general alphabetical files are arranged in one alphabetical sequence by correspondent name or subject heading and chronologically within each letter of the alphabet by year. Notable subjects in this subseries include correspondence on budgets, library statistics, collections, and staff. Important subjects filed under sub-files are interspersed within the general alphabetical correspondence and are noted parenthetically.

Title/Description	Instances
A, 1902 January-1906 September (16 folders), 1902	box I.1
Scope and Contents	
(includes sub-files on Miss A E Ahern; Albany Library; American Society for the Advancement of Science; American Mathematics Society; American Library Association; Ahern's Manual for Normal School Instruction; Appointments Committee; Astor Library; Avery Library)	
A, 1906 September-1908 April (19 folders), 1906	box I.2
Scope and Contents	
(includes sub-files on Mary E Ahern; Albany: Dept. of Education, State; Albany State Library School; American Association for the Advancement of Science; American Book Company; American Library Association)	
A, 1908 April-1909 July (6 folders), 1908	box I.2
Scope and Contents	
(includes sub-files on College Addresses; Albany Library School)	
A, 1908 April-1909 July (15 folders), 1908	box I.3
Scope and Contents	
(includes sub-files on American Library Association; American Library Institute)	
A, 1909 July-1910 July (11 folders), 1909	box I.3

Scope and Contents

(includes sub-file on American Library Association)

A, 1909 July-1910 July (5 folders), 1909 box I.4

Scope and Contents

(includes sub-file on Astor Library)

A, 1910 July-1912 May (21 folders), 1910 box I.4

Scope and Contents

(includes sub-files on Albany Students; Alumni Book Collection; American Library Association; Anderson Diaries; Astor Library)

A, 1912 May-1913 February (15 folders), 1912 box I.5

Scope and Contents

(includes sub-files on Alumni Day Exhibit; Alumni Collections and Collectors; American History Association; Anderson Diary Cataloging; Association of Colleges and Preparatory Schools)

A, 1913 February-1914 July (4 folders), 1913 box I.5

Scope and Contents

(includes sub-files on Department of Agriculture; Albany State Library of NY)

A, 1913 February-1914 July (7 folders), 1913 box I.6

Scope and Contents

(includes sub-files on American College Library; American Library Association; Association of American Universities)

A, 1914 July-1917 January (19 folders), 1914 box I.6

Scope and Contents

(includes sub-files on Accession Department; Alumni Day; American Institute of Architecture; American Library Association)

A, 1917 January-1921 September (23 folders), 1917 box I.7

Scope and Contents

(includes sub-files on Accessions Department; Allotments; American Library Institute; Applications for Positions; Avery Library)

A, 1921 September 1-1926 September 1, 1921 box I.8

Physical Description: (20 folders)

Scope and Contents

(includes sub-files on Academic Rank; Academic Department; Accountant; Edward D Adams; Alumni News; American Academy of Arts and Letters; Applications: Summer Session; Arndt; Avery Library)

Ba-Be, 1902 January -1908 April (4 folders), 1902	box I.8
Ba-Be, 1902 January -1908 April (13 folders), 1902	box I.9
Scope and Contents	
(includes sub-file on Barnard College)	
Ba-Be, 1908 April-1913 February (11 folders), 1908	box I.9
Scope and Contents	
(includes sub-file on Barnard College Library)	
Ba-Be, 1908 April-1913 February (9 folders), 1908	box I.10
Scope and Contents	
(includes sub-file on Bessemer Celebration)	
Ba-Be, 1913 February-1921 January (13 folders), 1913	box I.10
Scope and Contents	
(includes sub-files on Bach; Barnard College)	
Ba-Be, 1913 February-1921 January (7 folders), 1913	box I.11
Bi-Bo, 1902 January -1911 June (12 folders), 1902	box I.11
Scope and Contents	
(includes sub-files on Bibliographical Society; Board of Education; Professor Franz Boas; Boston Athenaeum; Boston Book Company; Arthur E Bostwick)	
Bi-Bo, 1911 June-1914 July, 1911	box I.11
Bi-Bo, 1911 June-1914 July (18 folders), 1911	box I.12
Scope and Contents	
(includes sub-files on Bibliography; Bibliographical instruction in College; Bibliographical Society; Binding Department; Binding; Botany--Reports on Reading Room)	
Bi-Bo, 1911 June-1914 July (3 folders), 1911	box I.13
Bi-Bo, 1914 July 1-1922 July 1, 1914	box I.13

Physical Description: (18 folders)

Scope and Contents

(includes sub-files on Bible Society; Bibliographical Society of America; University Bibliography; Binders and Binding; Professor A H Blanchard; Bookkeeper; Bookplates)

Bor-Boz, 1914 July 1-1922 July 1, 1914-1921 box I.14

Physical Description: (6 folders)

Br-By, 1902 January -1904 October (17 folders), 1902 box I.14

Scope and Contents

(includes sub-files on W.H. Brett; Dr. N L Britton; Professor John W Burgess; George F. Fisher, Bursar;)

Br-By, 1904 October -1908 December (20 folders), 1904 box I.15

Scope and Contents

(includes sub-files on Miss Clara Bragg; British Museum; Brooklyn Public Library; Brown University; Bursar)

Br-By, 1909 January -1913 May (4 folders), 1909 box I.15

Br-By, 1909 January -1913 May (17 folders), 1909 box I.16

Scope and Contents

(includes sub-files on Brooklyn Public Library; Brown University Library; Budget Memoranda; Budget Material; Bursar)

Br-By, 1913 May-1916 July (20 folders), 1913 box I.17

Scope and Contents

(includes sub-files on Brooklyn Public Library; Brown Reference Company; Brown University; Budget; Budget 1916-1917; Budget material library 1915-1916; Budget 1915-1916 salary letters; Budget 1916-1917 Budget allotments for departmental staff 1915-1916 Budget suggestions for 1914-1915)

Br-By, 1913 May-1916 July (4 folders), 1913 box I.18

Ca-Cl, 1902 January -1907 July (15 folders), 1902 box I.18

Scope and Contents

(includes sub-files on Carnegie Institute; George R Carpenter; William H Carpenter; C F Chandler;

St. Paul's Chapel; Church Club; Church Congress;
Cincinnati Public Library; Circulars)

Ca-Cl, 1902 January -1907 July (2 folders), 1902	box I.19
Scope and Contents	
(includes sub-files on A S Clark; Minnie C Clark; Edith E Clarke)	
<hr/>	
Ca-Cl, 1907 July-1908 December 31, 1907	box I.19
<u>Physical Description:</u> (16 folders)	
Scope and Contents	
(includes sub-files on Cartoons Exhibit; Catalogs for Universities and Colleges Catalogs; Cataloging Department; Catalogs of Universities; Colleges)	
<hr/>	
Ca-Cl, 1909 January -1910 July (19 folders), 1909	box I.20
Scope and Contents	
(includes sub-files on Canfield Lists of Libraries, People; Canfield Correspondence Addresses; Circular Forms; Dr. James Hulme Canfield; Catalog Department; Letters about University Catalog; Circulars)	
<hr/>	
Ca-Cl, 1910 July-1913 July 1913, 1910, July 1913	box I.20
<u>Physical Description:</u> (3 folders)	
<hr/>	
Ca-Cl, 1910 July-1913 July 1913, 1910, July 1913	box I.21
<u>Physical Description:</u> (15 folders)	
Scope and Contents	
(includes sub-files on Card Stock; Carnegie Foundation; Carnegie Institute; Professor W H Carpenter; Cataloging Department; Celebrations; Clark University)	
<hr/>	
Ca-Cl, 1913 July-1916 June (6 folders), 1913	box I.21
Scope and Contents	
(includes sub-files on Calendar; Dr. James H Canfield Photographs; Carnegie Endowment for International Peace)	
<hr/>	
Ca-Cl, 1913 July-1916 June (14 folders), 1913	box I.22

Scope and Contents

(includes sub-files on Cataloging Department; Chief Clerk)

Ca-Cl, 1916 June-1923 July (6 folders), 1916 box I.22

Scope and Contents

(includes sub-files on Camp Libraries; Carnegie Institute; WH Carpenter)

Ca-Cl, 1916 June-1923 July (10 folders), 1916 box I.23

Scope and Contents

(includes sub-files on Cataloging Department; China; Circulars)

Co-Cy, 1902 January -1909 January (9 folders), 1902 box I.23

Scope and Contents

(includes sub-files on College of the City of New York; Marion Colby; Columbia Chaplaincy; Columbia Commons "Dormitories"; Columbia Spectator and Quarterly; Western Trip--Columbia Alumni Association; Congressional Library; Cornell University)

Co-Cy, 1902 January -1909 January (9 folders), 1902 box I.24

Co-Cy, 1909 January -1911 June (16 folders), 1909 box I.24

Scope and Contents

(includes sub-file on Columbia University Press)

Co-Cy, 1911 July-1913 February (15 folders), 1911 box I.25

Scope and Contents

(includes sub-files on College Library Association, College Study, Questionnaire College Library Finance, College Verse, Columbia Spectator, Concilium Bibliographicum; Conciliation--American Association)

Co-Cy, 1913 February-1914 November (3 folders), 1913 box I.25

Scope and Contents

(includes sub-file on Mr F M Colby)

Co-Cy, 1913 February-1914 November (14 folders), 1913 box I.26

Scope and Contents

(includes sub-files on College Study; Columbia University Club; Columbia University Quarterly;

Columbia Spectator; College Verse; Library of Congress; Connecticut State Library; Miss M O Cox; Credits)

Co-Cy, 1914 November -1921 November (3 folders), 1914	box I.26
Scope and Contents	
(includes sub-file on College Study)	
Co-Cy, 1914 November -1921 November (17 folders), 1914	box I.27
Scope and Contents	
(includes sub-files on George Watson Cole; Columbia Spectator; Columbia University; Commencement June 4 1919 Commercial Press; Miss Mary A Cook; Professor JJ Coss)	
D, 1899 June-1901 January, 1899	box I.27
D, 1899 June-1901, 1899	box I.28
<u>Physical Description:</u> (4 folders)	
Scope and Contents	
(includes Melvil Dewey letters)	
Da-Di, 1902 January -1906 September (19 folders), 1902	box I.28
Scope and Contents	
(includes sub-files on J C Dana; Robert H Davis; Melvil Dewey)	
Da-Di, 1906 September -1913 June 30, 1906	box I.28
<u>Physical Description:</u> (3 folders)	
Da-Di, 1906 September -1913 June 30, 1906	box I.29
<u>Physical Description:</u> (18 folders)	
Scope and Contents	
(includes sub-files on Departmental Libraries; Melvil Dewey; Dissertations: German; Dissertations)	
Do-Dy, 1902 January -1909 January (4 folders), 1902	box I.29
Scope and Contents	
(includes sub-files on Dodd, Mead, and Company; Cleveland H. Dodge; William E Dodge)	
Do-Dy, 1902 January -1909 January (15 folders), 1902	box I.30
E, 1899 June-1901 January (6 folders), 1899	box I.30

E, 1902 January-1905 January (3 folders), 1902	box I.30
Scope and Contents (includes sub-file on Earl Hall)	
<hr/>	
E, 1902 January-1905 January (9 folders), 1902	box I.31
Scope and Contents (includes sub-files on Earl Hall; W R Eastman; Professor J C Egbert; Ellison; Library Exhibits)	
<hr/>	
E, 1905 January-1908 December 31, 1905	box I.31
<u>Physical Description</u> : (5 folders)	
Scope and Contents (includes sub-file on Earle Library or Collection)	
<hr/>	
E, 1905 January-1908 December 31, 1905	box I.32
<u>Physical Description</u> : (9 folders)	
Scope and Contents (includes sub-files on Earl Hall Social Settlement and Alliance work; W R Eastman; Exhibits)	
<hr/>	
E, 1909 July-1910 July (7 folders), 1909	box I.32
Scope and Contents (includes sub-files on Miss I G Mudge's Work on Special Collections; Bureau of Education)	
<hr/>	
E, 1909 July-1910 July (10 folders), 1909	box I.33
Scope and Contents (includes sub-files on Dept. of English; Exhibition, Dec 27 1909)	
<hr/>	
E, 1910 July-1913 February (17 folders), 1910	box I.33
Scope and Contents (includes sub-files on Bureau of Education; Engineering Efficiency; Emergency Fund; Engineering Library; Engineering Schools Questionnaire; Exhibit)	
<hr/>	
E, 1913 February-1913 November (19 folders), 1913	box I.34
Scope and Contents (includes sub-files on Engineering Department Libraries; Engineering Societies; Exchange	

Department; Frederick the Great Exhibit; Exhibits;
Church History Exhibit)

E, 1913 October 31-1914 November (11 folders), 1913	box I.35
Scope and Contents	
(includes sub-files on Eastern College Library Association; Exhibition: School of Mines)	
E, 1914 November -1926 September (8 folders), 1914	box I.35
Scope and Contents	
(includes sub-files on Extension Reading Room; Eastern College Library Association; Dr. James C Egbert)	
E, 1914 November -1926 September (9 folders), 1914	box I.36
Scope and Contents	
(includes sub-file on Extension)	
Fa-Fl, 1899 June-1901 January (4 folders), 1899	box I.36
Fa-Fl, 1902 January -1907 July (5 folders), 1902	box I.36
Scope and Contents	
(includes sub-files on Mrs. Salome Cutler Fairchild; Frederick W Faxon)	
Fa-Fl, 1902 January -1907 July (13 folders), 1902	box I.37
Fo-Fy, 1899 June-1901 January (2 folders), 1899	box I.37
Fo-Fy, 1902 January -1909 July (9 folders), 1902	box I.37
Scope and Contents	
(includes sub-files on Franklin Ford; France)	
Fo-Fy, 1902 January -1909 July (9 folders), 1902	box I.38
G, 1899 June-1901 January (9 folders), 1899	box I.38
G, 1902 January-1906 September (5 folders), 1902	box I.38
Scope and Contents	
(includes sub-files on E.W. Gaillard; General Theological Seminary; James T Gerould)	
G, 1902 January-1906 September (13 folders), 1902	box I.39

Scope and Contents

(includes sub-files on Rev J E Gilbert; W.M. Gilbert; Superintendent Goetze; Prof R J H Gottheil)

G, 1906 September -1913 July (5 folders), 1906	box I.39
G, 1906 September -1913 July (18 folders), 1906	box I.40
Scope and Contents	
(includes sub-files on Gifts to Columbia, Gifts from Columbia; F A Goetze;)	
G, 1913 July-1917 January (22 folders), 1913	box I.41
Scope and Contents	
(includes sub-files on Gerig; Gifts to Columbia)	
G, 1917 January-1921 January (19 folders), 1917	box I.42
Scope and Contents	
(includes sub-files on Gifts to Columbia; Gifts from Columbia; F A Goetze)	
G, 1917 January-1921 January (3 folders), 1917	box I.43
G, 1921 January-1923 September 1, 1921	box I.43
<u>Physical Description:</u> (9 folders)	
Scope and Contents	
(includes sub-file on German Book Exhibition)	
G, 1921 January-1923 September 1, 1921	box I.44
<u>Physical Description:</u> (10 folders)	
Scope and Contents	
(includes sub-files on Gifts from Columbia University; Gifts to Columbia)	
H, 1899 June 30-1901 January, 1899	box I.44
Ha-He, 1902 January -1906 April (8 folders), 1902	box I.44
Scope and Contents	
(includes sub-files on Dr. Chandler Cuthbert Hall; Halleck, Reubon Post; Francins W Halsey; Professor A D F Hamlin; Walter C Hamm; President William R Harper; George William Harris; Hon. William T Harris; Harvard University)	
Ha-He, 1902 January -1906 April (12 folders), 1902	box I.45
Ha-He, 1906 April-1910 July (10 folders), 1906	

Scope and Contents (includes sub-files on Hamilton Hall; Harvard University)	box I.45
Ha-He, 1906 April-1910 July (9 folders), 1906	box I.46
Ha-He, 1910 July-1913 July (11 folders), 1910	box I.46
Scope and Contents (includes sub-file on Harvard University Library)	
Ha-He, 1910 July-1913 July (12 folders), 1910	box I.47
Hi-Hy, 1902 January -1914 January (12 folders), 1902	box I.47
Scope and Contents (includes sub-file on FC Hicks)	
Hi-Hy, 1914 January -1916 July (17 folders), 1914	box I.48
Scope and Contents (includes sub-file on Frank P Hill; Hispanic Museum; Archer M Huntington; Professor F R Hutton)	
Hi-Hy, 1916 July-1924 January (7 folders), 1916	box I.48
Scope and Contents (includes sub-file on Hispanic Society; Holland Society; Holls Gifts)	
Hi-Hy, 1916 July-1924 January (16 folders), 1916	box I.49
Scope and Contents (includes sub-files on Mr. R S Howson; Henry Hunt Library; Stephen A Hulbert)	
I, 1899 June 30-1901 January 1, 1899 <u>Physical Description:</u> (1 folder)	box I.50
I, 1902 January-1904 October (3 folders), 1902	box I.50
Scope and Contents (includes sub-files on India; Indiana)	
I, 1904 October -1909 June (4 folders), 1904	box I.50

Scope and Contents

(includes sub-files on India; International Committee Moral Training; Irving Press;)

I, 1909 July-1913 October (4 folders), 1909 box I.50

Scope and Contents

(includes sub-files on Incidentals Fund Memoranda; Introductions)

I, 1913 February-1914 January (3 folders), 1913 box I.50

Scope and Contents

(includes sub-files on Incidentals; Institute of Arts and Sciences)

I, 1913 February-1914 January, 1913 box I.51

I, 1914 January-1918 December (5 folders), 1914 box I.51

Scope and Contents

(includes sub-files on Inter-Library Loans; Introductions; Washington Irving)

J, 1899 June 30-1901 January 1, 1899 box I.51

Physical Description: (2 folders)

J, 1902 January-1904 October (13 folders), 1902 box I.51

Scope and Contents

(includes sub-files on Dr. Morris Jastrow; President R H Jesse; John Crerar Library; Jury Duty)

J, 1904 October -1909 June (16 folders), 1904 box I.52

Scope and Contents

(includes sub-files on William Dawson Johnston)

J, 1909 July-1913 February (14 folders), 1909 box I.52

Scope and Contents

(includes sub-files on John Crerar Library; Dr. JF Johnson--Carnegie Institute; Johns Hopkins University)

J, 1909 July-1913 February (5 folders), 1909 box I.53

Scope and Contents

(includes sub-file on John Crerar Library)

J, 1913 February-1914 January (12 folders), 1913 box I.53

Scope and Contents

(includes sub-files on Jacoby; John Crerar Library; Johns Hopkins University Library; William Dawson Johnston)

J, 1914 January-1918 December (6 folders), 1914 box I.53

Scope and Contents

(includes sub-files on Harold Jacoby; Japan Society)

J, 1914 January-1918 December (9 folders), 1914 box I.54

Scope and Contents

(includes sub-files on Samuel Johnson; John Crerar Library; Mrs. Mary Johnson; Jusserand)

K, 1899 June-1901 January (2 folders), 1899 box I.54

K, 1902 January-1905 July (10 folders), 1902 box I.54

Scope and Contents

(includes sub-files on Rev R W Kenyon; F P Keppel)

K, 1902 January-1905 July (11 folders), 1902 box I.55

Scope and Contents

(includes sub-files on George W Kirchwey; Knauth, Nachod, and Kühne)

K, 1905 June 30-1913 July (14 folders), 1905 box I.55

Scope and Contents

(includes sub-files on F P Keppel; Mr E P Kilroe)

K, 1905 June 30-1913 July (8 folders), 1905 box I.56

L, 1899 June-1901 January (4 folders), 1899 box I.56

L, 1902 January-1906 April (9 folders), 1902 box I.56

Scope and Contents

(includes sub-files on Professor B Laufer; Law Library; Henry M Leipziger; Lemcke and Büchner; Library Journal: Libraries: Correspondence Regarding Salaries; Library Bureau;)

L, 1902 January-1906 April (7 folders), 1902 box I.57

Scope and Contents

(includes sub-files on Library Post; James Loeb; Duc de Loubat; William G Low Jr)

L, 1906 April-1908 December 31, 1906 box I.57

Physical Description: (13 folders)

Scope and Contents

(includes sub-files on Leland Stanford Jr. University; Libraries--Statistics in regard to Staff; Libraries and Library Statistics)

L, 1906 April-1908 December 31, 1906 box I.58

Physical Description: (10 folders)

Scope and Contents

(includes sub-files on Library Bureau; Loan Division)

L, 1908 December 31-1911 June 1, 1908 box I.58

Physical Description: (12 folders)

Scope and Contents

(includes sub-files on Law Library; Library Bureau; Library Journal)

L, 1908 December 31-1911 June (6 folders), 1908 box I.59

L, 1911 June-1913 February (15 folders), 1911 box I.59

Scope and Contents

(includes sub-files on Law Library Question; Law Library; Library Bureau)

L, 1911 June-1913 February (8 folders), 1911 box I.60

Scope and Contents

(includes sub-files on Library Journal; Library Salary Statistics; Dr. Lichtenstein)

L, 1913 February-1914 July (15 folders), 1913 box I.60

Scope and Contents

(includes sub-files on Library Bureau; Library Council; General Library; Library Council and Subcommittee; Library Journal)

L, 1913 February-1914 July (7 folders), 1913 box I.61

L, 1914 July-1916 June (14 folders), 1914 box I.61

Scope and Contents

(includes sub-files on Law Library and Law File; Library Council; Special Committee on Library Policy; Library Journal)

L, 1914 July-1916 June (5 folders), 1914 box I.62

Scope and Contents

(includes sub-files on Professor Dean P Lockwood; Louvain University Library)

L, 1916 June-1921 February (17 folders), 1916 box I.62

Scope and Contents

(includes sub-files on Law file; Dr F S Lee)

L, 1916 June-1921 February (7 folders), 1916 box I.63

Scope and Contents

(includes sub-files on Messers Lemcke and Buchner; Library Council; Loan Division; Loans; DP Lockwood)

McA-Ma, 1899 June-1901 January (2 folders), 1899 box I.63

Ma, 1902 January-1907 July 1, 1902 box I.63

Physical Description: (11 folders)

Scope and Contents

(includes sub-files on The MacMillian Company; Maurice Magnus; Henry Malkan)

Ma, 1902 January-1907 July 1, 1902 box I.64

Physical Description: (8 folders)

Scope and Contents

(includes sub-files on Superintendent William R Maxwell)

Ma, 1907 July-1918 December (18 folders), 1907 box I.64

Scope and Contents

(includes sub-files on The Macmillan Company; Maps, Journalism; Massachusetts Agricultural College; Massachusetts Institute of Technology; Massachusetts Library Club; Master's Essays)

Ma, 1907 July-1918 December (4 folders), 1907 box I.65

Scope and Contents

(includes sub-files on Mathematics; Professor Brander Matthews)

Me, 1899 June-1901 January, 1899	box I.65
Mc-Me, 1902-1909 <u>Physical Description:</u> (17 folders)	box I.65
Scope and Contents	
(includes sub-files on Professor McWhood; Metropolitan Museum of Art)	
Mc-Me, 1902-1909 <u>Physical Description:</u> (1 folder)	box I.66
Scope and Contents	
(includes sub-files on Mrs. Annie Nathan Meyer)	
Mi-My, 1899 June-1901 January (2 folders), 1899	box I.66
Mi-My, 1902 January -1912 May (19 folders), 1902	box I.66
Scope and Contents	
(includes sub-files on Professor John Bassett Moore; Municipal Ownership)	
Mi-My, 1912 May-1918 December (3 folders), 1912	box I.66
Scope and Contents	
(includes sub-files on Mr Ralph F Miller as Acting Assistant Librarian)	
Mi-My, 1912 May-1918 December (18 folders), 1912	box I.67
Scope and Contents	
(includes sub-files on Multigraph; Museum of Natural History; Music Department)	
Mi-My, 1918 December -1926 July, 1918	box I.67
Scope and Contents	
(includes sub-file on Milton Material and Letters: Milton Edition)	
Mi-My, 1918 December -1926, 1918 <u>Physical Description:</u> (21 folders)	box I.68

Scope and Contents

(includes sub-files on Milton Material and Letters: Milton Material & Letters: C L Powell; Milton: Yale, Milton: NYPL, Milton: Stevens and Brown; Milton: Cambridge University, England; Modern Language Association of America; Montgomery; Miss I G Mudge; Professor Henry S Munroe: Books; Music)

N, 1899 June-1901 January (2 folders), 1899 box I.69

N, 1902 January-1905 July (10 folders), 1902 box I.69

Scope and Contents

(includes sub-files on John McLean Nash; National Education Association; Nebraska Letters about State Teachers' Association; New York Library Association; New York Library Club; New York Public Library;)

N, 1905 July 1-1907 July 1, 1905 box I.70

Physical Description: (14 folders)

Scope and Contents

(includes sub-files on Newark, NJ; New York Libraries; New York Library Association; New York Library Club; National Education Association; Numismatic Society)

N, 1907 July-1909 June (2 folders), 1907 box I.70

N, 1907 July-1909 June (7 folders), 1907 box I.71

Scope and Contents

(includes sub-files on National Education Association; N.Y. Library Association; Offers; Order Department)

N, 1909 July 1-1911 June (8 folders), 1909 box I.71

Scope and Contents

(includes sub-files on Newark Public Library; NY Public Library; NY City Collections in Libraries; NY State Library Association)

N, 1909 July 1-1911 June (3 folders), 1909 box I.72

N, 1911 June-1913 July (12 folders), 1911 box I.72

Scope and Contents

(includes sub-files on Newark Public Library; NY Public Library)

N, 1913 July-1915 September (7 folders), 1913 box I.72

Scope and Contents

(includes sub-files on NYPL; Newark Public Library)

N, 1913 July-1915 September (5 folders), 1913	box I.73
N, 1915 September -1920 September (10 folders), 1915	box I.73
Scope and Contents	
(includes sub-files on National Arts Club; National War Savings Committee; Library School of the New York Public Library; New York Public Library Camp Libraries File; NY Southern Society; NY State Library and Library School; NY University; NYPL; Notices)	
O, 1899 June-1901 January, 1899	box I.73
O, 1905 July 1-1907 July 1, 1905	box I.73
<u>Physical Description:</u> (4 folders)	
O, 1907 July-1909 June (3 folders), 1907	box I.73
Scope and Contents	
(includes sub-file on Offers)	
O, 1907 July-1909 June (3 folders), 1907	box I.74
Scope and Contents	
(includes sub-file on Order Department)	
O, 1909 July 1-1911 June (3 folders), 1909	box I.74
O, 1911 June-1913 July (5 folders), 1911	box I.74
Scope and Contents	
(includes sub-file on Order Department)	
O, 1913 July-1915 September (6 folders), 1913	box I.74
Scope and Contents	
(includes sub-file on Offers)	
O, 1915 September -1920 September (8 folders), 1915	box I.75
Scope and Contents	
(includes sub-file on Offers)	
P, 1899 June-1901 January (4 folders), 1899	box I.75
P, 1902 January-1904 September (14 folders), 1902	box I.76

Scope and Contents

(includes sub-files on James Russell Parsons; William Barclay Parsons; Professor Harry Thurston Peck; Pharmacy---College of: College of Physicians and Surgeons; Dr. T M Prudden; John Pine; Miss Mary W Plummer)

P, 1904 October -1907 July (2 folders), 1904 box I.76

P, 1904 October -1907 July (12 folders), 1904 box I.77

Scope and Contents

(includes sub-files on University of Pennsylvania; College of Pharmacy; College of Physicians and Surgeons; Mr. John B Pine)

P, 1907 July-1909 July (17 folders), 1907 box I.78

Scope and Contents

(includes sub-files on Correspondence in regard to Pages; College of Pharmacy; Miss Harriet B Prescott; Public Service Commission)

P, 1909 July 1-1911 June 1, 1909 box I.78

Physical Description: (3 folders)

P, 1909 July 1-1911 June 1, 1909 box I.79

Physical Description: (20 folders)

Scope and Contents

(includes sub-files on College of Physicians and Surgeons; Department of Physics; John B Pine)

P, 1912 May 1-1915 September 1, 1912 box I.79

Physical Description: (3 folders)

P, 1912 May 1-1915 September 1, 1912 box I.80

Physical Description: (12 folders)

Scope and Contents

(includes sub-files on College of Pharmacy; College of Physicians and Surgeons; John B Pine; President Butler; President Butler and Law Library Question)

P, 1915 September -1917 January (15 folders), 1915 box I.81

Scope and Contents

(includes sub-files on Physicians and Surgeons; Pierpont; John B Pine)

P, 1918 December -1920 September (10 folders), 1918 box I.81

Scope and Contents

(includes sub-files on Photostat; College of Physicians and Surgeons)

P, 1918 December -1920 September (4 folders), 1918 box I.82

Scope and Contents

(includes sub-file on Pulitzer Prizes)

P, 1920 September -1923 November (19 folders), 1920 box I.82

Scope and Contents

(includes sub-files on College of Pharmacy; College of Physicians and Surgeons; John B Pine; President Butler)

Q, 1899 June-1901 January, 1899 box I.83

Q, 1902 January-1904 September, 1902 box I.83

Q, 1904 October -1907 July, 1904 box I.83

Scope and Contents

(includes sub-file on Columbia Quarterly)

Q, 1907 July-1909 July, 1907 box I.83

Q, 1909 July 1-1911 June 1, 1909 box I.83
Physical Description: (1 folder)

Q, 1912 May 1-1915 September 1, 1912 box I.83
Physical Description: (1 folder)

Q, 1915 September -1917 January (4 folder), 1915 box I.83

Q, 1918 December -1920 September (5 folders), 1918 box I.83

Scope and Contents

(includes sub-file on Questions)

Q, 1920 September -1923 November (4 folders), 1920 box I.84

Ra-Ri, 1899 June-1901 January (3 folders), 1899 box I.84

Ra-Ri, 1902 January -1914 July (8 folders), 1902 box I.84

Scope and Contents

(includes sub-files on Registrar, Religious Education Association; Rhodes Scholarship material)

Ra-Ri, 1902 January -1914 July (2 folders), 1902 box I.85

Scope and Contents

(includes sub-file on Miss Ellen H Richardson)

Ra-Ri, 1914 July-1924 January 1, 1914	box I.85
<u>Physical Description:</u> (14 folders)	
Scope and Contents	
(includes sub-files on Mrs. L Raney; Rearrangement Plans for the Library Collection 1902-1916; Readers Cards; Readers: Applications for Use of the Library; Reinsch)	
Ra-Ri, 1914 July-1924 January (7 folders), 1914	box I.86
Ro-Ry, 1902 January -1909 July (17 folders), 1902	box I.86
Scope and Contents	
(includes sub-files on Professor J H Robinson; President Theodore Roosevelt)	
Sa-Sc, 1899 June-1901 January, 1899	box I.86
Sa-Sc, 1902 January -1909 July 1, 1902	box I.86
<u>Physical Description:</u> (2 folders)	
Sa-Sc, 1902 January -1909 July (16 folders), 1902	box I.87
Scope and Contents	
(includes sub-files on J Pitte Sanborn Jr; Scientific American)	
Sa-Sc, 1909 July-1914 July (15 folders), 1909	box I.87
Scope and Contents	
(includes sub-files on Salaries; School of Journalism)	
Sa-Sc, 1909 July-1914 July (10 folders), 1909	box I.88
Scope and Contents	
(includes sub-files on School of Journalism-inquiry; School of Philanthropy)	
Se-Sm, 1899 June-1901 January (2 folders), 1899	box I.88
Se-Sm, 1902 January -1906 April 1, 1902	box I.88
<u>Physical Description:</u> (6 folders)	
Scope and Contents	
(includes sub-file on Settlement Work)	
Se-Sm, 1902 January -1906 April 1, 1902	box I.89

Physical Description: (8 folders)

Scope and Contents

(includes sub-files on Hon. George N Sharp; V G Simkhovitch; Professor William M Sloane; Smithsonian Institute; Edward R Smith)

Se-Sm, 1906 April-1912 May 1, 1906

box I.89

Physical Description: (7 folders)

Scope and Contents

(includes sub-files on Seals of Universities; Columbus Letters: State University; Department of Serials)

Se-Sm, 1906 April-1912 May 1, 1906

box I.90

Physical Description: (12 folders)

Scope and Contents

(includes sub-files on Shelf Department; Simplified Spelling Board; ER Smith)

Se-Sm, 1912 May-1914 July (7 folders), 1912

box I.90

Scope and Contents

(includes sub-files on Secretary of the University; Seligman, ERA; Serial Department)

Se-Sm, 1912 May-1914, 1912

box I.91

Physical Description: (11 folders)

Scope and Contents

(includes sub-files on Shorthand; Slides (lantern); Daniel Eugene Smith; Special Collections; Staff; Staff Bulletin; Student Representatives--Board of; Superintendent)

Se-Sm, 1914 July 1-1926 June (9 folders), 1914

box I.91

Scope and Contents

(includes sub-files on Secretary to the University; Dr. ERA Seligman)

Se-Sm, 1914 July 1-1926 June (15 folders), 1914

box I.92

Scope and Contents

(includes sub-files on Shelf Department; Professor WM Sloane)

Sn-Sy, 1899 June-1901 January (2 folders), 1899

box I.92

Sn-Sy, 1902 January 1-1908 December 31, 1902

Physical Description: (9 folders) box I.92

Scope and Contents

(includes sub-file on Columbia Library Staff Statistics)

Sn-Sy, 1902 January 1-1908 December 31, 1902 box I.93

Physical Description: (14 folders)

Scope and Contents

(includes sub-files on GE Stewart; Chancellor Franc Strong; Russell Sturgis; Superintendent)

Sn-Sy, 1908 December 31-1911 June 1, 1908 box I.93

Physical Description: (2 folders)

Sn-Sy, 1908 December 31-1911 June 1, 1908 box I.94

Physical Description: (20 folders)

Scope and Contents

(includes sub-files on Southern Society of New York; Library Staff; Summer Session; Superintendent: Mr. Norris)

Sn-Sy, 1911 June-1912 November (9 folders), 1911 box I.94

Scope and Contents

(includes sub-files on Staff: Library Bulletins)

Sn-Sy, 1911 June-1912 November (16 folders), 1911 box I.95

Scope and Contents

(includes sub-files on H R Steeves; Summer Session; Superintendent)

Sn-Sy, 1912 November -1913 July (4 folders), 1912 box I.95

Scope and Contents

(includes sub-files on Secretary of the University; Seligman, ERA; Shorthand; Slides (lantern); Daniel Eugene Smith; Special Collections)

Sn-Sy, 1912 November -1913 July (16 folders), 1912 box I.96

Scope and Contents

(includes sub-files on Staff; Staff Bulletin; Student Representatives--Board of; Superintendent)

Sn-Sy, 1913 July-1914 November (12 folders), 1913 box I.96

Scope and Contents

(includes sub-files on Staff: of the Library; Staff--
Holidays and Vacations; Staff: Notices for Holidays
in 1914 Staff: Notices for Holiday 1913 Staff
Bulletins; Staff Addresses; Letters to Staff; Staff:
Administrative Rulings; Staff: Miscellaneous Memos)

Sn-Sy, 1913 July-1914 November (9 folders), 1913 box I.97

Scope and Contents

(includes sub-file on Superintendent)

Sn-Sy, 1916 July-1918 December (9 folders), 1916 box I.97

Scope and Contents

(includes sub-files on Staff Meetings; Staff address
lists; Staff notices)

Sn-Sy, 1916 July-1918 December (6 folders), 1916 box I.98

Scope and Contents

(includes sub-file on Summer Schedule of Hours for
Libraries)

Sn-Sy, 1918 December 1-1921 December 1, 1918 box I.98

Physical Description: (15 folders)

Scope and Contents

(includes sub-file on Summer Session; Summer
Session Library Announcement; Summer Session and
Extension Teaching; Summer Schedule 1920)

Sn-Sy, 1918 December 1-1921 December 1, 1918 box I.99

Physical Description: (8 folders)

Scope and Contents

(includes sub-files on Superintendent Norris; Walter
Swingle; Switzerland)

T, 1899 June-1901 January (3 folders), 1899 box I.99

T, 1902 January-1906 April (5 folders), 1902 box I.99

Scope and Contents

(includes sub-file on Letters about Board on
Education to Teachers College)

T, 1902 January-1906 April (6 folders), 1902 box I.100

T, 1906 April-1908 December 31, 1906 box I.100

Physical Description: (16 folders)

Scope and Contents

(includes sub-files on William H Taft; *The New York Times*)

T, 1906 April-1908 December 31, 1906 <u>Physical Description:</u> (4 folders)	box I.101
T, 1908 December -1910 July 1, 1908 <u>Physical Description:</u> (13 folders)	box I.101
Scope and Contents (includes sub-file on Teachers College)	
T, 1910 July-1912 May (12 folders), 1910 Scope and Contents (includes sub-file on Torrey Botanical Club)	box I.101
T, 1910 July-1912 May (2 folders), 1910	box I.102
T, 1912 May-1914 January (11 folders), 1912 Scope and Contents (includes sub-file on Theological Periodicals)	box I.102
T, 1914 January-1916 July (10 folders), 1914 Scope and Contents (includes sub-files on Teachers College; Tours; Trent;)	box I.102
T, 1916 July-1921 February (4 folders), 1916 Scope and Contents (includes sub-files on Teachers College: Letters on books deposited in Teachers College or Columbia)	box I.102
T, 1916 July-1921 February (9 folders), 1916 Scope and Contents (includes sub-file on Mr Levering Tyson, Secretary of Alumni Federation)	box I.103
U, 1899 June-1901 January, 1899	box I.103
U, 1902 January-1906 April, 1902	box I.103

Scope and Contents

(includes sub-files on Union Theological Seminary;
University Club)

U, 1906 April-1908 December 31, 1906 box I.103

Physical Description: (2 folders)

Scope and Contents

(includes sub-files on Underwood Typewriter; Union
Theological Seminary; University Club; Universities
A-Z)

U, 1908 December -1910 July 1, 1908 box I.103

Physical Description: (4 folders)

Scope and Contents

(includes sub files on Union Theological Seminary;
University Press; University of Chicago)

U, 1910 July-1912 May (2 folders), 1910 box I.103

U, 1910 July-1912 May (4 folders), 1910 box I.104

Scope and Contents

(includes sub-files on University of Chicago;
University of Michigan)

U, 1912 May-1914 January (4 folders), 1912 box I.104

Scope and Contents

(includes sub-files on Union Theological Seminary;
University Settlement; University Statutes)

U, 1914 January-1916 July (4 folders), 1914 box I.104

Scope and Contents

(includes sub-files on Union Theological Seminary;
University of Chicago)

U, 1916 July-1921 February (4 folders), 1916 box I.105

Scope and Contents

(includes sub-files on US Surgeon General's Office;
University Printing Office; University of Chicago;
University of Pennsylvania)

V, 1899 June-1901 January, 1899 box I.105

V, 1902 January-1906 April (3 folders), 1902 box I.105

Scope and Contents

(includes sub-files on Anna Murray Vail; Dr George R Van de Water, Miss Van Zandt)

V, 1906 April-1908 December 31, 1906 <u>Physical Description:</u> (2 folders)	box I.105
V, 1908 December-1910 July 1, 1908 <u>Physical Description:</u> (1 folder)	box I.105
Scope and Contents (includes sub-files on Vassar College)	
V, 1910 July-1912 May (3 folders), 1910	box I.105
V, 1912 May-1914 January (2 folders), 1912 Scope and Contents (includes sub-file on F. Vexler)	box I.106
V, 1914 January-1916 July (4 folders), 1914 Scope and Contents (includes sub-files on Vacations 1916; Vacations partial file; Vacations 1915)	box I.106
V, 1916 July-1921 February (5 folders), 1916 Scope and Contents (includes sub-files on Vacations: 1919, 1918, 1917; F. Vexler)	box I.106
Wa-We, 1899 June-1901 January (2 folders), 1899	box I.106
Wa-We, 1902 January 1-1906 April 1, 1902 <u>Physical Description:</u> (5 folders)	box I.106
Wa-We, 1902 January 1-1906 April (16 folders), 1902 Scope and Contents (includes sub-files on Washington: Departments of War, Interior, Commerce, Labor, Printing or Documents; West Point)	box I.107
Wa-We, 1906 April-1910 July (7 folders), 1906	box I.107
Wa-We, 1906 April-1910 July (10 folders), 1906	box I.108
Wh-Wy, 1899 June-1901 January (2 folders), 1899	box I.108
Wh-Wy, 1902 January -1908 January (5 folders), 1902	box I.108
Wh-Wy, 1902 January -1908 January (10 folders), 1902	

Scope and Contents box I.109

(includes sub-files on Williams College;
Williamstown-Toronto matter)

 Wh-Wy, 1908 December 31-1913 May (14 folders), 1908 box I.109
Scope and Contents

(includes sub-files on Florence Wilson; WH Wilson
Company; Women's Suffrage)

 Wh-Wy, 1908 December 31-1913 May (4 folders), 1908 box I.110

 Wh-Wy, 1913 May-1921 December (15 folders), 1913 box I.110
Scope and Contents

(includes sub-files on EJ Wheeler; Wheelock Fund;
MF Wilson; HW Wilson Company; Woodbridge;
Professor R S Woodworth)

 Wh-Wy, 1913 May-1921, 1913 box I.111

Physical Description: (3 folders)

 X-Y, 1899 June-1901 January, 1899 box I.111

 X-Y, 1902 January-1908 January (5 folders), 1902 box I.111
Scope and Contents

(includes sub-file on Y.M.C.A)

 X-Y, 1908 December 31-1913 May (2 folders), 1908 box I.111

 X-Y, 1913 May-1921 December (2 folders), 1913 box I.111
Scope and Contents

(includes sub-files on Archbishop of Yale; Y.M.C.A)

 Z, 1899 June-1901 January, 1899 box I.111

 Z, 1902 January-1908 January, 1902 box I.111

 Z, 1908 December 31-1913 May, 1908 box I.111

 Z, 1913 May-1921 December, 1913 box I.111
Subseries I.2: Salary Letters, 1900-1916**Scope and Contents**

This subseries contains letters relating to employee salaries and personnel files during the period from January 1900 to November 1916. Within this subseries, items are filed alphabetically under the individual's or organization's name. Includes sub-files on Barnard College, along with related personnel and administrative files for Miss M.O. Cox, Frederick W. Erb (Loan Department), Miss Harriet B. Prescott (Catalog Department), Dr. V.G. Simkhovitch (Bibliography), and Miss Margaret Van Zandt

(Order Department). For salary letters outside this range, or additional information, such as salary reports and library statistics, consult Subseries I.1, General Correspondence.

Title/Description	Instances
A, 1900 January-1916 November, 1900	box I.112
B, 1900 January-1916 November, 1900	box I.112
Scope and Contents	
(includes sub-file on Barnard College)	
C, 1900 January-1916 November, 1900	box I.112
Scope and Contents	
(includes sub-file on Miss M O Cox)	
D, 1900 January-1916 November, 1900	box I.112
E-F, 1900 January-1916 November, 1900	box I.112
Scope and Contents	
(includes sub-file on Frederick W Erb-Loan Department)	
G, 1900 January-1916 November, 1900	box I.112
H-J, 1900 January-1916 November, 1900	box I.112
K-L, 1900 January-1916 November, 1900	box I.112
M, 1900 January-1916 November, 1900	box I.112
N-O, 1900 January-1916 November, 1900	box I.112
P, 1900 January-1916 November, 1900	box I.112
Scope and Contents	
(includes sub-file on Miss Harriet B Prescott-Catalog Department)	
R, 1900 January-1916 November, 1900	box I.112
S, 1900 January-1916 November, 1900	box I.112
Scope and Contents	
(includes sub-file on Dr. V G Simkhovitch--Bibliography)	
T-V, 1900 January-1916 November, 1900	box I.112

Scope and Contents

(includes sub-file on Miss Margaret Van Zandt--
Order Department)

W, 1900 January-1916 November, 1900

box I.112

Subseries I.3: Correspondence between Librarian and President circa, 1898-1914**Scope and Contents**

This subseries includes correspondence between the head librarian and the university president. In addition to correspondence between James H. Canfield, William Dawson Johnston, Seth Low, and Nicholas Butler, this subseries includes annual library reports and reorganization plans and special folders on the October 1907 Inspection Trip and a special file of letters between the librarian and the president on Carnegie Retirement Pensions, with extracts from correspondence with department heads.

Title/Description	Instances
Correspondence with the President, 1899 September-1903 July (16 folders), 1899	box I.113
Correspondence between Librarian and President, 1903 July-1908 December (14 folders), 1903	box I.114
Scope and Contents	
(includes sub-file on Inspection Trip: England October 1907)	
Special Collection of Letters between Librarian and President, 1908 April-1909 June, 1908	box I.114
Correspondence between Librarian and President, 1909 January-1914 June (15 folders), 1909	box I.115

Subseries I.4: Material for Columbia University Library History**Scope and Contents**

This subseries contains correspondence filed in preparation for a possible history of the Columbia University Libraries. Among the letters are correspondence on library funding, library collections, library buildings, and library regulations and policies. While the subseries contains a few duplicates of items from 1874 and 1862 in the first folder, the bulk of this subseries consists of material between from September 1899 to February 1902. Folder 6 includes a filing memorandum with notes on subjects covered in the history.

Title/Description	Instances
Resolutions (1862), Regulations (1874 and Correspondence Filed for Columbia University Library History Aa-A, I, 1899-1900 <u>Physical Description:</u> (1 folder)	box I.116
Correspondence Filed for Columbia University Library History Am-Az, 1899-1900	box I.116

Physical Description: (1 folder)

Correspondence Filed for Columbia University Library History Baa-Bam, 1899-1900	box I.116
<u>Physical Description:</u> (1 folder)	
Correspondence Filed for Columbia University Library History Ban-Baz, 1899-1900	box I.116
<u>Physical Description:</u> (1 folder)	
Correspondence Filed for Columbia University Library History Be-BI	box I.116
<u>Physical Description:</u> (1 folder)	
Filing Memo and Correspondence Filed for Columbia University Library History Bo, 1899-1900	box I.116
<u>Physical Description:</u> (1 folder)	
Correspondence Filed for Columbia University Library History C, 1899-1900	box I.116
<u>Physical Description:</u> (1 folder)	
Correspondence Filed for Columbia University Library History Aa-Col, 1901 January-1902 February, 1901	box I.116
Correspondence Filed for Columbia University Library History Con-K, 1901 January-1902 February, 1901	box I.116
Correspondence Filed for Columbia University Library History L-S, 1899-1901	box I.116
<u>Physical Description:</u> (1 folder)	
Correspondence Filed for Columbia University Library History S-V, 1899-1901	box I.116
<u>Physical Description:</u> (1 folder)	

[^ Return to Table of Contents](#)

Series II. Library Office Files, 1890-1998

Scope and Contents

This series contains the records transferred to the Rare Book and Manuscript Library from 1983 to 1989. These additions are made up for the most part of correspondence files, subject files or the library's Central Files, and the Director's Office files. The original order of the materials has been preserved and related additions have not been integrated but have been kept in the order and context in which they were received.

Subseries II.1. Administrative Files, 1890-1975

Scope and Contents

This subseries contains an assortment of administrative records covering a wide range of dates. The bulk of the subseries is made up of two correspondence sets: 1900-1930 and 1927-1942). In addition to the correspondence files, this subseries includes the George H. Baker Letters, 1890-1899 and the Burgess-Carpenter Library correspondence, 1950-1975. There are also sets of administrative records: Financial Records, 1917-1948; Committee Files, 1964-1978; Director's Office Files, 1943-1968; and Printed Materials, 1937-1968. The original order has been preserved.

Title/Description	Instances
Book Dealer Invoices, 1888	box II.1A
Scope and Contents	
(Columbia College Libraries invoices signed by Melvil Dewey, from the Madison Avenue and 49th Street campus. From Temple University Library, 1983.)	
Columbia College Libraries correspondence, 1891-1896	box II.1A
Scope and Contents	
(Includes materials related to the "Douglas Affair," a book seller (Theodore Olynthus Douglas or Theodore Douglas Olynthus) who stole books from the Columbia College Library)	
Columbia College Libraries letter file, 1890-1897	box II.1A
Scope and Contents	
(Correspondence addressed to George H. Baker, Librarian, by department heads, faculty members, administrators, and Trustee Secretary, John B. Pine.)	
Register of Library Users, 1897-1909	box II.1B
Monthly circulation and attendance reports, 1925-1927	box II.1B
Scope and Contents	
(Books on shelf, on reserve, in circulation and total for each month from the different libraries and reading rooms. Some include information about the number of patrons.)	
George H. Baker Letters, 1890- 1899 July	box II.1C
A	box II.1C
B	box II.1C
C	box II.1C
K	box II.1C
L	box II.1C

M	box II.1C
N	box II.1C
P	box II.1C
R	box II.1C
S	box II.1C
T	box II.1C
W	box II.1C
Z	box II.1C
Correspondence, 1900-1930	
Avery Library	box II.1D
Avery Library	box II.1D
A	box II.1D
Alman and Co.	box II.1D
Alumni News	box II.1D
B	box II.1D
Barnard Library	box II.1D
Bibliography, University	box II.1D
Botanical Garden	box II.2
Buildings and Grounds	box II.2
Bunner (Henry Cuyler) Letters, 1873-1874	box II.2
Scope and Contents	
(Brander Matthews)	
Bursar	box II.2
Bushe-Fox Collection	box II.2
Business Library	box II.2
Canfield, James H. personal correspondence	box II.2
Scope and Contents	
(James Hulme Canfield, Librarian)	
C	box II.2
Chinese	box II.2
Carpenter, Dr. W. H.	box II.2

Scope and Contents

(Acting Librarian William H. Carpenter)

Catalog Department	box II.2
College Entrance Examination Board	box II.2a
College Study	box II.2a
Columbia University Press	box II.2a
Columbiana Library	box II.2a

Scope and Contents(Correspondence on the Library and CU History,
1898-1920. Formerly in John B. Pine Papers
#7006)

Congress, Library of	box II.2a
D	box II.3
Darby, M. Claire	box II.3
Dental School	box II.3
Department Libraries	box II.3
Deutsches Haus	box II.3
Dixon, Vera	box II.3
Dodge, Marcellus Hartley	box II.3
Dramatic Club of the C.U. Library	box II.3
Dunning, William Archibald	box II.3
E	box II.3
F	box II.3
Fackenthal, Frank D.	box II.3
Fine Arts	box II.3
Fox, Dixon Ryan	box II.3
G	box II.3
Gray Bequest	box II.3
H	box II.4

Scope and Contents

(Includes Harassowitz, Hepburn)

Harvard	box II.4
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Hawkes, H.E.	box II.4
Hayden, Philip Meserve	box II.4
Howe Bequest	box II.4
Scope and Contents (Metallurgy)	
Howson, Roger	box II.4
I-J	box II.4
The Inquiry	box II.4
Janeway Library	box II.4
Johnston, Mary Teel Mandeville (Mrs. Edward William Scudder Johnston)	box II.4
Journalism Library	box II.5
K	box II.5
Kellicott, Mary H.	box II.5
Keppel, F.P.	box II.5
L	box II.5
Ladd-Franklin, Christine	box II.5
Lawrence, W.W.	box II.5
Low, Seth	box II.5
M	box II.6
McCastline, W.H. (University medical officer)	box II.6
McClure, Mary L.	box II.6
Mason, D.G.	box II.6
Mendelsohn, Walter	box II.6
Monthly Statements, 1899-1901	box II.6
Monthly Statements, 1902-1909	box II.6
N	box II.6
New York Public Library	box II.6
P	box II.6
Philosophy Hall	box II.6
Phoenix	box II.6
R	box II.6

Reform Club	box II.7
Richelieu	box II.7
Robert, L. (Physicians and Surgeons Librarian)	box II.7
Robinson, Fannie A.	box II.7
Robinson, James Harvey	box II.7
Rockhill, W.S., Mrs.	box II.7
Ruskin Letters	box II.7
Rutgers College	box II.7
S	box II.7
Scudder (Marvyn) Library	box II.7
Southern Society	box II.7
Summer Session	box II.7
T	box II.7
Teachers College	box II.7
Thefts	box II.7
Thorndike, Ashley H.	box II.7
Trent, W.P.	box II.7
U	box II.7
University of the State of New York (Columbia Library Annual Reports, 1900-1927)	box II.7
Scope and Contents	
(Summary statistics. Reporting to the State)	
V	box II.7
W	box II.7
Ward, H.P.	box II.8
Scope and Contents	
(Re: bookplates on exhibition)	
Warrington, James	box II.8
Weeks, Raymond	box II.8
Williamson, CC	box II.8

Scope and Contents

(Includes a report to the President, 1927 on space)

Yerkes, Helen Hay	box II.8
Y-Z	box II.8
Yale	box II.8
Correspondence Miscellaneous, 1900-1930	
Budget	box II.8
Fayerweather Building	box II.8
Library Council	box II.8
Library Funds	box II.8
Library Staff	box II.8
Loan Desk	box II.8
Brander Matthews	box II.8
H.L. Norris (Superintendent, Buildings and Grounds)	box II.8
Old Agreements	box II.8
Scope and Contents	
(Includes Botanical Society and Holland Society)	
Philosophy Library	box II.8
Princeton University	box II.8
Readers and Readers Cards	box II.8
Registrar	box II.8
Reading Rooms	box II.8
Salaries	box II.8
School of Library Service	box II.8
Summer Schedules	box II.8
Materials re: foreign exchanges and an early 20th century address book, possibly Canfield's	box II.8
Re: Cataloging	box II.9
Green, Kenneth, 1930	box II.9
Mr. Baughman [letters by V. Stephansson and Carl Van Doren)	box II.9

Scope and Contents

(Re: painting of Miss Prescott)

From Mr. Erb of the Shelving Department	box II.9
Scope and Contents	
(Includes a list of possibly stolen books (Catalog of books recovered; Toronto, November 6, 1907); and a list of "Rarities", undated.)	
Professor Trent	box II.9
Simmons College	box II.9
Russell Sage Foundation	box II.9
College of Physicians and Surgeons	box II.9
Pratt Library School	box II.9
President Nicholas Murray Butler	box II.9
Vanderburgh Bequest, 1924	box II.9
Vacation Schedules	box II.9
Ware Memorial Library	box II.9
Washington	box II.9
Hoover War Library	box II.9
French Revolution Collections	box II.9
Warner Library	box II.9
Complaints	box II.9
Forms	box II.9
History Reading Room	box II.9
McGill University	box II.9
Notices	box II.9
Holidays	box II.9
George F. Kunz	box II.9
Duplicates	box II.9
Dissertations	box II.9
Financial Records, 1917-1948	
Budget, 1917-1938	box II.10
Budget, 1925-1927	box II.10
Budget, 1925-1927	

	box II.10
Budget, 1925-1926	box II.10
Budget, 1926-1927	box II.10
Budget, 1927-1928	box II.10
Budget, 1927-1928	box II.10
Departments, 1927-1928	box II.10
Departments, 1927-1928	box II.10
Budget, 1928-1929	box II.10
Budget, 1929-1930	box II.10
Budget, 1930-1931	box II.10
Budget, 1932-1933	box II.10
Budget, 1935-1936	box II.10
Budget, 1937-1938	box II.10
Budget, 1926-1927	box II.11
Budget, 1925-1926	box II.11
Budget, 1924-1925	box II.11
Budget, 1922-1923	box II.11
Budget, 1920-1921	box II.11
Budget, 1919-1920	box II.11
Budget, 1918-1919	box II.11
Budget, 1917-1918	box II.11
Charles Clarence Williamson Correspondence, 1928-1942	
Planning, Building and Equipping Butler Library, 1931	box II.12
Planning, Building and Equipping Butler Library, 1927-1930	box II.12
Planning, Building and Equipping Butler Library: Jan, 1934-May 1934	box II.12
Miscellaneous, 1928-1942	box II.12
Medical Library, 1932-1942	box II.12
Planning, Building and Equipping Butler Library, 1932	box II.12
Planning, Building and Equipping Butler Library, 1933	box II.12
Planning, Building and Equipping Butler Library, 1934 June-1934 December, 1934	box II.12

Planning, Building and Equipping Butler Library, 1935	box II.12
Planning, Building and Equipping Butler Library, 1936-1937	box II.12
Planning, Building and Equipping Butler Library, 1938-1939	box II.12
Salaries, 1889-1904	box II.13A
Personnel and Financial Analysis, 1929-1948	box II.13A
Scope and Contents	
(Stapled mimeograph copy)	
Administrative Memoranda, 1910-1916	box II.13A
Annual Reports of the Librarian and Supervisors, 1913-1925	box II.13B
Scope and Contents	
(Not foldered)	
Committee Files, 1964-1978	
Minutes of Eight Standing Committees, 1970-1971	box II.14
Division and Department Heads Meetings and Memos, 1966-1970	box II.14
Division and Department Heads, 1964-1970	box II.14
Representative Committee of Librarians (RCL), 1973-1977	box II.15
Representative Committee of Librarians, 1968-1978	box II.15
Study Committee Minutes, 1968-1969	box II.15
Committees superseded by the Professional Advisory Committee, 1970-1972	
Ad hoc committee on library publications	box II.16
Ad hoc committee on machine-readable data bases	box II.16
Ad hoc committee to coordinate the move of Social Work Library	box II.16
Ad hoc committee on collection statistics	box II.16
Ad hoc committee on in-service training	box II.16
Ad hoc committee on security of collections	box II.16
Committee on committees	box II.16
Computer applications committee	box II.16
Collection development and preservation committee	box II.16

Form and Content of Bibliographic records committee	box II.16
Supporting staff classification committee	box II.16
General Services committee	box II.16
Library instruction committee: final report	box II.16
Interinstitutional Cooperation committee	box II.16
Humanistic and Historical research services committee	box II.16
Science research services committee	box II.16
Director's Office, 1943-1968	
Memos to Department Heads, 1948 February to 1949 November, 1948, 1949	box II.17
Memos to Department Heads, 1950 January to 1953 September, 1950, 1953	box II.17
News from Directors' Office, 1950 January to 1951 March, 1950, 1951	box II.17
Letterbook for Mrs. E Oktay, 1960 January to 1960 September, 1960, 1960	box II.17
Letterbook for Mrs. E Oktay, 1960 October to 1961 January, 1960, 1961	box II.17
Letterbook for Mrs. E Oktay, 1961 January to 1961 May, 1961, 1961	box II.17
Letterbook for Mrs. E Oktay, 1961 June to 1962 April, 1961, 1962	box II.17
Schedules, 1945 May to 1957 September, 1945, 1957	box II.17
Schedules, 1957 September to 1964 August, 1957, 1964	box II.17
Administrative Memos Series A to D, 1962-1963	box II.18
Directors' Committee Minutes, 1944 January to 1944 June, 1944, 1944	box II.18
Directors' Committee Minutes, 1944 July to 1944 December, 1944, 1944	box II.18
Directors' Committee Minutes, 1945 January to 1945 June, 1945, 1945	box II.18
Directors' Committee Minutes, 1945 July to 1945 September, 1945, 1945	box II.18
Directors' Office Memos, 1943 November to 1945 December, 1943, 1945	box II.18
Directors' Office Memos, 1947 February to 1953 December, 1947, 1953	box II.18

Directors' Office Memos, 1945 January to 1956 December, 1945, 1956	box II.18
Directors' Office Memos, 1957 January to 1960 December, 1957, 1960	box II.18
Directors' Office Memos, 1961 February to 1965 January, 1961, 1965	box II.18
Directors' Office Memos, 1965 July to 1966 October, 1965, 1966	box II.18
Directors' Office Memos, 1967 January to 1968 December, 1967, 1968	box II.18
Directors' Office Memos 1969 January to 1969 December, 1969, 1969	box II.18
Directors' Office Memos (numbered), 1952 January to 1959 December, 1952, 1959	box II.18
Directors' Office Memos (numbered), 1946 January to 1951 December, 1946, 1951	box II.18
Butler Library Floor Plans and Furnishings	
Loose blueprints: floor plans, furnishings lists, furnishings diagrams, undated	box II.19
Scope and Contents	
(Not foldered)	
Plans of South Hall, 1946 April 10, 1946	box II.19
Scope and Contents	
(Bound book)	
Loose floor plans; Documents indicating part of a proposal for space utilization, undated	box II.19
Butler Library Blueprints	box II.19
Scope and Contents	
(2 bound books, same South Hall prints as the bound book)	
Readers' Service	
Readers' Service Loan Code, 1968	box II.20
Readers' Service Memos, 1946 March to 1953 February, 1946, 1953	box II.20
Readers' Service Memos with Index, 1946 May to 1953 February, 1946, 1953	box II.20
Supervising Librarians Minutes	

Supervising Librarians Minutes, 1950 July to 1953 July, 1950, 1953	box II.20
Supervising Librarians Minutes, 1953 September to 1955 May, 1953, 1955	box II.20
Supervising Librarians Minutes, 1955 September to 1958 May, 1955, 1958	box II.20
Supervising Librarians Minutes, 1958 September to 1963 February, 1958, 1963	box II.20
Technical Services Memos, 1946 January to 1953 May, 1946, 1953	box II.20
Technical Services Memos with Index, 1951 November to 1953 May, 1951, 1953	box II.20
Printed Materials, 1937-1968	
Columbia Library World, 1959 April to 1961 November, 1959, 1961	box II.21
Columbia Library World, 1962-1964	box II.21
Columbia Library World, 1965 April to 1968 October, 1965, 1968	box II.21
Library Columns with Index, 1937 June to 1939 August, 1937, 1939	box II.21
Library Columns, 1939 November to 1945 August, 1939, 1945	box II.21
Library Clippings, 1964-1965	box II.21
Library Clippings, 1966	box II.21
Burgess-Carpenter Correspondence, 1950-1975	
Burgess-Carpenter Correspondence, 1950-1955	box II.22
Burgess-Carpenter Correspondence, 1956-1959	box II.22
Burgess-Carpenter Correspondence, 1960-1965	box II.22
Burgess-Carpenter Correspondence, 1966-1969	box II.22
Burgess-Carpenter Correspondence, 1970-1975	box II.22
Burgess-Carpenter Correspondence-Bentley, Eric, 1958-1967	box II.22
Photographs of Library Staff at the Retirement Party for Dollie Hepburn, 1956 June 12, 1956	box II.23

Scope and Contents

(Photographs taken by Hubbard Ballou; mountings and box by Marianne von Dobeneck. Gift of Marianne von Dobeneck, 1989.)

Correspondence, 1927-1942	
A	box II.24
"A" and "B" Miscellaneous	box II.24
Abel, Mrs. Dorothy	box II.24
Accessions Department	box II.24
Dean Ackerman	box II.24
Columbia University-Committee on Acquisitions, 1939	box II.24
Admissions Office, 1942	box II.24
Acq. John H. Moriarty	box II.24
Air Conditioning	box II.24
Alumni Federation	box II.24
Alumni Office	box II.24
American Council of Learned Societies	box II.24
American Historical Review	box II.24
American Library Association	box II.24
American Mathematical Soc.	box II.24
American Mathematical Society	box II.24
Annual Reports	box II.24
Anthropology-Department	box II.24
Applied Science Libraries	box II.24
Appointments Office	box II.24
Arnaud, Leopold-Dean, 1942 or prior, 1942	box II.24
Association of American Railroads	box II.24
Association of Research Libraries	box II.24
Scope and Contents	
(Gilchrist, Mr. D.)	
Astronomy Department	box II.24
Auld, Robert C. M.	box II.24
Avery Library, 1937	

	box II.25
Avery Library, 1934-1936	box II.25
Avery Library, 1934	box II.25
Avery Library	box II.25
Avery Library-Bookplate Collection, 1942	box II.25
Ayers, Harry M. Prof., 1942	box II.25
Ayers, Harry M. Professor	box II.25
B	box II.25
Bakeless. John	box II.25
Bandermann. W. H.	box II.25
Bard College (Library)	box II.25
Bard, Samuel (discourse)	box II.25
Barker, Joseph W., 1942	box II.25
Barker, Prof. J. W.	box II.25
Barnard	box II.25
Barnard Cataloging	box II.25
Barnard Faculty, 1942	box II.25
Barnard Library, 1942	box II.25
Barnouw, A.J.	box II.26
Benedict, Ruth (Prof.)	box II.26
Prof. Arthur Eugene Bestor, Jr.	box II.26
Beveridge, Prof. Lowell P. Bibliographies	box II.26
Bibliography (University)	box II.26
Bibliotheca Columbiana	box II.26
Bigongiari, Professor Dino	box II.26
Bindery Dept.	box II.26
Binding, Committee on	box II.26
Bindings (Leather), Preservation of	box II.26
Binkley, Mr. Robert W.	box II.26
Black List	box II.26
Blackwell Books [potential acquisition]	box II.26
Blind, Machine for the	box II.26

Bloom, Rep. Sol	box II.26
Boas, Emil	box II.26
Bodleian Library	box II.26
Bogert, Professor M.T.	box II.26
Bombay, K.R. Cama Oriental Institute	box II.26
Bookstore-Columbia University	box II.26
Boring, Prof. W.	box II.26
Borton, Hugh	box II.26
Bosi, Ferdinando	box II.26
Boughton, Mr. E.S.	box II.26
Bowker, R.R.	box II.26
Brebner, Prof. J. Bartlett	box II.26
Brebner, J.B.	box II.26
Brewster, Prof. W.T.	box II.26
Briggs, Wm. Harlow	box II.26
Brissenden, Professor Paul F.	box II.26
Brissenden, Professor P.	box II.26
British Library of Information	box II.26
British Museum Catalogue Printed Books	box II.26
Brittain, Julia E.	box II.26
Britton, Roswell C.	box II.26
Brown University	box II.26
Browsing Room	box II.27
Browsing Room	box II.27
Brucker, Professor Herbert	box II.27
Buchman	box II.27
Mary Budds	box II.27
Buildings and Grounds, 1926-1942	box II.27
Buildings and Grounds-Goebel	box II.27
Buildings and Grounds-Norris	box II.27
Buildings and Grounds-Reheis	box II.27
Buildings and Grounds	box II.27

Inquiries re: Buildings and its Equipment	box II.27
Burgess. Edward Sandford	box II.27
History Reading Room, Burgess Library	box II.27
Burgess, Ruth Payne (Mrs. John W. Burgess)	box II.27
Bursar	box II.28
Bursar, 1937-1940	box II.28
Bursar, 1927-1937	box II.28
Bush, Wendell T.	box II.28
Business Library, 1930-1938	box II.28
Business Library, 1934-1941	box II.28
Business-School of	box II.28
Butler-Departmental: Ford, Elizabeth	box II.28
Butler-Departmental: Carpenter Library	box II.28
Butler-Departmental:	box II.28
Butler-Departmental: Burgess Library	box II.28
Butler	box II.28
Butler-Departmental: Modern Language	box II.28
Butler-Departmental: Kimmel, Margaret	box II.28
Butler Library	box II.28
Butler: President	box II.28
C	box II.29
"C" Miscellaneous	box II.29
Callender, James H.--Books and papers of	box II.29
Campbell, Oscar J., Professor	box II.29
Campbell, Prof. W.	box II.29
Capponi archives	box II.29
Carll Mss	box II.29
Carnegie Corporation	box II.29
Carnegie Endowment for International Peace	box II.29
Casa Italiana (two folders)	box II.29
Castelvecchio, Countess de	box II.29
Cataloging Department Documents Division	box II.29

Cataloging Department-Filming	box II.29
Cataloging Department-Serials Division	box II.29
Catalogue Department	box II.29
Cataloging	box II.29
Cataloging Department-Prescott, 1926-1939	box II.29
Century Association	box II.29
Century Society	box II.29
Champenois, Julien J.	box II.29
Channing diaries	box II.29
Chaucer	box II.29
Chemical Abstracts	box II.29
Chemistry Department	box II.29
Chemistry Library	box II.29
Chemistry R.R.	box II.29
Chicago, University of	box II.29
Chinese Collection	box II.29
Chinese Consul-NY (re: stolen books)	box II.29
Chinese Department	box II.29
Chinese Library-Chinese librarian	box II.29
Christmas Fund-for South Hall cleaning staff	box II.29
Circulation Department	box II.29
Circulation Department-Local Interlibrary Loans	box II.29
Citizens Committee (NY) on the status of librarians	box II.29
City College (NY)	box II.29
Civil Works Administration	box II.29
Clark, Prof. Donald L.	box II.29
Classics Department	box II.29
Classics Library	box II.29
Cliachin, Basile	box II.29
Clough, Shepard B., Professor	box II.30
Cohen, Helen R.	box II.30
Cohn, Professor Adolphe	box II.30

Coleridge Mss	box II.30
Coleman, Arthur P.	box II.30
Collections-Miscellaneous for sale	box II.30
College Entrance Board	box II.30
College Library	box II.30
Carman, Prof. H.J.	box II.30
Columbia College [1]	box II.30
Columbia College [2]	box II.30
Columbia College Library	box II.30
CU Nursery School	box II.30
Columbia University Bookstore	box II.30
Columbia University Press	box II.30
Coykendall	box II.30
Professor Henry S. Commager	box II.31
Commercial Utilities Manufacturing Co.	box II.31
Committee on Scientific Aids to Learning	box II.31
Complaints	box II.31
Congress, Library of-Russian Document List	box II.31
Cooper, Mrs. E. M. Fletcher	box II.31
Cooper, Myles (letters of)	box II.31
Copp, Joseph A.	box II.31
Copyrights	box II.31
Le Coq, Mrs. A.	box II.31
Cosmus, Mr.	box II.31
Craig, Miss Eleanor	box II.31
Crawford, Miss Rebekah	box II.31
D	box II.31
"D" Miscellaneous	box II.31
Dada, Abraham	box II.31
Davis Library	box II.31
Day, Alice M.	box II.31
Dedication	box II.31

Scope and Contents

(Opening of South Hall)

Delavare, Marie J.	box II.31
Delinquents	box II.31
Professor Frederico de Onis	box II.31
Descriptive Booklet	box II.31

Scope and Contents

(South Hall)

Deutsches Haus	box II.31
Dewey, John, Prof.	box II.31
de Witt Clinton Collection	box II.31
Dexigraph	box II.31
Dinsmoor, Prof. William B.	box II.31
Dissertations, Ph.D	box II.31
Documents Division	box II.31
Dodge, M. Hartley	box II.31
Drama, Books on in library	box II.31
Dramatic Museum	box II.31
Draper Fund	box II.31
E	box II.32

Scope and Contents

(Correspondence with Professor Wallace J. Eckert, Bertha C. Edel, Professor Irwin Edman, Professor James C. Egbert, Dr. Duncan B.M. Emrich)

"E" Miscellaneous	box II.32
Scope and Contents	
(Correspondence with Mrs. Mortimer L. Earle)	
East Asiatic Collections, 1929-1939	box II.32
East European Department	box II.32
Egbert, Professor J.C.	box II.32

Scope and Contents

(Professor James C. Egbert, Director of University Extension)

Ehrgott, W.W.	box II.32
Electric Current	box II.32
Electrician	box II.32
Elevator Service	box II.32
Elliott, Edward S., Prof.	box II.32
Emergency Work Bureau	box II.32
Emmel, Miss	box II.32

Scope and Contents

(List of people who received second notices and did not respond)

Encyclopaedia Britannica	box II.32
Encyclopaedia of Social Sciences	box II.32
Endore, Guy	box II.32
Engineering Library 301 Mines	box II.32
English Department	box II.32
Erb, Frederic W.	box II.32
Evans, Austin P.	box II.32
Evans, Austin P.	box II.32
Evans, Mrs. C.T.	box II.32

Scope and Contents

(Clara Therese Evans)

Evans, Mrs. Clara E.	box II.32
Everson, Ida	box II.32
Exhibitions	box II.32
Ewing, Thomas	box II.32
F	box II.32

Scope and Contents

(Professor Hermon W. Farwell, Professor Hugh Findlay, Professor Colin G. Fink, Professor W.

Benjamin Fite, Dr. Michael T. Florinsky, Dr. Ian F. Fraser)

Fackenthal, 1926-1934	box II.32
Fackenthal, 1935-1940	box II.33
Fackenthal, 1940	box II.33
Fackenthal, Frank D.	box II.33
Scope and Contents	
(Consists of a note saying "see under Secretary's Office")	
Facsimile Text Society	box II.33
Faculty Club	box II.33
Fife, Professor Robert H.	box II.33
Filming	box II.33
Finch, Professor J.K.	box II.33
Scope and Contents	
(Professor James K. Finch)	
Fine Arts	box II.33
Fine Arts Library	box II.33
Fine List	box II.33
Firdausi	box II.33
Fish, Hamilton, Jr.	box II.33
Fiske, Prof. Thomas S.	box II.33
Floor Plans	box II.33
Florence Miscellany	box II.33
Florinsky, Professor Michael T.	box II.33
Ford, Father George B.	box II.33
Fordham University	box II.33
Forms	box II.33
Fowler, Mr.	box II.33
Scope and Contents	
(Charles E. Fowler)	
Fox, Dixon Ryan, Professor	box II.33

Fradeletto, Madame	box II.33
France-Bibliotheque Nationale-Paris	box II.33
Frankel, Dr.	box II.33
Scope and Contents (Dr. David Frankel)	
Franklin Institute-Journal of	box II.33
French Book Corporation	box II.33
French Department	box II.33
French Government (Gift)	box II.33
Freneau collection	box II.33
Friedman, Miss E.L.	box II.33
Scope and Contents (Ernestine L. Friedman)	
Furniture	box II.33
Furst, Mr. Henry	box II.33
G	box II.34
Gaskill, Miss Gussie	box II.34
General Theological Seminary, New York City	box II.34
Genthe, Dr. Arnold	box II.34
Scope and Contents (Re: an Ethiopian manuscript offered, not purchased)	
Geological Society of America	box II.34
Geology Library-Miss Amy L. Hepburn	box II.34
Gerig, Professor John L.	box II.34
Scope and Contents (Selecting French, including Hepburn gift; and Celtic titles)	
Gerig, Professor J. L.	box II.34
German Department	box II.34
Gifford, James P.	box II.34
Faculty Club	box II.34

Gilchrist, Mr. D. B.	box II.34
Scope and Contents	
(ARL; includes info on cataloging manuscripts)	
<hr/>	
Gildersleeve, Dean	box II.34
<hr/>	
Godfrey, Mr. Hollis	box II.34
<hr/>	
Goebel, Professor Julius	box II.34
<hr/>	
Goebel, Julius J.	box II.34
<hr/>	
Gold, Herbert	box II.34
Scope and Contents	
(Aldine Book Company)	
<hr/>	
Goldberg, Ruth	box II.34
<hr/>	
Goodrich, Professor L. Carrington	box II.34
<hr/>	
Gottheil, R.J.H.	box II.34
<hr/>	
Grady, James T.	box II.34
<hr/>	
Rockefeller Foundation Grant	box II.34
Scope and Contents	
(Funding Chinese acquisitions)	
<hr/>	
Gray, Professor Louis H.	box II.34
<hr/>	
Modern Greek Books	box II.34
<hr/>	
Greene, Professor Evarts B.	box II.34
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Greene, Professor E. B.	box II.34
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Greet, Mr. W.C.	box II.34
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Greet, Professor Cabell	box II.34
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Grierson, Sir Herbert	box II.34
<hr/>	
Griscom, Revd. A.	box II.34
<hr/>	
Grivakis, Mr.	box II.34
<hr/>	
Grolier Club	box II.34
<hr/>	
Gronwall, Thomas H.	box II.34
<hr/>	
"H" Miscellaneous	box II.34
<hr/>	
Haller, Professor William	box II.34
<hr/>	
Harkness Academic Theatre	box II.34
<hr/>	
Harvard College Library	

	box II.34
Haskell, Juliana (Mrs. Henry S. Haskell)	box II.34
Havig, Ivar	box II.34
Hayden, Philip M.	box II.35
Scope and Contents	
(Secretary of the University)	
Hayes, Professor Carlton J.H.	box II.35
Headmasters Association	box II.35
Hebrew Manuscripts	box II.35
Hecht, Selig, Professor	box II.35
Heuser, Prof. Frederick W.J.	box II.35
Hicks, Katharine	box II.35
Hildreth, Frances	box II.35
Hill, Griffitha M	box II.35
History Dept.	box II.35
Holliston Mills, Inc.	box II.35
Home Study	box II.35
Hooker, Richard	box II.35
Hoover, M.M.	box II.35
Hoover War Library	box II.35
Horace list	box II.35
Horace Mann School Library	box II.35
Horological books: list of in NYC	box II.35
Hospodar, Blaise	box II.35
Hudnut, Richard	box II.35
Humanities, Council for Research in	box II.35
Hunau, Adolphe	box II.35
Hunt, Erling M.	box II.35
Hunter College	box II.35
I	box II.36

Scope and Contents

(Dr. John W. Innes)

Iddings, Sarah S.	box II.36
Industrial Relations Room	box II.36
Institute of French Studies	box II.36
Institute of Musical Art	box II.36
Insurance	box II.36
International Institute of Social Research	box II.36
Italian Department	box II.36
J	box II.36

Scope and Contents(Professor H.W. Jervey, Professor Philip C. Jessup,
Professor Johnson)

"J" Miscellaneous	box II.36
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Scope and Contents

(John Nicholas Jitkow, A. Jensen)

Jackson, A.V.W., Professor	box II.36
Jackson, Daniel D.	box II.36
Jacobs, Albert C.	box II.36
Janeway Library	box II.36
Janni, Vincenze	box II.36
Japanese Collection	box II.36
Professor Arthur Jeffery	box II.36
Jewish Theological Seminary NYC	box II.36
Johnson, Mr. D.B.	box II.36
Johnston, W. Dawson	box II.36

Scope and Contents

(William Dawson Johnston)

Newpher, H. Roth-Journalism	box II.36
Journalism Library	box II.36
Journalism-School of	box II.36
Juilliard School of Music	box II.36

K	box II.36
Scope and Contents	
(Professor Clinton W. Keyes, Professor Frederick J. Kiesler, Professor Thomas B. Kirkpatrick, Professor Charles Knapp, Dr. Raymond C. Knox, Theodore Kramer, Paul Oskar Kristeller, Professor John A. Krout)	
"K" and "L" Miscellaneous	box II.36
Scope and Contents	
(Professor Louis C. Karpinski)	
Kalbfleisch, C.C.	box II.36
Scope and Contents	
(Charles C. Kalbfleisch)	
Kemble, Fanny (letters of)	box II.36
Kiesel, Edgar	box II.36
Korean Collection, 1934-1935	box II.36
Kramer, Evelyn	box II.36
Kramer, Leon	box II.36
Krane, Miss Borghild	box II.36
Kwei, J.C.B.	box II.36
Scope and Contents	
(John C.B. Kwei)	
Lehmann-Haupt, Dr. Hellmut	box II.37
Lehmann-Haupt, Hellmut	box II.37
Leica Camera	box II.37
Lemcke, Ernest G.	box II.37
Lending Service	box II.37
Lester, Mr. R. M.	box II.37
Liberma, Mr. L.	box II.37
Library-Administration	box II.37
L	box II.37
Ladd-Franklin, Christine	box II.37
Lafayette Centenary	box II.37

Lagai, Mr. G.	box II.37
Latin America (books on)	box II.37
Law Library	box II.37
Law Librarians	box II.37
Law School	box II.37
League of Nations	box II.37
Lefevre, Edmond	box II.37
Leavitt, Oliver	box II.37
Library-Book Funds	box II.37
Library-Budget	box II.37
Library-Committee	box II.37
Library of Congress	box II.37
Library Council	box II.38
Library-Editorial Committee on Publications	box II.38
Library-elevators	box II.38
Library-Equipment	box II.38
Library-Friends of	box II.38
Library-Income, Statement of	box II.38
Commencement (Library hours for)	box II.38
Library-Mail	box II.38
Library-Low Library	box II.38
Library Hours	box II.38
Library-Pension and Insurance system	box II.38
Library Hours	box II.38
Library Privileges-re: Outsiders	box II.38
Library Privileges for Alumni	box II.38
Library-Private Studies	box II.38
Library-Reports-Alumni	box II.38
Library Material-re: Permission to Reproduce for Printing	box II.38
Library Privileges	box II.38
Stack Privileges-re: Alumni	box II.38
Stack Privileges-re: Students	

	box II.38
Stacks-Library	box II.38
Library Books-re: Special privileges in the Use of	box II.38
Library-Staff, List of, miscellaneous	box II.38
Library-Statutes	box II.38
Library-Switchboard	box II.38
Library-vault	box II.38
Library Bureau	box II.38
Library Journal	box II.38
School of Library Service	box II.38
Lighting	box II.38
Lincolniana	box II.38
Linguistic Institute	box II.38
Linton, Ralph	box II.38
D.H. Litchfield Microfilm Periodical R.R.	box II.38
Loan Desk	box II.38
Loan Desk-correspondence re. general loans-long outstanding	box II.38
Loeb, James	box II.38
Logan papers	box II.38
Longi, Olga	box II.38
Loomis, Professor Roger H.	box II.38
Lord, Clifford L.	box II.38
Lost Books-Returned to other libraries, returned to us by other libraries	box II.38
Loubat Collection	box II.38
Lucke, Professor C.E.	box II.38
Lynd, Robert S.	box II.38
Robert S. Lynd	box II.38
McCastline, Dr. William H.	box II.39
McCrea, Dean Roswell C.	box II.39
McDonald, Geo. E.	box II.39
McDowell, Edward (Exhibition)	box II.39

McGill, Esther V.	box II.39
MacIver, Professor Robert M.	box II.39
McKee, Professor Ralph H.	box II.39
McKenna, T.H.	box II.39
McMahon, Professor Arthur W.	box II.39
McVickar (mss) letters	box II.39
M	box II.39
Madigan, Thomas P., Inc.	box II.39
Mahoney, Miss Mary Murray	box II.39
Mailing lists	box II.39
Main Reading Room	box II.39
Maison Francaise	box II.39
Maliman, Dr. Paul J.	box II.39
Malterud, Katherine	box II.39
Mangiafico, Salvatore	box II.39
Manning, Prof. Clarence A.	box II.39
Mansfield, Beatrice Cameron (Mrs. Richard Mansfield)	box II.39
Manuscripts in British Museum of interest to U.S.A.	box II.39
Masters Essays	box II.39
Mathematics Department	box II.39
Mathematics Library	box II.39
Matthews, Brander	box II.39
Scope and Contents	
(About the collection as being dealt with by the library, 1930s)	
Mazzei letters	box II.39
Meade, Walter R.	box II.39
Interlibrary Loan	box II.39
Medical Library, 1935-1936	box II.39
Medical Library, 1937	box II.39
Medical Library, 1935	box II.39
Medical Library	box II.39

Medical Officer-University	box II.40
Megaro, Gaudence	box II.40
Mendelsohn, Isaac	box II.40
Menorah Association	box II.40
Mercantile Library Association	box II.40
Meurer, Dr. Hubert	box II.40
Michigan University Library	box II.40
Microphoto Films	box II.40
de Mille, Anna George	box II.40
Miller, David Hunter	box II.40
Mills, Professor Frederick C.	box II.40
Milton	box II.40
Milton Mss	box II.40
Mimeograph Machine	box II.40
Mineralogy Room	box II.40
Mines R.R.	box II.40
Miscellaneous	box II.40
Scope and Contents	
(Memo for Mr. Howson, correspondence with Alfred Miller, with New York Catholic Protectory, with the Brick Row Book Shop, with G.E. Legman)	
Mitchel, John Purroy	box II.40
Modern Language Association	box II.40
Modern Language Journal	box II.40
Modern Languages Library	box II.40
Modi, Mr. J.J.	box II.40
Moon, Parker T., Library of	box II.40
Moore, John Bassett (Professor)	box II.40
Moore, T.C.	box II.40
Scope and Contents	
(Thomas M. Moore, Expert Book, Print and Autograph Work)	
More, Sir Thomas (collection on)	box II.40

Morgan (Pierpont) Library	box II.40
Morgan, Prof. J. L. R., collection of	box II.40
Moving	box II.40
Mudge, Isadore G.	box II.40
Municipal Civil Service Commission	box II.40
Murals	box II.40
Music Library	box II.40
Music Library	box II.40
Muss-Arnolt. Rofessor, re; Library of late	box II.40
N	box II.40
Nardroff, Prof. Robert von	box II.40
National Academy of Design	box II.40
Natural Science Libraries	box II.40
Negro Americano	box II.40
Nelson, Professor J. M.	box II.40
The Newberry Library	box II.40
Newell, Robert	box II.40
Newspaper Clipping Library	box II.40
New York Library Club	box II.40
New York Academy of Medicine	box II.40
New York City Sales Tax	box II.40
New York Junior League	box II.40
New York Society Library	box II.40
New York Southern Society	box II.40
New York Times-Correspondence, re: binding of	box II.40
New York-Training School for Jewish Social Work	box II.40
New York University (Library)	box II.40
Van Noppen papers	box II.40
Numbering and Lettering	box II.40
Navarro, Prof. Tomas	box II.41
O	box II.41
Observatory (Columbia)	box II.41

Olcott Collection	box II.41
Osborn, Prof. H. F.	box II.41
Ostasiatischer Lloyd	box II.41
Otero, Marie Luisa dela Torre de	box II.41
"P" and "Q" Miscellaneous	box II.41
Palmer, Dr. W. W.	box II.41
Pan American Union	box II.41
Papers for Sale (Historical, etc.)	box II.41
Paragon Linen: Sample sheets	box II.41
Parent Teacher Association	box II.41
Parliamentary Papers (British)	box II.41
Parson, Mrs. Elsie C.	box II.41
Patents	box II.41
Paterno	box II.41
Paterno Library	box II.41
Paterno Library, 1936	box II.41
Paterno, Dr. Charles V.	box II.41
Paterno Library, Butler Departmental	box II.41
Scope and Contents	
(Notes on inside of original folder)	
Paterno Library	box II.41
Scope and Contents	
(Correspondence with Miss Bernero)	
Paterno	box II.41
Peake, Professor Cyrus H.	box II.41
Pegram, George B., Dean	box II.41
Dean Pegram	box II.41
Scope and Contents	
(contains folder labeled American Physical Society Science Abstracts)	
Pennsylvania, University, Library of	box II.41
Periodicals	box II.41

Perlstein, I.	box II.41
Perry, E. D. Prof. (Library)	box II.41
Petit Parisien	box II.42
Phelps, Mr. R.N.R.	box II.42
Phillips, Miss M.E.	box II.42
Philosophy Department	box II.42
P. and S. (Mr. Ewell)	box II.42
Physicians and Surgeons	box II.42
Physics Library	box II.42
Physics Reading Room	box II.42
Photographs	box II.42
Photograph Committee of Faculty Club	box II.42
Photograph Division	box II.42
Photostat Machine	box II.42
Pitkin, Professor W.B.	box II.42
Pope, Alexander (Exhibition)	box II.42
Portraits	box II.42
<u>Physical Description:</u> (2 folders)	
Posters (War)	box II.42
Potter, Dr. Russell	box II.42
Pranspill, Mr. A.	box II.42
Columbia University Press	box II.42
Prezzolini, Prof. Guiseppe	box II.42
Price, Prof. R.H.	box II.42
Princeton University library	box II.42
Prints	box II.42
Psychology Department	box II.42
Psychology R.R.	box II.42
Public Information, Dept. of	box II.42
Purchasing Department	box II.42
<u>Physical Description:</u> (2 folders)	
Radio-Addresses, etc. (for library files)	box II.43

Rare Book Department	box II.43
Rare Book Department	box II.43
Reckford, Miss A. (fund)	box II.43
Reed, Doris M.	box II.43
Reference Department	box II.43
Registrar	box II.43
Reidinger, Emily P.	box II.43
Reis, Lincoln	box II.43
Research Agents	box II.43
Rinetti, Dr.	box II.43
Robinson, Crabb-Diary	box II.43
Rockefeller Foundation	box II.43
Romance Languages, Dept. of	box II.43
Room Assignments	box II.43
van Roosbroeck, Prof. van	box II.43
Rosen, Dr. F.	box II.43
Rudolph, Miss.	box II.43
Rusk, Prof. R.L.	box II.43
Rust, Thos. H.	box II.43
Sanderson, Edna M.	box II.43
Satterlee, Herbert L.	box II.43
Schiller, Arthur	box II.43
Schneider, Prof. H. W.	box II.43
Scott, Walter Exhibition	box II.43
Seating Capacity	box II.43
Seligman, E. R. A.	box II.43
Secretary's Office, 1927-1934	box II.44
Secretary's Office, 1935-1936	box II.44
Secretary's Office, 1937	box II.44
Seminar Rooms	box II.44
Seminars	box II.44
Serghiesco, Mr. S.	box II.44

Serials: Correspondence with Mr. Gerould (Princeton)	box II.44
Seth Low College	box II.44
Shaw, Paul van Orden	box II.44
Shelf Department	box II.44
Shelving Statistics	box II.44
Shepherd, Prof. Wm. R.	box II.44
Sherwell, G. Butler	box II.44
Sherwood, Eva C.	box II.44
Simkhovitch, Dr. V.	box II.44
Simpson, George	box II.44
Sinderen, Howard van	box II.44
Slavonic Language Department	box II.44
Smith, Mrs. Jean L.	box II.44
Smithsonian Institution, Exchanges	box II.44
Social Sciences, Council for Research in	box II.44
Sociology, Department of	box II.44
Sound-Proofing	box II.44
Spanish House	box II.45
Spaulding, Jean E.	box II.45
Special Collections (I)	box II.45
Special Collections (II)	box II.45
Special Libraries Association	box II.45
SLS Library	box II.45
Stacks	box II.45
Staff Lounge	box II.45
Stevens Institute of Technology	box II.45
Stevenson, Burton E.	box II.45
Storage (South Hall)	box II.45
Stuart, Mrs. W.S.	box II.45
Taguchi, Mr. R.	box II.45
Tapestries	box II.45
Tax-City	box II.45

Teachers College (Library)	box II.45
Technocratic Group	box II.45
Thank Yous	box II.45
Theft	box II.45
Thorndike, Prof. A.	box II.45
Thorndike, Prof. Lynn	box II.45
Tolmachoff, Eugenia (Mrs.)	box II.45
Treasurer	box II.45
Tregaskis and Son. Jas.	box II.45
Trent, Prof. Wm. P.	box II.45
Trinity College Hartford	box II.45
Tucker, Josiah	box II.45
Twain, Mark (Exhibition)	box II.45
Typewriters	box II.45
Union List of Publications	box II.45
United French Publishers--Mr. Sloog	box II.45
U.S. Bureau of Standards	box II.45
U.S. Department of Commerce	box II.45
U.S. Post Office	box II.45
U.S. Treasury Department	box II.45
University Extension	box II.45
Universum Book Export Co., Inc.	box II.45
Van Cortlandt, August us	box II.46
Vanderbilt University	box II.46
Verplanck, C.E.	box II.46
Voltaire (quotation)	box II.46
Wallace, Eugenia	box II.46
Ware Library	box II.46
Watchman's Reports	box II.46
Weeks, Raymond	box II.46
Weld, Prof. William	box II.46
Whitman, Walt. Collection.	box II.46

Williams, Mr. Blair	box II.46
Williamson, C.C., 1931-1934	box II.46
Williamson, C.C., 1935-1936	box II.46
Williamson, C.C., 1937	box II.46
Williamson, C.C., 1938	box II.46
Williams-Talcott	box II.46
Wilson Co., H.W.	box II.46
Wirtz, Mr. C.W.	box II.46
Witmark, Isidore	box II.46
W.P.A. Publications-County Archives, etc.	box II.46
Writings on American History	box II.46
"Y" Miscellaneous	box II.46
Yale	box II.46
Yale Films	box II.46
Yaman and Erbe	box II.46
Zanetti, J. Enrique	box II.46

Subseries II.2. Subject Files, 1920s-1973

Scope and Contents

This subseries contains four sets of Subject Files or general files from the Library's Central Files. The A-Z sequences are organized chronologically: the first runs up to 1942 (Box 47 to Box 64); followed by two A-Z sequences covering from 1942 to 1960 (Box 65 to Box 128, and again Box 129 to Box 171); and a final sequence from 1950 to 1970 (Box 172 to Box 238).

Title/Description	Instances
Subject Files, Up to, 1942	
A	box II.47
Accessions Lists	box II.47
Accounting	box II.47
Acquisitions-Thru, 1944	box II.47
Administration	box II.47
A.L.A.	box II.47
American Association of University Professors	box II.47
American Library Directory	box II.47
American Library in Paris	box II.47

Am	box II.47
A.R.L., 1933-1942	box II.47
B	box II.48
Bard College	box II.48
Be	box II.48
Benjamin, William Evarts	box II.48
Bibliographies	box II.48
Bibliotheca Columbiana	box II.48
Biological Abstracts	box II.48
Book Cleaning	box II.48
Book Collections	box II.48
Book Destruction	box II.48
Bookplates	box II.48
Book Trucks	box II.48
Br	box II.48
British Museum	box II.48
British Museum Catalog	box II.48
Broadman, Joseph, Dr.	box II.48
Brown, Charles H.	box II.48
Bulgarian Collection	box II.48
Bulletins of Information	box II.48
C	box II.49
Cadmus Book Shop, Inc.	box II.49
Cannon, Carl M.	box II.49
Carnegie Corporation	box II.49
Carnegie Endowment for International Peace	box II.49
Cartwright, Morse A.	box II.49
Cary, Melbert B. Jr. (The Press of the Wooly Whale)	box II.49
Catalogue Card Supply (Crane and Co.)	box II.49
Ch	box II.49
Champenois, Dr. J. J.	box II.49
Checking of Briefcases	box II.49

Chess Books	box II.49
University of Chicago	box II.49
Christmas Fund	box II.49
University of Cincinnati	box II.49
Classification	box II.49
Co	box II.49
Committee on Aid to Libraries in War Areas	box II.49
Committee on Protection of Valuable Possessions	box II.49
D	box II.50
Scope and Contents	
(Includes correspondence re: Loubat, under De Witt, Lockman and DeWitt)	
Danton, J. Perriam	box II.50
Dartmouth College	box II.50
Davis, Norman	box II.50
Defense [World War II]	box II.50
Departmental Library Policy	box II.50
Dewey Classification	box II.50
de Villier du Terrage Library	box II.50
Di	box II.50
Scope and Contents	
(Includes correspondence with dgr of H.N. Dodge and correspondence with A. Dunstan re: a boolplate exchange.)	
Dissertations	box II.50
<u>Physical Description:</u> (2 folders)	
D.K.E. (Delta Kappa Epsilon)	box II.50
Droz material	box II.50
Duke University	box II.50
Dulles Papers	box II.50
Duplicates	box II.50
E	box II.51

Scope and Contents

(Eastman Kodak Company, Board of Economic Warfare, Mrs. Walter Eddy, Edwards Brothers, Inc., Mr. Robert H. Elias, Emerson, Dr. Duncan Emrich, Dr. Maurice Ettinghausen, Eye Hospital)

Marc Eidlitz and Son, Inc.	box II.51
Ely, Dr. Richard T.	box II.51
Emerson Collection	box II.51
Encyclopedia Britannica	box II.51
English Institute	box II.51
Entry Cards	box II.51
Epstean Collection	box II.51
European Microfilms	box II.51
Evening Supervisor	box II.51
Exchanges	box II.51
Exhibitions	box II.51

Scope and Contents

(Contains a folder inside labeled "Committee on Exhibits")

Extension	box II.51
F	box II.52

Scope and Contents

(Miss Eleanor W. Falley, Librarian; Falstaff Press; Mrs. H.W. Farrington; F.W. Faxon Company; Feld-Crawford Act; Fellowships and Scholarships; Firdausi; Mrs. R.H. Fife; Film Daily Yearbook of Motion Pictures; Legation of Finland; Dr. Louis Finkelstein; Hamilton Fish; the Fitch Publishing Company, Inc.; Folmer Graflex Corporation; James W. Foster; Madame Foulche-Delbosc; Mr. Fowler; National Committee to Signalize Benjamin Franklin's Continuing Contribution to American Civilization; Dr. John C. French; Richard C. Frewen; Dr. Henry G. Friedman; Frick Art Reference Library; Robert Fulton)

Faculty	box II.52
500th Anniversary Invention of Printing	box II.52
Filing	box II.52

Film Library	box II.52
Filming	box II.52
Financial Office	box II.52
Fine Lists	box II.52
Fines	box II.52
Foulché-Delbosc Collection	box II.52
French Department	box II.52
"Friends of the Library"	box II.52
Funds	box II.52
G	box II.52
Scope and Contents	
(Henry L. Gage, Gaillard-Loubat Library Endowment Fund, Bertha Gerster-Gardini, Mr. Gest, Gottheil, Gesamtkatalog der preussischen Bibliotheken, Jekuthiel Ginsburg)	
Gifts	box II.52
Donald B. Gilchrist	box II.52
Go	box II.53
Gottheil Library	box II.53
Government Contracts	box II.53
Greek Library	box II.53
Griscom, Acton	box II.53
H	box II.53
Hardy Celebration	box II.53
Scope and Contents	
(Clare Leighton participated)	
Harkness Theatre	box II.53
Harvard	box II.53
He	box II.53
Hill, G.W.-Manuscript of	box II.53
Ho	box II.53
Hoover Collection	box II.53
Howson, Roger	box II.53

Scope and Contents

(Much on moving into Butler and arrangements)

Hunter College	box II.53
Huntington Library	box II.53
I	box II.54
University of Illinois	box II.54
Information for Students	box II.54
Insurance, 1941-1945	box II.54
Insurance, through, 1940	box II.54
J	box II.54
Johnstone, Annie Humphries	box II.54
Joint Committee on Importations	box II.54
K	box II.54
Kent, Edwin C., Collection	box II.54
Kent, H.W. Metropolitan Museum of Art	box II.54
Key Deposits	box II.54
Knapp Collection	box II.54
Korean Collection, 1931-1934	box II.54
Kuhlman, Dr. A. F.	box II.54
L	box II.55
In re: Lantern Slide Collections at Columbia	box II.55
Scope and Contents	
(For the Metropolitan Museum)	
Latin American Conference	box II.55
Latin American Holdings, 1939	box II.55
Lazarus, Emma Collection	box II.55
Li	box II.55
Library Bureau	box II.55
Library of Congress	box II.55
Library of Congress Printed Catalog	box II.55
Library Council	box II.55
Library Privileges-Affiliated Institutions	box II.56

Library Privileges-Alumni	box II.56
Library Privileges-American Institute of Banking	box II.56
Library Privileges-American Mathematical Society	box II.56
Library Privileges-Bard College	box II.56
Library Privileges-Borrowing Privileges	box II.56
Library Privileges-Certificates	box II.56
Library Privileges-College Entrance Examination Board	box II.56
Library Privileges-Departmental Library Policies	box II.56
Library Privileges-Deputized Borrowing	box II.56
Library Privileges-Employees	box II.56
Library Privileges-Extension Students	box II.56
Library Privileges-Extramural Courses	box II.56
Library Privileges-Faculty Privileges	box II.56
Library Privileges-Family	box II.56
Library Privileges-Fees	box II.56
Library Privileges-Forms Used for Library Privileges	box II.56
Library Privileges-Graduate Students	box II.56
Library Privileges-High School Student	box II.56
Library Privileges-Honorary Degrees	box II.56
Library Privileges-Institute of Social Research	box II.56
Library Privileges-Interlibrary Loan	box II.56
Library Privileges-Juilliard School of Music	box II.56
Library Privileges-Lending Service	box II.56
Library Privileges-Letters of Introduction	box II.56
Library Privileges-Library Regulations of Other Institutions	box II.56
Library Privileges-National Bureau of Economic Research	box II.56
Library Privileges-Navy Privileges	box II.56
Library Privileges-New School for Social Research	box II.56
Library Privileges-New York City Institutions	box II.56
Library Privileges-New York Public Library School, New York State Library School	box II.56

Library Privileges-Non-local Colleges	box II.56
Library Privileges-Officers	box II.56
Library Privileges-Outside Users	box II.56
Library Privileges-Privileges Granted in New York Libraries used in Professional and Scholarly Research	box II.56
Library Privileges-Office of Radio Research	box II.56
Library Privileges-Prospective Students	box II.56
Library Privileges-St. Luke's Hospital	box II.56
Library Privileges-Sloane Hospital	box II.56
Library Privileges-Stack Desks	box II.56
Library Privileges-Stack Privileges	box II.56
Library Privileges-Summer Session	box II.56
Library Privileges-Undergraduates	box II.56
Library Privileges-Union Theological Seminary	box II.56
Library Privileges-Use of Other Libraries by Columbia Students	box II.56
Library Privileges-Visiting Scholars	box II.56
Library Privileges-W. P. A.	box II.56
Locks	box II.56
Lodge Collection	box II.56
Loeb Classical Library	box II.56
Lydenberg, H. M.	box II.56
M	box II.57
Mail	box II.57
Dr. Archivald Malloch	box II.57
Mansfield Collection	box II.57
Manuscripts	box II.57
Masters Essays	box II.57
Masters Essays-Returned	box II.57
Me	box II.57
Medals	box II.57
Medical Library	box II.57

Meloney, Marie Mattingly (Mrs. William Brown Meloney)	box II.57
Mercantile Library Association	box II.57
Messenger Service	box II.57
Metcalf, Keyes D.	box II.57
Metropolitan Museum of Art	box II.57
H.H.B. Meyer	box II.57
Mezes papers-The Inquiry	box II.57
Miller diary	box II.57
University of Minnesota	box II.57
MO	box II.57
Monthly Reports	box II.57
Tom Mooney Papers	box II.57
Moving	box II.57
Municipal Reference Library	box II.57
MC	box II.57
N	box II.58
New York Public Library	box II.58
National Central Library	box II.58
New York Society Library	box II.58
New York Southern Society	box II.58
New York University	box II.58
Newark Public Library	box II.58
Newspaper Preservation	box II.58
Newspaper Publicity	box II.58
Newspapers	box II.58
The Nippon Club, Inc.	box II.58
Northwestern University	box II.58
O	box II.58
Officers' Reference Room	box II.58
P	box II.59
Parsons Prints	box II.59
Paris Peace Conference Papers	

	box II.59
Patent Specifications	box II.59
University of Pennsylvania	box II.59
Periodicals	box II.59
Perry Library	box II.59
Personnel Office	box II.59
Phonograph Records	box II.59
Photographs	box II.59
Posters	box II.59
Post-War Purchases	box II.59
Princeton University	box II.59
Pulitzer Prize	box II.59
Q	box II.59
Queens College	box II.59
R	box II.59
Josephine A. Rathbone	box II.59
Readers	box II.59
Resources of American Libraries	box II.59
Ro	box II.60
The Rockefeller Foundation	box II.60
W. W. Rockwell	box II.60
Jas. Gamble Rogers, Inc.	box II.60
Russian Collection	box II.60
Rutgers University	box II.60
S	box II.60
Se	box II.60
Schedules	box II.60
Augustus H. Shearer	box II.60
Sm	box II.60
Snead and Company	box II.60
Social Committee	box II.60
Spanish House	box II.60

Special Libraries Association	box II.61
Special Loans	box II.61
St	box II.61
Staff Manuals	box II.61
Staff Professional Reading	box II.61
A.L.A. Statistics to, 1945	box II.61
N. Y. State Statistics	box II.61
Princeton Statistics	box II.61
Statistics Committee	box II.61
Statistics Correspondence	box II.61
Statutes	box II.61
G. E. Stechert and Co.	box II.61
Stedman Material (Laura Stedman Gould)	box II.61
B. F. Stevens and Brown, Ltd.	box II.61
Library Supplies	box II.61
T	box II.62
Teas	box II.62
Telephone Tolls	box II.62
Telephones	box II.62
Thefts	box II.62
Tice and Lynch	box II.62
Torrey Botanical Club	box II.62
Transfers	box II.62
Travel	box II.62
Trumbic, Ante, Dr.	box II.62
Typographic Library	box II.62
Typographic Library, Judge Beach	box II.62
Typographic Library, Henry L. Bullen (Librarian at Jersey City Library) and Mrs. Grace R. Bullen	box II.62
Typographic Library, In re Sale of Duplicates (Replies to Inquiries)	box II.62
Typographic Library, General-in re proposed acquisition	box II.62
Typographic Library, Miscellaneous correspondence	box II.62

Scope and Contents

(See Library File for Eggert correspondence)

U-V	box II.63
Doris Ulmann Photograph Collection	box II.63
Union Catalog NYC	box II.63
Union List of Serials	box II.63
Union Theological	box II.63
University Microfilms	box II.63
Henry B. Van Hoesen	box II.63
Miss Fanny Borden, Librarian, Vassar College	box II.63
Vault	box II.63
Vollbehr Collection	box II.63
W	box II.63
Jerome P. Webster Library	box II.63
Wellesley College	box II.63
Joseph L. Wheeler	box II.63
Wi	box II.63
Williams College	box II.63
H. W. Wilson Co.	box II.64
Wilson Co. Service Basis	box II.64
L. R. Wilson	box II.64
W P A Projects in South Hall	box II.64
W. P. A.	box II.64
W. P. A. Projects-Historical Records Survey (Clifford L. Lord), 1938-1945	box II.64
W. P. A. Projects-Soil Conservation, 1938	box II.64
XYZ	box II.64
"Y" Collection	box II.64
Yale University	box II.64
Dr. A. de Yoanna	box II.64
"Z" Collection	box II.64
Zdanowicz, Casimir D.	box II.64

Subject Files-First Sequence from 1942 to 1960, 1943-1963	
Acquisitions	
Acquisitions, 1943	box II.65
Acquisitions, 1944	box II.65
Acquisitions, 1945 January to 1945 June, 1945, 1945	box II.65
Acquisitions, 1945 July to 1945 December, 1945, 1945	box II.65
Acquisitions, 1946 April to 1946 June, 1946, 1946	box II.65
Scope and Contents	
(Includes the acquisition of Fort Oswego Emergency Refugee Shelter materials)	
Acquisitions, 1946 January to 1946 March, 1946, 1946	box II.65
Acquisitions, 1946 July to 1946 September, 1946, 1946	box II.65
Acquisitions, 1946 October to 1946 December, 1946, 1946	box II.66
Acquisitions, 1947	box II.66
Acquisitions, 1949-1950	box II.66
Acquisitions Bibliographies, 1943-1948	box II.66
Acquisitions Considered and/or Rejected	
Considered and/or Rejected, 1947-1948	box II.66
Considered and/or Rejected, 1948-1949	box II.66
Considered and/or Rejected, 1949-1950	box II.66
Considered and/or Rejected, 1950-1951	box II.66
Considered and/or Rejected, 1951-1952	box II.66
Considered and/or Rejected, 1952-1953	box II.66
Considered and/or Rejected, 1953-1954	box II.67
Considered and/or Rejected, 1954-1955	box II.67
Considered and/or Rejected, 1955-1956	box II.67
Acquisitions-Dealers	
Dealers and Sales Catalogs, 1943-1945	box II.67
Dealers, 1943-1946	box II.67
Dealers, 1947-1950	box II.68
Dealers, 1950-1957	box II.68

Acquisitions-Africa, 1960-1962	box II.68
Acquisitions Department, 1943-1945	box II.68
Acquisitions Department, 1946-1947	box II.68
Acquisitions Department, 1948-1949	box II.68
Acquisitions Department, 1949-1950	box II.68
Acquisitions Department, 1950-1951	box II.68
Acquisitions Department, 1951-1952	box II.68
Acquisitions Department, 1952-1953	box II.68
Acquisitions Department, 1953-1954	box II.68
Acquisitions Department, 1954-1955	box II.68
Acquisitions Department, 1955-1956	box II.68
Acquisitions Duplicates and Acquisition Exchanges, 1942-1960	box II.69
Acquisitions Duplicates and Acquisition Exchanges, 1943-1945	box II.70
Acquisitions Duplicates and Acquisition Exchanges-U.S. Senate, undated	box II.70
Acquisitions Duplicates and Acquisition Exchanges- University of Athens, 1946-1947	box II.70
Acquisitions-Foreign Material, 1944-1945	box II.70
Acquisitions-Foreign Material, 1946	box II.70
Acquisitions-Foreign Material, 1947	box II.70
Acquisitions-Foreign Material, 1948	box II.70
Acquisitions-Foreign Material, 1949 January to 1949 June, 1949, 1949	box II.70
Acquisitions-Foreign Material, 1949-1950	box II.70
Acquisitions-Foreign Material, 1950-1955	box II.71
Acquisitions-Foreign Material, 1955-1962	box II.71
Acquisitions-Foreign Material-Calverley, Edwin E. (Dr.), 1944-1946	box II.71
Acquisitions-Foreign Material-Czechoslovak Project, 1947	box II.71
Acquisitions-Foreign Material-Farmington plan	box II.71
Farmington plan, 1946-1947	box II.71
Farmington plan, 1947-1948	box II.71

Farmington plan, 1948-1949	box II.71
Farmington plan, 1949-1950	box II.71
Farmington plan, 1950-1951	box II.71
Farmington plan, 1951-1952	box II.72
Farmington plan, 1952-1959	box II.72
Farmington plan, excerpts from minutes, undated	box II.72
Farmington plan, description by T.P. Fleming, undated	box II.72
Acquisitions-Foreign Material-Library of Congress	
Acquisitions-Foreign Material-Library of Congress Cooperative Purchasing, 1945-1950	box II.72
Acquisitions-Foreign Material-Library of Congress Russian Project, 1946-1947	box II.72
Acquisitions-Foreign Material-Library of Congress Russian Project, 1947-1948	box II.72
Acquisitions-Foreign Material-Library of Congress Russian Project, 1948-1949	box II.72
Acquisitions-Foreign Material-Library of Congress Russian Project, 1949-1950	box II.72
Acquisitions-Foreign Material-Library of Congress Russian Publications, 1943-1950	box II.72
Acquisitions-Foreign Material-Acquisitions-Foreign Material-Library of Congress Russian Project, 1943-1945	box II.73
Acquisitions-Foreign Material-Library of Congress Joint Committee Slavic Studies Project, 1954-1956	box II.73
Acquisitions-Foreign Material Russian and Slavic Publications	
Joint Committee on Slavic Studies Project, 1950-1954	box II.73
Russian and Slavic Publications, 1950-1951	box II.73
Russian and Slavic Publications, 1951-1952	box II.73
Russian and Slavic Publications, 1952-1953	box II.73
Russian and Slavic Publications, 1953-1954	box II.73
Russian and Slavic Publications, 1954-1955	box II.73
Russian and Slavic Publications, 1955-1956	box II.74
Russian and Slavic Publications, 1956-1957	box II.74
Russian and Slavic Publications, 1957-1958	box II.74
Russian and Slavic Publications, 1958-1959	box II.74

Russian and Slavic Publications: Mezhdumarodnaia Kniga Contract, 1950-1951	box II.74
Russian Duplicates Exchange Program, 1950-1951	box II.74
Acquisitions-Foreign material, World War II Materials, undated	box II.74
Acquisitions-Microfilms, Biddle, Hamilton and Jackson Project, 1949-1950	box II.75
Acquisitions-Microfilms, Biddle, Hamilton and Jackson Project, 1948-1949	box II.75
Acquisitions-Microfilms, Library of Congress Microfilming Clearing House, undated	box II.75
Acquisitions-Microfilms, 1948-1949	box II.75
Acquisitions-Microfilms, 1949-1950	box II.75
Acquisitions-Offers-Not accepted, 1953-1962	box II.75
Acquisitions Policy, 1940-1950	box II.75
Acquisitions-Sampling of Yearly Accessions, 1948-1960	box II.75
Acquisitions-Searching, 1943-1949	box II.75
Acquisitions Serials, 1943-1950	box II.75
Special Acquisition Records, 1943-1945	box II.75
Stone, Harlan F, Chief Justice, undated	box II.75
Acquisitions-United Nations, 1943-1945	box II.76
Acquisitions-United Nations, 1946-1947	box II.76
Activities	
Commencement, 1943-1950	box II.76
Inauguration-Eisenhower, 1948	box II.76
Luncheons, 1943-1950	box II.76
Receptions, 1948-1950	box II.76
Reception-Eisenhower, 1948	box II.76
Receptions-Japanese Collection, 1948	box II.76
Receptions-Malone, Dumas, 1948	box II.76
Receptions-Nevins, Allen, 1949	box II.76
Staff, 1946-1950	box II.76
Staff-Teas, 1943-1945	box II.76
Staff-Teas, 1945-1950	box II.76

Social Committee, 1943-1945	box II.76
Student Organizations, 1948-1950	box II.76
Administration	
Administration, 1943-1948	box II.77
Administration, 1949-1950	box II.77
Administration, 1950-1951	box II.77
Administrative and Organizational Changes, 1944-1950	box II.77
Administrative and Organizational Changes, 1950-1951	box II.77
Scope and Contents	
(Includes 1937 codification)	
Butler Library-Change in Name, 1946	box II.77
Committees, 1940-1950	box II.77
Committees, 1950-1951	box II.77
Director's Advisory Committee, 1950-1951	box II.77
Audio-Visual Committee, 1948	box II.77
Campus Development Committee, 1946	box II.77
Educational Policy Committee, 1943-1945	box II.77
Exhibitions Committee, 1945-1947	box II.77
Fees Committee, 1945	box II.77
Protection of Valuable Possessions Committee, 1943-1946	box II.77
Public Documents Committee, undated	box II.77
School of Library Service Committee, 1943-1945	box II.77
Staff Advisory Committee, 1943-1945	box II.77
Staff Professional Reading Committee, 1943-1948	box II.77
Statistics Committee, 1949-1950	box II.77
War Memorial Committee, 1943-1945	box II.77
Departmental Library Policy, 1943-1945	box II.78
Departmental Library Policy, 1946-1947	box II.78
Directors Discussions, 1943-1945	box II.78
Directors Discussions, 1946-1947	box II.78

Humanities-Social Sciences Building, 1947	box II.78
Ink Dispensing, 1948	box II.78
Filing Procedure, 1943-1950	box II.78
Insurance	
Insurance-Fine Arts Policy, Additions, 1950-1955	box II.78
Insurance-Inventory of, 1943	box II.79
Insurance-Inventory of, 1947	box II.79
Insurance-Inventory of, 1951	box II.78
Insurance-Inventory of, 1955	box II.78
Insurance, 1946-1947	box II.78
Insurance, 1948-1949	box II.78
Insurance, 1949-1950	box II.78
Insurance, 1950-1951	box II.78
Insurance, 1951-1952	box II.78
Insurance, 1952-1953	box II.78
Insurance, 1953-1954	box II.78
Insurance, 1954-1955	box II.79
Insurance, 1955-1956	box II.79
Insurance, 1956-1957	box II.79
Invitations	
Invitations, 1955-1956	box II.79
Invitations, 1953-1955	box II.79
Invitations, 1950-1953	box II.79
Invitations, 1942-1950	box II.79
Library Committee of the University Council	
Library Committee of the University Council, 1950-1951	box II.80
Library Committee of the University Council, 1951-1952	box II.80
Library Committee of the University Council, 1952-1953	box II.80
Library Committee of the University Council, 1953-1954	box II.80

Library Committee of the University Council, 1954-1955	box II.80
Library Committee of the University Council, 1955-1956	box II.80
Library Committee of the University Council, 1956-1957	box II.80
Library Council	
Library Council, 1943-1945	box II.80
Library Council, 1946-1947	box II.80
Library Council, 1948-1949	box II.80
Library Council, 1949-1950	box II.80
Library Council-Executive Committee, 1948-1949	box II.80
Library Council-Executive Committee, 1949-1950	box II.80
Library Council-Executive Committee, 1947	box II.81
Library Council-Memoranda	box II.81
Library Office, 1945-1950	box II.81
Library Office, 1950-1951	box II.81
Library Program, 1946-1950	box II.81
Library Program, 1950-1951	box II.81
Library Program-Statement of Aims and Policies, 1943-1945	box II.81
Office Memoranda-General Meetings, 1960-1962	box II.81
Meetings, 1946-1947	box II.82
Meetings, 1948-1949	box II.82
Meetings, 1949-1950	box II.82
Supervising Librarians Meetings, 1962	box II.82
Supervising Librarians Meetings, 1948-1950	box II.82
Projects Planned, 1945-1950	box II.82
Projects Planned-Archives Training, undated	box II.82
Projects Suggested, 1949-1950	box II.82
Questionnaires	
Questionnaires, 1943-1945	box II.84
Questionnaires, 1946-1947	box II.84
Questionnaires, 1948-1949	box II.84

Questionnaires, 1949-1950	box II.84
Questionnaires, 1950-1951	box II.84
Questionnaires, 1951-1952	box II.84
Questionnaires, 1952-1953	box II.84
Questionnaires, 1953-1954	box II.84
Questionnaires, 1954-1953	box II.83
Questionnaires, 1955-1956	box II.83
Questionnaires, 1956-1957	box II.83
Questionnaires, 1957-1958	box II.83
Questionnaires, 1958-1959	box II.82
Questionnaires, 1959-1960	box II.82
Statistics-New York State Education Department, Reports, 1943-1950	box II.85
Statistics-Princeton University, Reports, 1943-1950	box II.85
Schedules, 1949	box II.85
Statistics-Analysis of Service Points, Reports, 1949-1950	box II.85
Surveys	box II.55
Surveys and Reports, 1950-1956	box II.85
Surveys-Barnard College, 1954	box II.85
Surveys-Central Serials Records at Columbia, undated	box II.85
Surveys-CU Self Survey, 1956	box II.85
Surveys-Middle States Association, 1947-1950	box II.85
Surveys-Personnel Classification, undated	box II.86
Surveys-Social Science Department, 1946-1947	box II.86
Surveys-Booz, Allen and Hamilton, 1946-1948	box II.86
Surveys, 1943-1950	box II.86
Surveys-Cataloging Department, Procedures: Searching, 1955	box II.86
Surveys-Cataloging Department, Processing, undated	box II.86
Surveys-Cataloging, 1943-1945	box II.86
Surveys-Union Theological Seminary, 1946-1947	box II.86
Surveys-Wilson, Coney and Metcalf, 1943-1950	box II.86

University Bibliography, 1943-1945	box II.87
Veterans, 1944-1946	box II.87
Staff Teaching, 1946-1950	box II.87
Statutes, 1948-1950	box II.87
Technical Services, 1943-1950	box II.87
Associations	
Agriculture Library (defunct), undated	box II.87
Alien Property Custodian, 1950-1951	box II.87
Alien Property Custodian, 1943-1950	box II.87
American Book Center for War Devastated Libraries, Inc. (now US Book Exchange), 1945-1949	box II.87
American Council on Education, 1943-1945	box II.87
American Geographical Society, 1950-1951	box II.88
American Geographical Society, 1948-1950	box II.88
Anglo-American-Hellenic Bureau of Education, 1946-1950	box II.88
Conference of Eastern College Librarians, 1958	box II.88
Association of Research Libraries (ARL), 1957-1958	box II.88
American Library Association, Annual and Midwinter Meetings, 1959-1960	box II.88
American Library Association, Annual and Midwinter Meetings, 1958-1959	box II.88
American Library Association, Annual and Midwinter Meetings, 1957-1958	box II.88
Statutes, 1951	box II.88
Statistics-New York State Education Department, 1950-1951	box II.88
Statistics-Princeton University Reports, 1950-1951	box II.88
Statistics-ACRL US Office of Education, 1950-1960	box II.88
Insurance, 1957-1958	box II.88
Library Committee of the University Council, 1957-1958	box II.88
Association of Research Libraries (ARL) Committee on Statistics of Library Holdings, 1947-1950	box II.89

Association of Research Libraries (ARL) Committee on Translations of Russian Scientific and Technical Journals, undated	box II.89
Association of Research Libraries (ARL) Committee on UNESCO Affairs, 1948-1949	box II.89
Association of Research Libraries (ARL) Committee on UNESCO Affairs, 1947	box II.89
Association of Research Libraries (ARL) Committee on UNESCO Affairs, 1949-1950	box II.89
Association of Research Libraries (ARL) Committee on UNESCO Affairs, 1950-1954	box II.89
Association of Research Libraries (ARL) Committee on UNESCO Affairs (Wartime Periodicals), undated	box II.89
Association of Research Libraries (ARL) Monticello Conference, undated	box II.89
Council of National Library Association, 1947-1948	box II.89
Scope and Contents	
(See also, American Library Association Committee on Aid to Libraries in War Areas)	
Council of National Library Association, 1943-1945	box II.89
East and West Association (The), 1943-1945	box II.89
Educational Film Library Association, 1943-1945	box II.89
Music Library Association, 1946-1947	box II.89
New York Library Association, 1946-1950	box II.90
New York Library Association, 1943-1945	box II.90
New York Library Association-State Library Survey, 1946-1947	box II.90
New York Library Association-State Library Survey, 1945	box II.90
New York Library Club, undated	box II.90
Special Libraries Association, 1948-1950	box II.90
Special Libraries Association, 1943-1945	box II.90
Avery Library	box II.90
Avery Library, 1943-1945	box II.90
Avery Library, 1946-1947	box II.90
Avery Library, 1947-1948	box II.90
Avery Library, 1948-1949	

	box II.90
Avery Library, 1949-1950	box II.90
Avery Library, 1950-1951	box II.90
Avery Library, 1951-1952	box II.90
Avery Library, 1952-1953	box II.90
Avery Library, 1953-1954	box II.90
Avery Library, 1954-1955	box II.90
Avery Library, 1955-1956	box II.90
Avery Library, 1956-1957	box II.90
Avery Library, 1957-1958	box II.90
Bancroft Foundation Fund Awards, 1952	box II.91
Bancroft Foundation Fund, 1949-1950 to 1953-1954, 1949-1950, 1953-1954	box II.91
Bancroft Foundation Fund, 1945-1946 to 1948-1949, 1945-1946, 1948-1949	box II.91
Bancroft Foundation Fund-Bancroft Committee Minutes, 1946	box II.91
Bancroft Requests (JHB), undated	box II.91
Bancroft, 1955-1959	box II.91
Bancroft, 1947-1954	box II.91
Barnard Library, 1943-1947	box II.92
Binding Department	box II.92
Binding Department, 1943-1945	box II.92
Binding Department, 1946-1947	box II.92
Binding Department, 1948-1949	box II.92
Binding Department, 1949-1950	box II.92
Binding Department, 1950-1951	box II.92
Binding Department, 1951-1952	box II.92
Binding Department, 1952-1953	box II.92
Binding Department, 1953-1954	box II.92
Binding Department, 1954-1955	box II.92
Binding Department, 1955-1956	box II.92
Binding Department, 1957-1959	box II.92
Committee on Binding, 1939	

	box II.92
Books Across the Sea Society in America, 1946-1951	box II.92
Books Across the Sea Society in America, 1943-1945	box II.92
Brander Methews Museum, 1947-1959	box II.92
Buildings and Maintenance	
Buildings and Maintenance, 1943-1945	box II.93
Buildings and Maintenance, 1946-1947	box II.93
Buildings and Maintenance, 1948-1949	box II.93
Buildings and Maintenance, 1949-1950	box II.93
Buildings and Maintenance, 1950-1951	box II.93
Buildings and Maintenance, 1951-1952	box II.93
Buildings and Maintenance, 1952-1953	box II.93
Buildings and Maintenance, 1953-1954	box II.93
Buildings and Maintenance, 1954-1955	box II.93
Buildings and Maintenance, 1955-1956	box II.93
Business Library, 1947	box II.93
Cleaning, 1945-1947	box II.93
Cleaning Books, 1944-1945	box II.93
Directories, 1946-1947	box II.93
Directories, 1945	box II.93
Harkness Theatre, 1943-1950	box II.93
Information Desk, 1943-1945	box II.93
Inquiries, 1948	box II.93
Inquiries, 1946-1947	box II.93
Inquiries, 1943-1945	box II.93
Stacks, 1950-1951	box II.93
Protection Holmes, undated	box II.93
Lighting, 1956-1960	box II.94
Keys, 1946-1950	box II.94
Keys, 1943-1945	box II.94
Lighting, 1955-1956	box II.94
Lighting, 1954-1955	box II.94

Lighting, 1953-1954	box II.94
Lighting, 1952-1953	box II.94
Lighting, 1951-1952	box II.94
Lighting, 1950-1951	box II.94
Lighting, 1949-1950	box II.94
Lighting, 1948-1949	box II.94
Lighting, 1946-1947	box II.94
Lighting, 1945	box II.94
Low Library, 1943-1945	box II.94
Scope and Contents	
(Empty folder)	
Low Library-Alteration, 1943-1945	box II.95
Painting, 1945-1953	box II.95
Photographs, 1944	box II.95
Protection, 1943-1950	box II.95
Protection-Air Raid Directions, 1943-1945	box II.95
Protection-Fire, 1943-1945	box II.95
Protection-Thefts, 1944-1945	box II.95
Protection-Thefts-Wm. J. Fitzgerald, 1948	box II.95
Protection-Thefts-Jacob, Henry E., 1947-1948	box II.95
Protection-Passes, 1945	box II.95
Room Assignments, 1946-1950	box II.95
Room Assignments, 1943-1945	box II.95
Room Assignment-Joint Distribution Committee, 1943	box II.95
Room Assignments-Seminar, 1944-1945	box II.95
Schermerhorn, 1943-1945	box II.95
Security Vaults, 1943-1945	box II.95
Social Science Libraries, 1946-1947	box II.95
Space Adjustments, 1948-1950	box II.95
Space Adjustment, 1946-1947	box II.95
Space Adjustments, 1943-1945	box II.95
Stacks, 1944-1949	box II.95

Staff Rest Rooms, 1944	box II.95
Burgess Carpenter Library, 1954-1961	box II.96
Burgess Carpenter Library, 1925-1953	box II.96
Burgess Carpenter Library, 1952	box II.96
Burgess Carpenter Library, 1952	box II.96
Business Library, 1957-1959	box II.96
Business Library, 1944-1956	box II.96
Business Library, 1949-1950	box II.96
Business Library, 1948-1949	box II.96
Business Library, 1946-1947	box II.96
Business Library, 1943-1945	box II.96
Business Library-Montgomery Library, 1943-1945	box II.96
Butler Division-General, 1946-1960	box II.97
Browsing Room, 1934-1955	box II.97
Butler Division-Newspapers, 1949-1958	box II.97
Scope and Contents	
(See also, Journalism-Newspapers)	
Butler Library-Plans, 1945-1961	box II.97
Carnegie Corporation, 1943-1945	box II.97
Catalog Department	box II.97
Catalog Department, 1955-1956	box II.97
Catalog Department, 1954-1955	box II.97
Catalog Department, 1953-1954	box II.97
Catalog Department, 1952-1953	box II.97
Catalog Department, 1951-1952	box II.97
Catalog Department, 1950-1951	box II.97
Catalog Department, 1949-1950	box II.97
Catalog Department, 1948-1949	box II.97
Catalog Department, 1946-1947	box II.97
Catalog Department, 1943-1945	box II.97
Catalog Department-Documents Division, 1943-1948	box II.97
Catalog Department-Filming of Catalog, 1942-1951	box II.97

Catalog Department-Serials Division, 1950-1957	box II.97
Catalog Department-Serials Division, 1943-1945	box II.97
Cataloging	
Cataloging, 1943-1945	box II.98
Cataloging, 1946-1947	box II.98
Cataloging, 1947-1949	box II.98
Cataloging, 1949-1950	box II.98
Cataloging, 1950-1951	box II.98
Cataloging, 1951-1952	box II.98
Cataloging, 1952-1953	box II.98
Cataloging, 1953-1954	box II.98
Cataloging, 1954-1955	box II.98
Cataloging, 1955-1956	box II.98
Cataloging-Classifications, 1944-1945	box II.98
Cataloging-Dewey Classifications, 1944	box II.98
Cataloging-Subject Headings, 1945	box II.98
Cataloging-Depository Catalogs, 1944-1945	box II.98
Cataloging-East Asiatic Collection, 1938-1952	box II.98
Cataloging-East Asiatic Collection, 1943-1948	box II.98
Cataloging-Filing Rules, 1946-1950	box II.98
Cataloging-Filing Rules, 1944-1945	box II.98
Cataloging-Hispanic Institute, 1944	box II.98
Cataloging-Library of Congress Catalog Cards and Publications, 1948-1949	box II.98
Cataloging-Library of Congress Cooperative Cataloging, 1943-1947	box II.98
Cataloging-Microfilm, 1943-1945	box II.98
Cataloging-Special Collections, 1942-1948	box II.98
Cataloging-Union Catalogs, 1943-1950	box II.98
Chemistry Library, 1943-1945	box II.99
Chinese History Project, 1947	box II.99
Circulation (Butler Division), 1957-1959	box II.99
Circulation (Butler Division), 1949-1956	box II.99

Circulation Department, 1949-1950	box II.99
Circulation Department, 1948-1949	box II.99
Circulation Department, 1946-1947	box II.99
Circulation Department, 1943-1945	box II.99
Circulation Department-Local Interlibrary Loans, 1943-1945	box II.99
Civilian Defense Library	box II.99
Civilian Defense-Columbia Committee on Preservation of University Records, 1951-1952	box II.99
Civilian Defense-Columbia Committee on Preservation of University Records, 1950-1951	box II.99
College Library, 1943-1949	box II.100
College Library, 1954-1959	box II.100
College Library-Humanities Reading Room, 1948	box II.100
Colleges and Universities, 1943-1945	box II.100
Colleges and Universities, 1946-1947	box II.100
Colleges and Universities, 1948-1949	box II.100
Colleges and Universities, 1949-1950	box II.100
Colleges and Universities	
Brooklyn College, 1943-1945	box II.100
Brown University, 1943-1945	box II.100
Caen, University of, 1945-1947	box II.100
California, University of, 1943-1945	box II.100
Catholic University of America, 1943-1945	box II.100
Chicago, University of, 1943-1945	box II.100
Cincinnati, University of, 1943-1945	box II.100
Cornell University, 1944-1945	box II.100
Duke University, 1943-1944	box II.100
Harvard University, 1943-1945	box II.100
Harvard University-Metcalf Survey, 1943-1945	box II.100
Illinois, University of, 1943-1945	box II.100
Iowa State College, 1943-1945	box II.100
Louisiana State University, 1943-1945	box II.100

Minnesota, University of, 1943-1945	box II.100
Missouri, University of, 1943-1944	box II.100
Mount Holyoke College, 1943-1945	box II.100
New York, College of the City of, 1943-1944	box II.100
New York University, 1943-1945	box II.100
North Carolina, University of, 1943-1945	box II.100
Northwestern University, 1943-1945	box II.100
Pennsylvania, University of, 1943-1945	box II.100
Pratt Institute, 1943-1945	box II.100
Princeton University, 1943-1945	box II.100
Queens College, 1943-1945	box II.100
Rochester, University of (The), 1943-1945	box II.100
Rutgers University, 1944-1945	box II.100
Union Theological Seminary, 1943-1945	box II.100
Vassar College, 1943-1945	box II.100
Wellesley College, 1944-1945	box II.100
Yale University, 1943-1945	box II.100
Yeshiva College, 1944-1945	box II.100
Columbia College, 1943-1946	box II.100
Columbiana, 1950	box II.100
Cooperative Library, 1949-1958	box II.101
Development Program, 1948-1952	box II.101
East Asian Library, 1960-1962	box II.101
East Asian Library, 1957-1962	box II.101
Scope and Contents	
(Kent Move--Sackler)	
East Asiatic Collection, 1943-1945	box II.101
East Asiatic Collection, 1946-1947	box II.101
East Asiatic Collection, 1948-1949	box II.101
East Asiatic Collection, 1949-1950	box II.101
East Asiatic Collection, 1952-1956	box II.101
East Asiatic Collection, 1957-1959	box II.101

East Asiatic Collection-Missing Japanese Books, undated	box II.101
East Asiatic Collection-Rockefeller Foundation Grant, undated	box II.101
Engineering Library, 1943-1950	box II.102
Engineering Library-Development and Construction, 1947	box II.102
Engineering Library-Physics Library, 1943-1945	box II.102
Finance	
Finance, 1943-1945	box II.102
Finance, 1946-1947	box II.102
Finance, 1947-1948	box II.102
Finance, 1948-1949	box II.102
Finance, 1949-1950	box II.102
Finance, 1950-1951	box II.102
Finance, 1951-1952	box II.102
Finance, 1952-1953	box II.102
Finance, 1953-1954	box II.102
Finance, 1954-1955	box II.102
Finance, 1955-1956	box II.102
Accounting, 1943-1945	box II.102
Accounting, 1946-1947	box II.102
Accounting, 1948-1949	box II.102
Accounting, 1949-1950	box II.102
Accounting-Medical Library, 1943-1945	box II.102
Accounting-Music Library, 1946-1947	box II.102
Cost Estimates, 1949-1950	box II.102
Cost Estimates, 1944-1949	box II.102
Discounts, 1947	box II.102
Discounts, 1943-1945	box II.102
Fines, 1960-1962	box II.102
Fines, 1947-1958	box II.102
Fines, 1956-1957	box II.102
Fines, 1955-1956	box II.103

Fines, 1952-1953	box II.103
Fines, 1951-1952	box II.103
Fines, 1950-1951	box II.103
Fines, 1949	box II.103
Fines, 1943-1945	box II.103
Fines, 1954-1955	box II.103
Funds, 1957-1958	box II.103
Funds, 1956-1957	box II.103
Budget-Books and Book Binding, Acquisitions Policy, Cost Analysis, 1960-1961	box II.103
Funds, 1943-1945	box II.103
Funds, 1946-1947	box II.104
Funds, 1948-1949	box II.104
Funds, 1949-1950	box II.104
Funds, 1950-1951	box II.104
Funds, 1951-1952	box II.104
Funds, 1952-1953	box II.104
Funds, 1953-1954	box II.104
Funds, 1953-1954	box II.104
Funds, 1954-1955	box II.104
Funds, 1955-1956	box II.105
Key Deposits, 1943-1945	box II.105
Photograph Division, 1943-1945	box II.105
Postwar Purchase Fund, undated	box II.105
Postwar Purchase Fund, 1943-1945	box II.105
Foundations Rockefeller for Taubenschlog	box II.105
Geology Library and Maps, 1947-1950	box II.105
Guide to Comparative Literature and Intercultural Relations, 1943-1944	box II.105
Indian Institute, undated	box II.105
International Use of Books, 1946-1947	box II.105
International Use of Books, 1943-1945	box II.105
Journalism Library, 1945	box II.105

Journalism Library, 1946-1947	box II.105
Journalism Library, 1948-1949	box II.105
Journalism Library, 1949-1950	box II.105
Journalism Library, 1949-1962	box II.105
Law Library, 1954-1955	box II.105
Law Library, 1953-1954	box II.105
Law Library, 1952-1953	box II.105
Law Library, 1951-1952	box II.105
Law Library, 1950-1951	box II.105
Law Library, 1949-1950	box II.105
Law Library, 1948-1949	box II.105
Law Library, 1946-1947	box II.106
Law Library, 1943-1945	box II.106
Law Library Officers Reading Room, undated	box II.106
Law School, undated	box II.106
Lending Service, 1947-1959	box II.106
Libraries	
Libraries, 1949-1950	box II.106
Libraries, 1946-1947	box II.106
Libraries, 1947-1948	box II.106
Libraries, 1948-1949	box II.106
American Library in Paris, Inc., undated	box II.106
Foreign Librarians, 1946-1947	box II.106
Foreign Librarians, 1944-1945	box II.106
Franklin Benjamin Library of Mexico City, 1946	box II.106
Greek Library, 1944	box II.106
Grosvenor Library (The), 1943-1945	box II.106
Horace Mann Library, undated	box II.106
Library of Congress, undated	box II.106
Library of Congress Catalog of Printed Cards, 1948	box II.106
Library of Congress Catalog of Printed Cards, 1943-1945	box II.106

Library of Congress Checklist of Certain Periodicals, 1943	box II.106
Library of Congress Depository Catalogs, 1946-1947	box II.106
Library of Congress Hispanic Foundation, 1943-1945	box II.106
Library of Congress Policy Planning Committee, 1947	box II.106
Montclair Free Public Library, undated	box II.106
National Central Library, 1943-1945	box II.106
New York Public Library, 1943-1950	box II.107
New York Public Library Acquisition Division, 1943-1945	box II.107
New York Public Library Bibliographer, 1944	box II.107
New York Public Library Columbia Sub-Branch, 1946-1947	box II.107
New York Public Library Columbia Sub-Branch, 1943-1945	box II.107
New York Public Library Director, 1943-1945	box II.107
New York Public Library Documents, 1943-1945	box II.107
New York Public Library Reference Department, 1943-1945	box II.107
Newark Public Library, 1943	box II.107
New York Society Library, 1947	box II.107
Wilson, Woodrow Memorial Library, undated	box II.107
Library Committee Reports, 1951	box II.107
Library Cooperation, 1949-1950	box II.107
Library Cooperation, 1948-1949	box II.107
Library Cooperation Steering Committee, 1949-1950	box II.107
Lost and Found Books, 1943-1945	box II.108
Lost and Found, Damaged and Stolen Books, 1952-1953	box II.108
Lost and Found, Damaged and Stolen Books, 1953-1954	box II.108
Lost and Found, Damaged and Stolen Books, 1954-1955	box II.108
Lost and Found, Damaged and Stolen Books, 1955-1956	box II.108
Lost, Found, Damaged and Stolen Books, 1946-1947	box II.108
Lost, Found, Damaged and Stolen Books, 1948-1949	box II.108
Lost, Found, Damaged and Stolen Books, 1949-1950	box II.108

Lost, Found, Damaged and Stolen Books, 1950-1951	box II.108
Lost, Found, Damaged and Stolen Books, 1951-1952	box II.108
Library Expansion, 1957	box II.108
Scope and Contents (not foldered)	
South Hall Report, 1935	box II.108
Scope and Contents (not foldered)	
Low Library Alterations, undated	box II.108
Scope and Contents (not foldered)	
Mathematics Library-American Mathematical Society, 1950-1951	box II.109
Mathematic Library-American Math Society, 1949-1950	box II.109
Mathematics Library-American Mathematical Society, 1943-1945	box II.109
Mathematics Library-American Mathematical Society, 1946-1947	box II.109
Mathematics Library-American Mathematics Society, 1948-1949	box II.109
Medical Library	
Medical Library, 1955-1956	box II.109
Medical Library, 1943-1945	box II.109
Medical Library, 1946-1947	box II.109
Medical Library, 1948-1949	box II.109
Medical Library, 1949-1950	box II.109
Medical Library, 1950-1951	box II.109
Medical Library, 1951-1952	box II.109
Medical Library, 1952-1953	box II.109
Medical Library, 1953-1954	box II.109
Medical Library, 1954-1955	box II.109
Medical Library-Tropical Medicine, 1943-1945	box II.109
Middle East	box II.110

Middle East-Reports, Committee Agenda, Lists, Minutes, etc., undated	box II.110
Middle East Newsletter, undated	box II.110
Middle East Newsletter-Distribution, 1960-1962	box II.110
Modern Languages Reading Room, 1952	box II.110
Music Library, 1945	box II.110
Music Library, 1946-1947	box II.110
Music Library, 1948-1949	box II.110
Music Library, 1949-1950	box II.110
Music Library, 1950-1961	box II.110
Music Lounge (Proposed), 1944-1954	box II.110
Natural Science Libraries, 1946-1950	box II.111
Newspapers, undated	box II.111
Periodicals-Cancelled, undated	box II.111
Oral History Research Office	
Oral History Research Office, 1948-1949	box II.111
Oral History Research Office, 1949-1950	box II.111
Oral History Research Office, 1950-1951	box II.111
Oral History Research Office, 1951-1952	box II.111
Oral History Research Office, 1952-1953	box II.111
Oral History Research Office, 1953-1954	box II.111
Oral History Research Office, 1954-1955	box II.111
Oral History Research Office, 1955-1956	box II.111
Paterno Library, 1952	box II.111
Paterno Library, 1946-1959	box II.111
Philosophy, 1948-1949	box II.111
Photographic Services	
Photographic Services, 1954-1955	box II.112
Photographic Services, 1953-1954	box II.112
Photographic Services-Microfilming, 1954-1955	box II.112
Photographic Services-Microfilming, 1953-1954	box II.112
Photographic Services, 1955-1956	box II.112
Photographic Services, 1952-1953	

	box II.112
Photographic Services, 1951-1952	box II.112
Photographic Services, 1950-1951	box II.112
Photographic Services, 1949-1950	box II.112
Photographic Services, 1947-1948	box II.112
Photographic Services, 1946-1947	box II.112
Photographic Services, 1943-1945	box II.112
Photographic Services Medical Center and Medical Library, undated	box II.112
Photographic Services-Microfilming, 1955-1956	box II.112
Photographic Services-Microfilming, 1952-1953	box II.112
Photographic Services-Microfilming, 1949-1950	box II.112
Photographic Services-Microfilming, 1948-1949	box II.112
Photographic Services-Microfilming, 1947-1948	box II.112
Photographic Services-Microfilming, 1951-1952	box II.112
Photographic Services-Microfilming, 1950-1951	box II.112
Photographic Services-Microfilming, 1946-1947	box II.112
Photographic Services-Microfilming, Black and Trumbell, 1947-1948	box II.112
Photographic-Microfilming, 1943-1945	box II.112
Photographic Services-Yale Chronicle of America Films, undated	box II.112
Photography Microcards, 1943-1945	box II.112
Photography Photostats, 1943-1945	box II.112
Public Relations	
Public Relations, 1955-1956	box II.113
Public Relations, 1954-1955	box II.113
Public Relations, 1953-1954	box II.113
New York City Librarians Meeting Report, undated	box II.113
Public Relations, 1952-1953	box II.113
Public Relations, 1943-1945	box II.113
Public Relations, 1946-1947	box II.113
Public Relations, 1948-1949	box II.113
Public Relations, 1949-1950	

	box II.113
Public Relations, 1950-1951	box II.113
Public Relations, 1951-1952	box II.113
Public Relations-Exhibits, 1943-1944	box II.113
Public Relations-Exhibits, 1945	box II.113
Public Relations-Exhibits, 1946-1947	box II.113
Public Relations-Exhibits, 1948-1949	box II.113
Public Relations-Exhibits, 1949-1950	box II.113
Public Relations-Exhibits, 1950-1951	box II.113
Public Relations-Exhibits, 1951-1952	box II.113
Public Relations-Exhibits, 1952-1953	box II.113
Public Relations-Exhibits, 1953-1954	box II.114
Public Relations-Exhibits, 1954-1955	box II.114
Public Relations-Exhibits, 1955-1956	box II.114
Public Relations-Exhibitions Insurance, 1945-1946	box II.114
Public Relations-Exhibitions Insurance, 1943-1945	box II.114
Public Relations-Exhibitions Metropolitan Museum of Art, 1943-1945	box II.114
Public Relations-Exhibits Pushkin, undated	box II.114
Public Relations-Friends of the Library, 1943-1945	box II.114
Public Relations-Correspondence and Policy regarding Press Releases, 1948-1950	box II.114
Public Relations-Spectator and General View, undated	box II.114
Public Relations-Standard Register Co., 1947	box II.114
Public Relations-Visitors, 1943-1945	box II.114
Public Relations-Visitors, 1946	box II.114
Public Relations-Visitors, 1947	box II.114
Public Relations-Visitors, 1948-1949	box II.115
Public Relations-Visitors, 1949-1950	box II.115
Public Relations-Visitors, 1950-1951	box II.115
Public Relations-Visitors, 1951-1952	box II.115
Public Relations-Visitors, 1952-1953	box II.115
Public Relations-Visitors, 1953-1954	box II.115

Public Relations-Visitors, 1954-1955	box II.115
Public Relations-Visitors, 1955-1956	box II.115
Publications, 1943-1945	box II.116
Publications-American Library Directory, 1948	box II.116
Publications-American Library Directory, 1943-1945	box II.116
Publications-Bulletins of Information, 1950-1951	box II.116
Publications-Bulletins of Information, 1943-1950	box II.116
Publications-Columbia Library World, 1949-1950	box II.116
Publications-Columbia Library World, 1948	box II.116
Publications-Columbia Library World, 1947	box II.116
Publications-Library Columns, 1943-1946	box II.116
Publications-News from Director's Office, 1950-1951	box II.116
Publications-Notes for the Use of Graduate Students, 1948	box II.116
Reference Department-Interlibrary Loan, 1950-1958	box II.116
Reference Department, 1949-1958	box II.116
Reference Department, 1948-1949	box II.116
Reference Department, 1946-1947	box II.116
Reference Department, 1943-1945	box II.116
Reference Department-Interlibrary Loan, 1943-1950	box II.116
Russian Institute, 1945-1950	box II.117
Russian Institute-Russian and East European Archive, 1947-1950	box II.117
School of International Affairs, 1945-1951	box II.117
School of Library Service Library, 1949-1950	box II.117
School of Library Service Library, 1948-1949	box II.117
School of Library Service Library, 1946-1947	box II.117
School of Library Service Library, 1945	box II.117
Services	
Services, 1955-1956	box II.117
Services, 1954-1955	box II.117
Services, 1952-1953	box II.117
Services, 1951-1952	box II.117

Services, 1950-1951	box II.117
Services, 1949-1950	box II.117
Services, 1948-1949	box II.118
Services, 1946-1947	box II.118
Services, 1943-1945	box II.118
Services, 1953-1954	box II.118
Services-Complaints and Commendations, 1955-1956	box II.118
Services-Complaints and Commendations, 1954-1955	box II.118
Services-Complaints and Commendations, 1951-1952	box II.118
Services-Complaints and Commendations, 1952-1953	box II.118
Services-Complaints and Commendations, 1950-1951	box II.118
Services-Complaints and Commendations, 1949-1950	box II.118
Services-Complaints and Commendations, 1948-1949	box II.118
Services-Complaints and Commendations, 1946-1947	box II.118
Services-Complaints and Commendations, 1943-1945	box II.118
Services-Copyright Authorization, 1948-1950	box II.118
Services-Library Privileges, Use of Other Libraries (letters of introduction), 1955-1956	box II.118
Services-Library Privileges, 1950-1951	box II.118
Services-Library Privileges, 1949-1950	box II.119
Services-Library Privileges, 1946-1949 June, 1946-1949	box II.119
Services-Library Privileges, 1943-1945	box II.119
Services-Library Privileges, Administration Committee on Library Privileges, 1943-1945	box II.119
Services-Library Privileges, American Geographical Society, 1948	box II.119
Services-Library Privileges, Bard College, 1944-1945	box II.119
Services-Library Privileges, Barnard College, 1943-1945	box II.119
Services-Library Privileges, Borrowing, 1943-1945	box II.119
Services-Library Privileges, Carbide and Carbon Chemical Corp., 1946	box II.119
Services-Library Privileges, Carbide and Carbon Chemical Corp .,1943-1945	box II.119

Services-Library Privileges, Chinese Collection, 1944	box II.119
Services-Library Privileges, Chinese History Project, 1946	box II.119
Services-Library Privileges, Chinese History Project, 1943-1945	box II.119
Services-Library Privileges, Extension Students, 1943-1945	box II.119
Services-Library Privileges, Faculty, 1943-1948	box II.119
Services-Library Privileges, Fellowships, 1946-1947	box II.119
Services-Library Privileges, Fellowships, 1943-1945	box II.119
Services-Library Privileges, Forms Used, 1945	box II.119
Services-Library Privileges, Haig Committee Final Report, 1948	box II.119
Services-Library Privileges, Haig Committee Administrative reports, 1942	box II.119
Services-Library Privileges, Haig Committee, 1940-1943	box II.119
Services-Library Privileges, Haig Committee, 1939-1942	box II.120
Services-Library Privileges, Haig Committee, 1939-1947	box II.120
Services-Library Privileges, Institute of Social Research, 1945	box II.120
Services-Library Privileges, Jewish Theological Seminary, 1943-1945	box II.120
Services-Library Privileges, Julliard School of Music, 1943-1946	box II.120
Services-Library Privileges, Municipal Reference Library, 1943-1945	box II.120
Services-Library Privileges, National Bureau of Economic Research Inc., 1943-1945	box II.120
Services-Library Privileges, Navy, 1943-1945	box II.120
Services-Library Privileges, New School of Social Research, 1947	box II.120
Services-Library Privileges, New School for Social Research, 1943-1944	box II.120
Services-Library Privileges, New York City Institutions, 1943-1945	box II.120
Services-Library Privileges, Officers, 1943-1944	box II.120

Services-Library Privileges, Policy, 1951	box II.120
Services-Library Privileges, Presbyterian Medical Center, 1944	box II.120
Services-Library Privileges, Professional Librarians, 1943	box II.120
Services-Library Privileges, Registration Criteria, 1944-1945	box II.120
Services-Library Privileges, Stack Desks and Reading Room Desks, 1946-1950	box II.120
Services-Library Privileges, Stack Privilege, 1943-1949	box II.120
Services-Library Privileges, Undergraduates, 1946-1947	box II.120
Services-Library Privileges, Union Theological Seminary, 1943-1945	box II.120
Services-Library Privileges, United Nations, 1946-1949	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1953-1954	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1954-1955	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1952-1953	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1951-1952	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1950-1951	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1949-1950	box II.120
Services-Library Privileges, Use of other libraries (letters of introduction), 1948-1949	box II.121
Services-Library Privileges, Use of other libraries (letters of introduction), 1946-1947	box II.121
Services-Library Privileges, Use of other libraries (letters of introduction), 1944	box II.121
Services-Library Privileges, Veterans, 1945	box II.121
Services-Library Privileges, Veterans, 1946-1947	box II.121
Services-Library Privileges, Visiting Scholars, 1943-1945	box II.121
Services-Library Privileges, War Research, Division of, 1946	box II.121

Services-Library Privileges, War Research, Division of, 1943-1945	box II.121
Services-Library Privileges, Wilson, H. W. Co. (The), 1943-1945	box II.121
Services-Mail, 1949-1950	box II.121
Services-Mail, 1948-1949	box II.121
Services-Mail, 1946-1947	box II.121
Services-Mail, 1944-1945	box II.121
Services-Mail, Mailing Lists, 1943-1945	box II.121
Services-Messengers, 1943-1945	box II.121
Services-Records-Private Studies-Sunday Admittance, 1945-1949	box II.121
Services-Reference Questions, 1943-1950	box II.121
Services-Reference Questions, Donovan, General, 1946-1947	box II.121
Services-Reference Questions, United Nations, 1947	box II.121
Services-Reprints, 1963	box II.121
Services-Reserve Lists, 1945-1948	box II.121
Services-Special Loans, 1948	box II.121
Services-Special Loans, 1946-1947	box II.121
Services-Special Loans, 1943-1945	box II.121
Services-Special Loans, Trewartha, G. T. (Prof), 1943-1945	box II.121
Services-Telephone Directory, 1943-1945	box II.121
Services-Vertical Files, 1945	box II.121
New York School of Social Work, 1959-1962	box II.121
New York School of Social Work, 1957-1962	box II.121
Special Collections	box II.121
Special Collections, 1955-1956	box II.121
Special Collections, 1954-1955	box II.121
Special Collections, 1953-1954	box II.121
Special Collections, 1952-1953	box II.121
Special Collections, 1951-1952	box II.122
Special Collections, 1950-1951	box II.122

Special Collections, 1949-1950	box II.122
Special Collections, 1948-1949	box II.122
Special Collections, 1946-1947	box II.122
Special Collections, 1943-1945	box II.122
Special Collections-Training in Book Preservation and Repair, 1947	box II.122
Supplies and Equipment	box II.122
Supplies and Equipment, 1955-1956	box II.122
Supplies and Equipment, 1954-1955	box II.122
Supplies and Equipment, 1953-1954	box II.122
Supplies and Equipment, 1952-1953	box II.122
Supplies and Equipment, 1951-1952	box II.122
Supplies and Equipment, 1950-1951	box II.122
Supplies and Equipment, 1949-1950	box II.122
Supplies and Equipment, 1948-1949	box II.123
Supplies and Equipment, 1947	box II.123
Supplies and Equipment, 1946	box II.123
Supplies and Equipment, 1943-1945	box II.123
Supplies and Equipment-Book Trucks, 1945	box II.123
Supplies and Equipment-Forms, 1944-1945	box II.123
Supplies and Equipment-French Department, 1944	box II.123
Supplies and Equipment-Microfilm, 1943-1945	box II.123
Supplies and Equipment-Telephones, 1943-1945	box II.123
Master's Essay and Dissertations	box II.123
Theses-Dissertations, 1954-1955	box II.123
Theses-Dissertations, 1953-1954	box II.123
Theses-Dissertations, 1952-1953	box II.123
Theses-Dissertations, 1951-1952	box II.123
Theses-Dissertations, 1950-1951	box II.123
Theses-Dissertations, 1949-1950	box II.123
Theses-Dissertations, 1948-1949	box II.123
Theses-Dissertations, 1946-1948	box II.123
Theses-Dissertations, 1942-1945	

	box II.124
Theses-Dissertations, 1955-1956	box II.124
Theses-Essay and Dissertation Office and Combined Operations, 1948-1956	box II.124
Theses-Master's Essays, 1953-1954	box II.124
Theses-Master's Essays, 1952-1953	box II.124
Theses-Master's Essays, 1951-1952	box II.124
Theses-Master's Essays, 1950-1951	box II.124
Theses-Master's Essays, 1948-1949	box II.124
Theses-Master's Essays, 1949-1950	box II.124
Theses-Master's Essays, 1946-1947	box II.124
Theses-Master's Essays, 1943-1945	box II.124
Theses-Master's Essays, Returned, 1949-1950	box II.124
Theses-Master's Essays, Returned, 1948-1949	box II.124
Theses-Master's Essays, Returned, 1946-1947	box II.124
Transfers, 1943-1950	box II.125
United Nations, 1946-1950	box II.125
United Nations-Columbia University Committee on the UN, 1947-1949	box II.125
United Nations-International Advisory Committee of Library Experts, 1948-1949	box II.125
United Nations-United Nations Educational, Scientific and Cultural Organization (UNESCO), 1948-1949	box II.125
United Nations-United Nations Educational, Scientific and Cultural Organization (UNESCO), 1947	box II.125
United Nations-United Nations Educational, Scientific and Cultural Organization (UNESCO), 1946	box II.125
United Nations-United Nations Educational, Scientific and Cultural Organization (UNESCO), 1945	box II.125
United Nations-UNESCO Panel on Books, 1948-1950	box II.125
United Nations-UNESCO Panel on Cheap Books, 1947-1950	box II.126
United Nations-UNESCO Panel on Libraries, 1948-1950	box II.126
United Nations-United Nations Information Council, Columbia University Exhibit, 1945-1948	box II.126
University Foreign Students, 1948-1950	

	box II.126
University Trustees, 1949-1950	box II.126
University Trustees, 1948-1949	box II.126
University Presidency, 1945-1950	box II.126
University Development Program-Libraries, 1950-1955	box II.126
University Council	box II.126
University Council, 1955-1956	box II.126
University Council, 1954-1955	box II.127
University Council, 1953-1954	box II.127
University Council, 1952-1953	box II.127
University Council, 1951-1952	box II.127
University Council, 1950-1951	box II.127
University Council, 1949-1950	box II.128
University Council, 1948-1949	box II.128
University Council, 1947-1948	box II.128
University Council, 1946-1947	box II.128
University Development Program, 1949-1950	box II.128
University Development Program, 1948-1949	box II.128
University Development Program, 1946-1947	box II.128
Abstract of the Minutes of the Trustees, 1960-1961	box II.128
Scope and Contents	
(not foldered)	
Universities Research Center, 1947	box II.128
Wilson, H W Co. (The), 1943-1945	box II.128
Wilson, H W Co. (The)-Union List of Serials, 1943-1945	box II.128
Subject Files, Second Sequence from 1942 to 1960, 1944-1969	
Acquisitions	
Acquisitions-Sample lists of recent acquisitions	box II.129
Subject Classifications for Library Office Central Files rev, July 1964	box II.129

Scope and Contents

(Empty)

Acquisitions-Dealers	box II.129
Acquisitions Considered and/or Rejected, 1956-1962	box II.129
Acquisitions-Documents	box II.129
Acquisitions Department, 1950-1961	box II.129
Acquisitions-Duplicates	box II.129
Acquisitions-Foreign Materials, Russian and East Central European Archives	box II.129
Acquisitions-Foreign Materials, African Studies	box II.129
Acquisitions-Foreign Materials, China	box II.129
Acquisitions-Exchanges	box II.130
Acquisitions-Foreign Materials, Farmington Plan, 1959-1960	box II.130
Acquisitions-Foreign Materials, Latin American Studies	box II.130
Acquisitions-Foreign Materials, Naficy Library	box II.130
Acquisitions-Foreign Materials, Russian and Slavic Publications. Library of Congress: Joint Committee Slavic Studies Project, 1956-1957	box II.130
Acquisitions-Foreign Materials, East Central European Studies Program	box II.130
Acquisitions-Foreign Materials, Russian and Slavic Publications Policy	box II.130
Acquisitions-Foreign Materials, Russian and Slavic Publications: Turkish Archives Microfilming	box II.130
Acquisitions-Foreign Materials, Russian and Slavic Publications: Russian Newspaper Microfilming Project	box II.130
Acquisitions-Foreign Materials, Russian and Slavic (Uralic-Altaic)	box II.130
Acquisitions-Microcards	box II.130
Acquisitions-Microfilms, 1950-1961	box II.131
Acquisitions-Serials	box II.131
Acquisitions-Policy, 1950-1951	box II.131
Administration	
Administration-Annual and Monthly Reports of Libraries	box II.131

Administration-Reports to CU administrative offices	box II.131
Administration-Signature authorization	box II.131
Administration-University of California Salary Survey	box II.131
Administration-Administration Case Study	box II.132
Administration-Directors Advisory Committee on Library Affairs	box II.132
Administration-General Studies Library Committee	box II.132
Administration-Library Committee of the University Council, 1961-1962	box II.132
Administration-Library Committee of the University Council, 1960-1961	box II.132
Administration-Library Committee of the University Council, 1959-1960	box II.132
Administration-Filing Procedures	box II.132
Administration-Library Committee of University Council, 1958-1959	box II.132
Administration-Joint meetings of supervising libraries and department heads	box II.132
Administration-Questionnaires, 1960-1961	box II.132
Administration-Questionnaires, 1961-1962	box II.133
Administration-Invitations, 1956-1957	box II.133
Administration-Surveys, Byrd Space Study	box II.133
Administration-Surveys, Cost Analysis, 1961	box II.133
Administration-Surveys, Hours of Service, 1961	box II.133
Administration-Annual Reports	box II.133
Administration-Reports/Statistics, ACRL U.S. Office of Education, 1961-1962	box II.133
Administration-Reports/Statistics	box II.134
Administration-Reports/Statistics, ACRL U.S. Office of Education, 1960-1961	box II.134
Administration-Surveys, Cost Analysis Secondary Documents, 1961	box II.134
Administration-Surveys, Loan Code Meetings	box II.135
Administration-Surveys, Loan Code Regulations of Other Institutions	box II.135
Administration-Surveys, Circulation Practices, November 1960	box II.135

Scope and Contents

(Loan code adapted and effective August 1961)

Administration-Surveys	box II.135
Administration-Surveys, Fussler Study of Photographic Services, 1960	box II.135
Administration-Surveys, Miles Survey of Business	box II.135
Administration-Unanswered letters	box II.135
Associations	
American Library Association, 1960-1961	box II.135
American Library Association, 1959-1960	box II.136
American Library Association Annual Meeting in Cleveland, 1961	box II.136
American Library Association Annual and Midwinter Meetings, 1960-1961	box II.136
ALA-CLA Joint Conference in Montreal, 1960	box II.136
ALA/Library Education Division	box II.136
Archons of Colophon	box II.136
Archons of Colophon, 1958-1959	box II.136
Association of College and Research Libraries (ACRL), 1950-1951	box II.136
Association of Research Libraries, 1960-1961	box II.136
Association of Research Libraries, 1959-1960	box II.136
Associations-Association of Research Libraries, 1958-1959	box II.136
Council of National Library Associations	box II.137
New York Library Club	box II.137
New York Library Association, 1950-1951	box II.137
Special Library Association	box II.137
Avery Library, 1960-1961	box II.137
Avery Library, 1958-1959	box II.137
Bancroft Foundation Fund	box II.137
Bancroft Foundation Fund Committee	box II.137
Barnard Library	box II.137
Biological Sciences Library	box II.137

Binding Department	box II.137
Book Loss Campaign Staff Comments	box II.137
Book Loss Campaign Suggestions	box II.137
Book Loss Campaign Statistics	box II.137
Book Loss Campaign Publicity	box II.138
Book Return Chute	box II.138
Books-Damaged, Stolen, Missing	box II.138
Buildings and Maintenance	box II.138
Buildings and Grounds, 1958-1969	box II.138
Air Conditioning	box II.138
Accidents	box II.138
Cleaning	box II.138
Cleaning, Extermination and Disinfection	box II.138
Elevators	box II.138
Electricity	box II.138
Keys	box II.138
Lighting Diagrams	box II.138
Paintings	box II.139
Pneumatic Tubes	box II.139
Physics Library	box II.139
Protection Checking coats, briefcases, etc., 1950-1951	box II.139
Protection, Exit Control	box II.139
Protection, Fire	box II.139
Protection, Guards	box II.139
Protection, Passes	box II.139
Protection, Thefts	box II.139
Public Accommodations, Smoking	box II.139
Room Assignments	box II.139
Safety	box II.139
Space Adjustments, 1950-1961	box II.139
Space Estimates	box II.140
Sheffield Building	box II.140

Shelving	box II.140
Shelving	box II.140
Business Library	box II.140
Buildings and Maintenance-Signs and Posters	box II.140
Butler Library, 1966-1969	box II.140
Burgess Carpenter Library	box II.140
Butler Centennial and Library Development	box II.140
Butler Library Building	box II.141
Butler Library-Master Plan for Air Conditioning of the Butler Library Final Report	box II.141
Butler Library-Early History	box II.142
Butler Library-Carl M. White Brochure (Unfinished)	box II.142
Scope and Contents	
(2 folders)	
Butler Library-Orientation and Information Services	box II.143
Butler Library-Tours, SLS students	box II.143
Scope and Contents	
(School of Library Service)	
Cataloging	box II.143
Cataloging-Microfilms	box II.143
Casa Italiana	box II.143
Cataloging-Book Cards and Pockets	box II.143
Cataloging-Classification, Dewey Classifications	box II.143
Cataloging-Library of Congress Catalog Cards and Publications	box II.143
Cataloging-Transliteration	box II.143
Cataloging-United Nations Serial Numbering and Documentation	box II.143
Chemistry Library	box II.143
Circulation Department	box II.143
Circulation-Local Interlibrary Loan	box II.143
Civil Defense	box II.143

Civil Defense-Columbia Committee on Preservation of University Records	box II.143
Collections	box II.144
Abuskady (Ahmed)	box II.144
Academic Freedom	box II.144
Adams, James Truslow	box II.144
American Labor Research Institute	box II.144
American Institute of Graphic Arts	box II.144
Scope and Contents (Fifty Best Books)	
Arents, George	box II.144
Bancroft	box II.144
Benjamin, William Evarts (Special)	box II.144
Benjamin, Park (Special)	box II.144
Berlioz	box II.144
Blackwell, Dr. Elizabeth	box II.144
Bonsall	box II.144
Bookplates	box II.144
Brigham, Albert P.	box II.144
Burke Stephen P. Memorial Collection	box II.144
Bush, Wendell R. Mrs. and Gordon	box II.144
Calvert Letters	box II.144
Chalfant-Britton	box II.144
Childrens	box II.144
Chinese Oracle Bones	box II.144
Coin (Special)	box II.144
Coudert, Frederic Rene	box II.144
Coykendall Frederick (Special)	box II.144
Marie Curie Correspondence	box II.144
Delatour Gottfried Solomon (Dr)-Sociology	box II.144
Dewey, Melvil	box II.144

Scope and Contents

(Including Wassen correspondence)

DKE (Delta Kappa Epsilon), 1948	box II.144
Dix, John A.	box II.144
Farnsworth, W. O.	box II.144
Federal Reserve Bank Papers	box II.144
Field	box II.144
Flagg Papers	box II.144
Kilroe, Edwin Patrick (Special) (Tammaniana)	box II.145
Haverlin, Carl ("The American Story")	box II.145
Haggerty Louis C	box II.145
Golopentia A (Dr)	box II.145
Gudeman, Alfred Israel	box II.145
Haggard, Henry Rider	box II.145
Hill John Wesley (Special) (Lincoliana)	box II.145
Hirsch Paul	box II.145
Hitchcock, Ripley	box II.145
Holland Society	box II.145
Howland, John, Memorial Gift	box II.145
Isham, Ralph W.	box II.145
Jones, Bassett	box II.145
Japan Institute	box II.145
Keppel Collection of Nanteuil Engravings (Avery)	box II.145
Kerr, George, 1947	box II.145
Kent	box II.145
Labor Publications	box II.145
Lazarus, Emma	box II.145
Latrobe, Benjamin H. (Avery)	box II.145
Lenygon	box II.145
Leung, George Kin 梁社乾 (East Asiatic)	box II.145
Lindsay, Samuel McCune	box II.145
Livingston Library	box II.145

Macy (George Macy Memorial)	box II.146
Maps	box II.146
Magonigle	box II.146
Mary Queen of Scots	box II.146
"Mason"	box II.146
Mitchell, Wesley Clair	box II.146
Moffat, Adelene	box II.146
Moore, Henry L.	box II.146
Montgomery (Business Library)	box II.146
Gouverneur, Morris	box II.146
Morganthau, 1948	box II.146
Motion Picture	box II.146
Mudge, Isadore G.	box II.146
Near East Collections (Special)	box II.146
New York Herald	box II.146
Nicolaevsky, Boris I., 1947	box II.146
Navy	box II.146
New York Historical Society Paintings, 1948	box II.146
Olcott Collection of Coins	box II.146
Nippon Club Collection	box II.146
Nuremburg Material	box II.146
Obituary File	box II.146
Officers' Reference Room	box II.146
Oriental	box II.146
Painting and Sculpture, School of	box II.146
Papyrus Collection	box II.146
Paris, F. (Avery)	box II.146
Perkins, Frances	box II.146
Phoenix	box II.146
Pulitzer Prize Collection	box II.146
Phonograph Records	box II.146
Rahimi, A. Khan	box II.147

Rank	box II.147
Mabel Louise Robinson	box II.147
Roubakine, N. A. (Dr.), 1947	box II.147
Putman, George Havens	box II.147
Roubakine, N. A. (Dr.), 1946	box II.147
Russian (Aleksinsky, Bernstein, and Perlstein)	box II.147
Roubakine, N, A. (Dr.), 1947	box II.147
Somerville	box II.147
Spiers A Guy H	box II.147
Stedman	box II.147
Stefansson Library	box II.147
Seligman Collection (Special)	box II.147
Sagarin	box II.147
Salmans	box II.147
Taylor, Floyd Memorial	box II.147
Urban	box II.147
Rosalie Van Buren	box II.147
Typographic Library (Special)	box II.147
Ulmann, Doris, Photograph	box II.149
Tower, Charlemagne	box II.149
Tilden Papers	box II.149
Woodman Thompson	box II.149
Tetens, 1944-1951	box II.149
Walker	box II.149
War Periodicals Collection	box II.149
Webster	box II.149
Wechter, Mark Twain Collection	box II.149
Weinstein	box II.149
Woodrow Wilson	box II.149
Witmark Collection (Special)	box II.149
Wood, Edith Elmer	box II.149
Wright, Henry	box II.149

"Y" Collection	box II.149
"Z" Collection	box II.149
Villard Oswald Garrison Collection of John Brown	box II.149
Ronald Everett Day	box II.149
Colleges and Universities, A-M	box II.149
Colleges and Universities, N-P	box II.150
Colleges and Universities, Q-Z	box II.150
Columbiana	box II.150
Columbiana-Columbiana Society	box II.150
Congressional Roll Call Records	box II.150
Copyright Authorization	box II.150
Dr. White's Report on Condition of the Libraries, 1953 May, 1953	box II.150
Director's Fund	box II.150
Documentation and Information Retrieval	box II.150
East Asiatic Library, 1958-1959	box II.150
East Asiatic Library, 1950-1959	box II.151
Engineering Center	box II.151
Engineering Library	box II.151
Finance-Cost Estimates (By Subject), 1951-1956	box II.151
Finance-Fines, 1958-1959	box II.152
Finance-Funds, 1959-1960	box II.152
Finance-Funds, 1958-1959	box II.152
Finance-Funds, Blocked Yen Account, 1958	box II.152
Finance-Funds	box II.152
Finance-Funds, Endowed Accounts	box II.152
Finance-Funds, Miller, Nathan J.	box II.152
Finance-Photograph Services	box II.152
Finance-Rental Reserves	box II.152
Fine Arts Center	box II.152
Fine Arts Library	box II.152
Geology Library	box II.152
Gifts-General	

	box II.153
Gifts-Proposed and Pending	box II.153
Gifts-A	box II.153
Gifts-B	box II.153
Gifts-C	box II.153
Gifts-Club Polski	box II.153
Gifts-Columbia Fund	box II.153
Gifts-E	box II.153
Gifts-D	box II.154
Gifts-F	box II.154
Gifts-G	box II.154
Gifts-H	box II.154
Gifts-I	box II.154
Gifts-J	box II.154
Gifts-Kebler Leonard, 1946-1947	box II.154
Gifts-K	box II.154
Gifts-L	box II.155
Gifts-M	box II.155
Gifts-N	box II.155
Gifts-O	box II.155
Gifts-P	box II.155
Gifts-Q	box II.155
Gifts-R	box II.155
Gifts-S-Sh	box II.155
Gifts-Si-Sz	box II.156
Gifts-T	box II.156
Gifts-U	box II.156
Gifts-V	box II.156
Gifts-W	box II.156
Gifts-X-Y	box II.156
Gifts-Z	box II.156
Graphic Arts Center at Columbia University	box II.156

Harkness Academic Theatre	box II.156
Journalism Library	box II.156
Kent Hall	box II.156
Lamont Geological Observatory Library	box II.156
Lending Service Library	box II.148
Libraries	box II.148
Library of Congress	box II.148
Library Cooperation	box II.148
Library Cooperation-Human Relations Area File	box II.148
School of Library Service	box II.148
Library Buildings	box II.148
Library Cooperation-Northeastern Regional Library, 1949-1950	box II.157
Library Cooperation-Northeastern Regional Library, 1950-1951	box II.157
Library Cooperation-Subcommittee on Study of Need for Integration of College and University Library Resources of New York State	box II.157
Library Cooperation-Northeastern Regional Library, 1951-1952	box II.157
Scope and Contents (2 folders)	
Library Cooperation-Northeastern Regional Library, 1952-1953	box II.157
Library Cooperation-Library Steering Committee, 1950-1951	box II.157
Library Cooperation-Steering Committee Minutes	box II.157
Library Cooperation-Conference on Problems of Acquisition, Preservation, Dissemination of Library Materials	box II.157
Scope and Contents (Folger Library, Washington DC)	
School of Library Service Library	box II.158
School of Library Service-Stack Areas Used	box II.158
School of Library Service-Reserve Book Circulation Routine	box II.158

School of Library Service-Activity Charts, 1952	box II.158
School of Library Service-Survey Conference Staff Members, 1952	box II.158
School of Library Service-Survey of Binding and Weeding	box II.158
Maison Francaise	box II.158
Mathematics Library	box II.158
Mathematics Library-American Mathematical Society	box II.158
Mathematics Library-Plans for location in Engineering Building	box II.158
Medical Library, 1956-1960	box II.158
Medical Library-Water Damage, 1959	box II.158
Medical Library-Interlibrary Loan Service	box II.158
Medical Library-Jerome P. Webster Library of Plastic Surgery, 1961	box II.159
Medical Library-Neurological Library	box II.159
Medical Library Center of New York	box II.159
Music Library	box II.159
Natural Science Libraries	box II.159
Near and Middle East Institute	box II.159
New York Public Library	box II.159
Optometry Library	box II.159
Oral History Research Office, 1956-1960	box II.160
Periodical Reading Room	box II.160
Photographic Services	box II.160
Photographic Services-Microfilming	box II.160
Photographic Services-Photoclerical Manual	box II.160
Photographic Services-Photoclerk	box II.160
Scope and Contents	
(Contains folder labeled Photoclerk Study 1952)	
Photographic Services-Photostats	box II.160
Photostating sent out of New York State, 1951	box II.160
Private Studies	box II.160
Psychology Library	

	box II.160
Personnel-Cost of Living, 1951-1952	box II.161
Personnel-University Advisory Committee On Non-Academic Personnel Policy, 1950-1952	box II.161
Personnel-University Advisory Committee On Non-Academic Personnel Policy, 1948-1950	box II.161
Personnel-University Advisory Committee On Non-Academic Personnel Policy, 1946-1948	box II.161
Personnel-Orientation Program, 1951-1963	box II.161
Personnel-Staff Association, 1949-1950	box II.161
Public Relations	box II.162
Public Relations-Exhibits	box II.162
Public Relations-Hastings File on Library Publicity	box II.162
Public Relations-Press Releases	box II.162
Public Relations-Visitors, 1956-1960	box II.162
Publications	box II.162
Avery Periodical Index	box II.162
Binding Practices and Procedures, A Guide to	box II.162
Cataloging Manual for Law Libraries, Assignment of Copyright (Elsie Basset)	box II.162
Librarians Guide to Title Page Russian (Elsie Basset)	box II.162
Library Committee Newsletter (Medical)	box II.162
Library Journal	box II.162
Library World	box II.162
Wilson Company (H.W.)	box II.163
Reader Study-Circulation Department Tallies	box II.163
Reference Department	box II.163
Reference Department-Interlibrary Loan	box II.163
Reference Department-Browsing Room	box II.163
Schedules	box II.163
Schedules-Sunday Opening	box II.163
Services-General Studies Students	box II.163
Services-Complaints and Commendations	box II.163

Publications-Manual for the Cataloging and Classification of Music Scores	box II.163
Publications-Manuscript Collections in the Columbia Libraries: a Descriptive List, 1959	box II.163
Publications-Science Reference Notes	box II.163
Publications-Staff Manual	box II.163
Publications-Subject Collections	box II.163
Services, 1956-1960	box II.164
Services-Library Privileges, Medical Library	box II.164
Services-Library Privileges, Other Institutions	box II.164
Services-Library Privileges Policy, 1956-1959	box II.164
Services-Library Privileges Proposed Policy Revision, 1956	box II.164
Services-Library Privileges Policy, 1951-1956	box II.164
Services-Library Privileges Proposed Policy Revision	box II.165
Services-Library Privileges, Stack Privileges	box II.165
Services-Library Privileges, Use Statistics	box II.165
Services-Lockers	box II.165
Services-Lost and Found	box II.165
Services-Mail	box II.165
Services-Mailing Lists	box II.165
Services-Messenger	box II.165
Services-Reserve Lists	box II.165
Social Work Library	box II.165
Special Collections, 1959	box II.165
Special Collections, 1958-1959	box II.165
Special Collections, 1957-1958	box II.165
Special Collections, 1956-1957	box II.165
Special Collections-Vault Underground	box II.166
Supplies and Equipment-Book Trucks and Conveyors	box II.166
Supplies and Equipment	box II.166
Supplies and Equipment-Forms	box II.166
Supplies and Equipment-Multilith Machine	box II.166

Supplies and Equipment-Telephones	box II.166
Teachers College	box II.166
Technical Services, 1949-1953	box II.166
Technical Services, 1965-1967	box II.166
Theses-Master's Essays and Dissertations, 1956-1959	box II.166
Theses-Master's Essays, 1955	box II.166
Theses-Master's Essays, Lending	box II.166
Theses-Master's Essays Returned, 1951	box II.166
Transfers (Cross Reference Sheets Only), 1950-1951	box II.167
Union Theological Seminary	box II.167
United Nations, 1950-1951	box II.167
United Nations-UNESCO, 1950-1951	box II.167
United Nations-UNESCO Panel on Books, 1950-1951	box II.167
United Nations-UNESCO Panel on Libraries, 1950-1951	box II.167
United States Book Exchange	box II.167
Scope and Contents	
(Formerly American Book Center for War Devastated Areas)	
United States Department of State	box II.167
University-Academic Eminence Study	box II.167
University-Advisory Committee on Works of Art	box II.167
University-American Assembly (The Arden House)	box II.167
University Bicentennial, 1953-1954	box II.167
University Bicentennial, 1951-1953	box II.167
University Bicentennial-Library Participation, 1952-1953	box II.167
University Bicentennial-Library Participation, 1949-1952	box II.168
University Bicentennial-Publications	box II.168
University Commencement	box II.168
University Development Program-Libraries, 1955-1956	box II.168
University Development Program-Libraries, 1948-1950	box II.168
University Development Program-Libraries, Weekly and Daily Reports	box II.168

University Development Program-Libraries, Finance	box II.168
University Development Program, 1950-1951	box II.168
University Development Program-Planning Committee	box II.168
University Development Program-General Weekly Reports	box II.169
University Development Program-Libraries, Graphic Arts Center Program	
University-Foreign Students, 1950-1951	box II.170
University-Presidency, 1950-1951	box II.170
University-President's Committee on the State of the University	box II.170
University Publications-Columbia Calendar	box II.170
University Publications-Columbia Directory	box II.170
University Publications-Faculty Handbook	box II.170
University Publications-Revisions in Library Information in Columbia Catalog Series	box II.171
University Publications-Spectator	box II.171
University Publications-Student Handbook	box II.171
University Publications-Summer Session Information	box II.171
University Publications-Telephone Directory	box II.171
University Publication and other Activities	box II.171
University Rotunda Committee	box II.171
University Student Council	box II.171
University Student Organizations, 1950-1951	box II.171
University Council, 1958-1959	box II.171
University Council, 1957-1958	box II.171
University Council, 1956-1957	box II.171
University Microfilms Inc.	box II.171
Subject Files from 1950 to 1970, 1943-1973	
Acquisitions Department	box II.172
Acquisitions Department, 1961	box II.172
Acquisitions-Considered and/or Rejected, 1962-1963	box II.172
Acquisitions-Dealers, 1961	box II.172
Acquisitions-Documents, 1961	box II.172

Acquisitions-Duplicates, 1962-1967	box II.172
Acquisitions-Exchanges (Including International Exchanges), 1962-1967	box II.172
Acquisitions-Foreign Materials	box II.172
Acquisitions-Foreign Materials, 1965-1966	box II.172
1962-1965	box II.172
Acquisitions-Foreign Material African Studies	box II.172
Farmington Plan, 1962-1963	box II.172
Latin American Studies, 1962	box II.172
Naficy Library, 1962	box II.172
Public Law 480, 1958	box II.172
Russian and Slavic Publication Policy	box II.173
Russian and Slavic Publications, Turkish Archives Microfilming	box II.173
Russian and Slavic Publications-Russian Newspaper Microfilming Project	box II.173
Russian and Slavic Publications-Library of Congress: Joint Committee Slavic Studies Project, 1965-1966	box II.173
Russian and Slavic Publications, 1962	box II.173
East Central European Studies Program, 1961	box II.173
Russian and Slavic Publications-Russian and East Central European Archive, 1962	box II.173
Russian and Slavic Publications	box II.173
Russian and Slavic Publications-Uralic-Altaic,1962	box II.173
Acquisitions-Microcards, 1962	box II.173
Acquisitions-Microfilms, 1961-1962	box II.173
Acquisitions-Sample lists of recent acquisitions	box II.173
Acquisitions-Serials, 1962	box II.173
Administration	box II.173
Coordinating Committee, Bibliographic Control	box II.173
Coordinating Committee, Operations	box II.173
Director's Advisory Committee	box II.173
Directors' Advisory Committee on Library Affairs, Orientation and Social Committees, 1962	box II.173
General Studies Library Committee	

	box II.173
Library Committee of the University Council, 1962-1963	box II.173
Library Committee of University Council, 1963-1964	box II.173
Library Committee of University Council, 1964-1965	box II.173
University Library Committee, 1964-1966	box II.173
University Library Committee, 1965-1966	box II.173
University Library Committee, 1966-1967	box II.174
University Library Committee, 1967-1968	box II.174
Director's Memoranda	box II.174
Finance, Cost Study	box II.174
Scope and Contents (3 folders)	
Preservation Program, American History Microfiche Project-or-Study of 100 Titles	box II.175
Insurance, Fine Arts Policy Additions, 1956	box II.175
Insurance, 1961-1962	box II.175
Scope and Contents (Includes a list of the Berol collection of Rackham books, while it was on deposit with Special Collections, before given as a gift.)	
Joint Meetings of Supervising Librarians and Department Heads	box II.175
Projects Suggested, 1950-1951	box II.175
Projects Suggested, 1967	box II.175
Questionnaires, 1962-1963	box II.176
Questionnaires, 1963-1964	box II.176
Questionnaires, 1964-1965	box II.176
Questionnaires, 1965-1966	box II.176
Questionnaires, 1966-1967	box II.176
Questionnaires	box II.177
Questionnaires, 1967	box II.177
Questionnaires, 1968-1969	box II.177
Questionnaires, 1970-1971	box II.177

Questionnaires, 1971-1972	box II.177
Questionnaires, 1972-1973	box II.177
Histories of Libraries	box II.178
Insurance, 1958-1959	box II.178
Insurance, 1959-1960	box II.178
Insurance, 1960-1961	box II.178
Insurance Inventory, 1961	box II.178
Insurance, 1962-1963	box II.178
Insurance, 1963-1964	box II.178
Insurance, 1964-1965	box II.178
Insurance, 1965-1966	box II.178
Insurance Fine Arts Policy, Property of Others, 1956-1963	box II.178
Insurance, Fine Arts Policy Additions, 1956	box II.178
Library Instruction	box II.178
Library Privileges	box II.178
Reports/Statistics, ACRL U.S. Office of Education, 1962-1963	box II.179
Reports/Statistics, ACRL U.S. Office of Education, 1963-1964	box II.179
Reports/Statistics, ACRL U.S. Office of Education, 1964-1965	box II.179
Reports/Statistics, ACRL U.S. Office of Education, 1965-1966	box II.179
Reports/Statistics, ACRL U.S. Office of Education, 1966-1967	box II.179
Annual Reports-7 year report, review, suggestions	box II.179
Reports/Statistics, Libraries Annual Report, 1968-1969	box II.179
Reports/Statistics, Annual and Monthly Reports of the Libraries	box II.179
Reports/Statistics, University of California Salary Survey	box II.179
Reports/Statistics, Circulation Statistics, 1962-1963	box II.179
Reports/Statistics, Circulation Statistics, 1963-1964	box II.179
Reports/Statistics, Circulation Statistics, 1964-1965	box II.179
Reports/Statistics, Circulation Statistics, 1965-1966	

	box II.179
Reports/Statistics, Circulation Statistics, 1966-1967	box II.179
Reports/Statistics, Circulation Statistics, 1967-1968	box II.179
Reports/Statistics, Circulation Statistics, 1968-1969	box II.179
Reports/Statistics, Circulation Statistics, 1969-1970	box II.180
Reports/Statistics, Circulation Statistics, 1970-1971	box II.180
Reports/Statistics, Cost Analysis Survey, 1968	box II.180
Reports/Statistics, Cost Analysis Survey (Revision), 1964	box II.180
Reports/Statistics, Cost Analysis Survey Work Sheets, 1963	box II.180
Reports/Statistics, National Science Foundation Report GN-694	box II.181
Reports/Statistics, National Science Foundation Report CLSD	box II.181
Reports/Statistics, New York State Education Department Reports, 1965-1968	box II.181
Reports/Statistics, Xerox, 1964-1967	box II.181
Reports/Statistics, Xerox, 1967-1968	box II.181
Reports/Statistics, Xerox and Photocopy, 1967-1968	box II.181
Reports/Statistics, Xerox and Photocopy, 1968-1969	box II.181
Reports/Statistics, Xerox and Photocopy, 1969-1970	box II.182
Reports/Statistics, Photocopy Reports, 1970-1971	box II.182
Schedules	box II.182
Signature Authorizations	box II.182
Surveys and Reports	box II.182
Surveys, Burgess-Carpenter	box II.182
Surveys, Cresap-McCormick-Paget Reconnaissance Survey of the Libraries, 1964-1965	box II.182
Surveys, Cresap McCormick and Paget Report	box II.182
Surveys, 1950-1951	box II.182
Reports/Statistics, Furnished by CU Administrative Offices and Others	box II.182
Reports/Statistics, Furnished to CU Administrative Offices	box II.182
Surveys, U.S. Office of Education (Grants)	box II.182

Surveys, Loan Code, 1961-1973	box II.183
Surveys, Loan Code Meetings, Surveys, etc.	box II.183
Surveys, Loan Code Regulations of Other Libraries	box II.183
Surveys, Operations Analysis (Classification and Operations Analysis)	box II.183
Surveys, Lewisohn Hall Space	box II.183
Unanswered Letters	box II.183
Associations	box II.183
American Library Association, 1961-1962	box II.183
American Library Association, 1962-1963	box II.183
American Library Association, 1963-1964	box II.183
American Library Association, 1964-1966	box II.183
American Library Association, 1966-1967	box II.183
American Library Association, Annual and Midwinter Meetings, 1961-1962	box II.184
American Library Association, Annual and Midwinter Meetings, 1962-1963	box II.184
American Library Association, Annual and Midwinter Meetings, 1963-1965	box II.184
American Library Association, Annual and Midwinter Meetings, 1965-1966	box II.184
American Library Association, Library Education Division	box II.184
American Library Association Midwinter New York Convention, 1966-1968	box II.184
Archons of Colophon., 1959-1960	box II.184
Association of Research Libraries, 1961-1962	box II.184
Association of Research Libraries, 1962-1963	box II.184
Association of Research Libraries, 1963-1964	box II.184
Association of Research Libraries, 1964-1965	box II.184
Association of Research Libraries, 1965-1966	box II.184
Association of Research Libraries, 1966-1967	box II.184
Association of Research Libraries, Joint Libraries Committee on Fair Use in Photocopying	box II.184
Council of National Library Association	box II.184
Manuscript Society	

	box II.184
New York Library Association	box II.184
New York Library Club	box II.184
Metro, New York Metropolitan Reference and Research Library Agency	box II.184
New York Technical Services Librarians	box II.184
Special Libraries Association, 1961	box II.184
Avery Library, 1959-1960	box II.185
Avery Library, 1961-1962	box II.185
Avery Library, 1962-1963	box II.185
Avery Library, 1963-1965	box II.185
Avery Library, 1965-1967	box II.185
Avery Library, 1967-1969	box II.185
Bancroft	box II.185
Bancroft Foundation Fund, Bancroft Will (Extracts)	box II.185
Bancroft Foundation Fund, 1961	box II.185
Bancroft Foundation Fund Committee	box II.185
Bancroft Foundation Fund-Awards	box II.185
Scope and Contents	
(Not to be confused with Bancroft Prizes)	
Bancroft Foundation Fund-News Releases	box II.185
Barnard Library	box II.185
Binding Department	box II.185
Binding Department, 1967	box II.185
Biological Science Library	box II.185
Book Return Chute	box II.185
Books-Damaged, Stolen, Missing, 1961-1962	box II.185
Books-Damaged, Stolen, Missing, 1962	box II.185
Books-Swan, Donald A.	box II.185
Buildings and Maintenance, 1961	box II.186
Accidents	box II.186
Air Conditioning	box II.186
Cleaning	

	box II.186
Electricity	box II.186
Elevator	box II.186
Keys, 1961	box II.186
Lighting, 1961	box II.186
Painting	box II.186
Pneumatic Tube System	box II.186
Portraits	box II.186
Protection, 1961	box II.186
Protection, Exit Council	box II.186
Fires in Libraries and Fire Protection	box II.186
Protection, Guards	box II.187
Protection, Passes	box II.187
Protection, Thefts	box II.187
Public Accommodations, Smoking	box II.187
Room Assignments, 1961	box II.187
Shelving	box II.187
Safety	box II.187
Signs and Posters	box II.187
Space Adjustments, 1961-1962	box II.187
Low Library Space Planning	box II.187
Space Estimates (sq. ft.) (Seating and Shelving)	box II.187
Bureau of Applied Social Research (BASR)	box II.187
Burgess-Carpenter, Modern Languages, Paterno Library, 1960	box II.187
Business Library, 1960	box II.187
Butler Central Development Program, 1960	box II.188
Butler Department Heads Meetings	box II.188
Butler Division	box II.188
Burgess-Carpenter	box II.188
Business	box II.188
Circulation	box II.188
College	box II.188

East Asiatic	box II.189
East Asiatic, 1951	box II.189
Journalism	box II.189
Loading Service	box II.189
Reference Department	box II.189
Butler Librarians, 1949-1954	box II.189
Scope and Contents	
(2 folders)	
John H. Berthel correspondence, 1950 January-May, 1950	box II.189
John H. Berthel correspondence, 1950 July-October, 1950	box II.189
John H. Berthel correspondence, 1950 November -1951 April, 1950	box II.189
John H. Berthel correspondence, 1951 May-1951 September, 1951	box II.189
John H. Berthel correspondence, 1951 October -1951 December, 1951	box II.189
John H. Berthel correspondence, 1952 January-1952 July, 1952	box II.190
John H. Berthel correspondence, 1952 August, 1952	box II.190
John H. Berthel correspondence, 1952 September, 1952	box II.190
John H. Berthel correspondence, 1952 October, 1952	box II.190
John H. Berthel correspondence, 1952 November, 1952	box II.190
John H. Berthel correspondence, 1952 December, 1952	box II.190
Correspondence-Day Files, 1953 January-1953 March, 1953	box II.190
Correspondence-Day File, 1953 April-1953 June, 1953	box II.190
Correspondence-Day File, 1953 July-1953 September, 1953	box II.190
Correspondence-Day File, 1953 October -1953 December, 1953	box II.190
Correspondence-Day File, 1954 January-1954 May, 1954	box II.190
Butler Library	box II.190
Butler Library-Building	box II.190

Scope and Contents

(Empty November 2010)

Butler Library-Book sales	box II.190
Butler Library-Display Case and Lobby Use	box II.190
Butler Library-Maintenance and Supplies	box II.190
Butler Library-Orientation and Information Services	box II.190
Butler Library-Periodical Reading Room	box II.190
Butler Library-Plans	box II.190
Butler Library-Early Plans	box II.190
Butler Library-School of Library Service	box II.191
Butler Library-School of Library Service, Library Committee	box II.191
Butler Library-New York School of Social Work	box II.191
Butler Library-New York School of Social Work, Library Associates	box II.191
Butler Library-Temperature Records, 1968	box II.191
Casa Hispanica	box II.191
Casa Italiana	box II.191
Cataloging	box II.191
Cataloging, 1960	box II.191
Cataloging-Library of Congress, Catalog Cards and Publications, 1960	box II.191
Cataloging-Shared Cataloging	box II.191
Checkpoint, 1968-1969	box II.191
Chemistry Library	box II.191
Circulation Department, 1960	box II.192
Circulation Department-Local Interlibrary Loans	box II.192
Civil Defense	box II.192
Classification and Operating Analysis	box II.192
Acquisitions Department, Serials	box II.192
Avery	box II.192
Biological Sciences	box II.192
Business and Economics	box II.192

Butler Library, Burgess-Carpenter	box II.192
Butler Library, Circulation Department	box II.192
Butler Library, College Library	box II.192
Butler Library, Lending Service	box II.192
Butler Library, Paterno	box II.192
Butler Library, Philosophy	box II.192
Cataloging Department,Catalog Processing	box II.192
Cataloging Department	box II.192
Cataloging Department, Law	box II.192
Cataloging Department, Medical	box II.192
Cataloging Department, Serials	box II.192
Classification and Operating Analysis-Serials Acquisition and Cataloging	box II.192
Chemistry	box II.192
Columbiana	box II.192
East Asian	box II.192
Engineering Library	box II.193
Fine Arts	box II.193
Geology	box II.193
Journalism	box II.193
Lamont	box II.193
Law	box II.193
Library Service	box II.193
Map Room	box II.193
Mathematics and Science	box II.193
Medical Library	box II.193
Music	box II.193
Photographic Services	box II.193
Physics	box II.193
Psychology	box II.193
Social Work	box II.193
Special Collections	box II.193

	box II.193
Collection Preservation	box II.193
Selection Policies-Tauber-Cook-Logsdon, 1956	box II.193
Selection Sources Checked	box II.193
Collections	box II.193
Collections	box II.193
Collections Index	box II.193
Artzybasheff Collection of Paintings (Special Collections)	box II.193
Bancroft	box II.194
Bela Bartok	box II.194
Berle Collection	box II.194
Boulton Collection, Basic Agreements	box II.194
Boulton Collection, Development-Past	box II.194
Boulton (Laura) Collection of Tradition and Liturgical Music	box II.194
Laura Boulton Collection (Special Collections)	box II.194
Laura Bolton Collection of Traditional and Liturgical Music	box II.194
Scope and Contents	
(Boulton Collection October 29 and November 26, 1963 events)	
Bookplates	box II.194
Butler, Nicholas Murray	box II.194
Carnegie Endowment Archives	box II.195
Carpenter, George Rice	box II.195
Churchill (Sir Winston Leonard Spencer)	box II.195
Conway, Moncure Daniel	box II.195
Corbacho	box II.195
Crane, Hart	box II.195
Crane, Stephen	box II.195
Dale	box II.195
Davidson, Leon	box II.195
John Dewey	box II.195

Donovan, W. J.	box II.195
Lewis Einstein	box II.195
Eisenhower, President	box II.195
Epstean, Edward (Special Collections)	box II.195
John Erskine	box II.195
Ferrero, Guglielmo	box II.195
Frank Jamieson Memorial	box II.196
Scope and Contents	
(Catalog is the red binder behind the folder)	
Frank Jamieson Collection	box II.196
Gumby, L. S. Alexander	box II.196
Hamilton Papers	box II.196
Henning	box II.196
Bronson-Howard (Special Collections)	box II.196
Hungarian Reference	box II.196
Ide, John Jay	box II.196
John Jay, Contributions and Solicitation Recommendations	box II.196
John Jay	box II.196
John Jay, Gift Receipts	box II.196
Jeffery, Arthur	box II.197
Joffe, Judah A	box II.197
Koo, Wellington	box II.197
Korean Classics (Yi Song-ui collection), 1966-1967	box II.197
Scope and Contents	
Correspondence between 1966 and 1967 regarding the appraisal of the rare book collection, the purchase, the criticism, the individuals involved in the negotiation, and most importantly, the matter of the rare books being evaluated by the Cultural Assets Preservation Committee and Ministry of Education.	
Li, Hanhun Books (East Asian Library)	box II.197
Lodge, Gonzales (Dr.)	box II.197
Lehman Papers	box II.197

Lotz	box II.197
Brander Matthews Museum	box II.197
Matthews, Brander, Dramatic Museum	box II.197
John Bassett Moore	box II.197
Naficy Collection	box II.197
Nevins	box II.197
Nevins	box II.197
Olcott Papers	box II.197
Parsons Prints	box II.198
Parsons, Herbert	box II.198
Phonograph Records	box II.198
Pinthus	box II.198
Plimpton, Smith and Dale (Special Collections), 1951	box II.198
Plimpton, Smith and Dale (Special Collections), 1950-1951	box II.198
Plimpton, Smith and Dale (Special Collections), 1949-1950	box II.198
Plimpton, Smith and Dale (Special Collections), 1948-1949	box II.198
Plimpton, Smith and Dale (Special Collections), 1943-1947	box II.198
Plimpton, Smith and Dale (Special Collections), 1943	box II.198
Plimpton, Smith and Dale (Special Collections) (Early)	box II.198
Scope and Contents	
(3 folders)	
Pulitzer Prize Collection (Special Collections)	box II.199
Rackham	box II.199
Random House	box II.199
Santayana	box II.199
Schomburg Collection of Negro History and Literature	box II.199
Scudder-Marvin Library (Business Library)	box II.199
Spinoza, 1947-1948	box II.199
Spinoza, 1945-1947	box II.199

Sullivan Drawings (Gift of Kaufmann Foundation) (Avery Library)	box II.200
Steffens, Lincoln	box II.200
Vanderlip, Frank A.	box II.200
Wouk, Herman	box II.200
Woytinsky, Wladimir S.	box II.200
Columbia, Harvard, Yale Medical Libraries (CoHaYaMed)	box II.200
College Library, 1950-1951	box II.200
College of Pharmacy	box II.200
Colleges and Universities	box II.200
B	box II.200
C	box II.200
D	box II.200
E	box II.200
H	box II.200
I	box II.200
J	box II.200
K	box II.200
M	box II.200
N	box II.200
P	box II.200
R	box II.200
S	box II.200
U	box II.200
W	box II.200
Columbia University Press	box II.200
Columbiana, 1950	box II.201
Columbiana Committee	box II.201
Communication Library	box II.201
Computer Center Library	box II.201
Congressional Roll Call Records	box II.201
Contracts, Government	box II.201

Cooperative Library	box II.201
Coordinating Committee on Operations Planning and Review	box II.201
Coordinating Committee on Bibliographic Control	box II.201
Coordinating Committee on Collection Development and Maintenance	box II.201
Copyright Authorizations	box II.202
Deutsches Haus	box II.202
Development-Friends of the Libraries	box II.202
Development-Memorial and Honor Book Program	box II.202
Development Program	box II.202
Development Program-Progress	box II.202
Director's Fund, 1948-1962	box II.202
Director's Office Memo re: Invoices, 1967	box II.202
Director's Office Memo re: Summer Session Faculty	box II.202
Director's Office Memo re: Selection Policy, 1967	box II.202
Director's Office Memo re: Schuck Appointed	box II.202
Director's Office Memo re: Reserve Book Policy, 1967	box II.202
Director's Office Memo re: Personnel Policies for Part-Time Staff, 1968-1969	box II.202
Director's Office Memoranda, 1969	box II.202
Director's Office Memoranda, 1969	box II.202
Director's Office Memo re: Procedure for Requesting Supplies, 1969	box II.202
Director's Office Memoranda, 1967	box II.202
Director's Office Memo re: Information Desk, 1967	box II.202
Documentation and Information Retrieval	box II.202
Documents Division	box II.202
Quarterly Bibliography of New Titles in Chinese, East Asian Library	box II.202
Scope and Contents	
(Volume II, Number 1, February 1964 bound volume)	
East Asian Library-Yoshida Grant	box II.202

East Asiatic Library, 1960-1961	box II.202
East Asiatic Library, 1961-1964	box II.203
East Asiatic Library, 1963-1968	box II.203
East Asiatic Library, 1968-1969	box II.203
Engineering Library, 1960	box II.203
Engineering Library-OTS Regional Technical Report Center	box II.204
Engineering Library-Regional Technical Report Center	box II.204
Engineering Library-Simulation of the Columbia University Libraries (SCUL) Report	box II.204
Equipment and Supplies	box II.204
Essays and Dissertations	box II.204
Exhibitions	box II.204
Finance-Funds, 1960-1961	box II.204
Finance-Funds, 1961-1962	box II.204
Finance-Funds, 1962-1963	box II.204
Finance-Funds, 1963-1964	box II.204
Finance-Funds, Ulmann, Albert (Graphic Arts)	box II.205
Finance-Photograph Services	box II.205
Finance-Funds, Wills and Bequests	box II.205
Fine Arts Library	box II.205
Friends of the Columbia Libraries	box II.205
Friends of the Libraries, 1967-1970	box II.205
Gift Receipts	box II.205
Transfer of Institute Funds, 1962-63	box II.205
General Information Sheet, 1964-1965	box II.206
Geology Library and Maps, 1950-51	box II.206
Memorial Book Questions	box II.206
Gifts-Proposed and Pending	box II.206
Gifts-Tax Information	box II.206
Gifts, 1960	box II.206
Gifts-Additions to Collections), 1969-1971	box II.207
Gifts-A	box II.207

Gifts-B	box II.207
Gifts-C	box II.207
Gifts-1968 Cary Trust	box II.207
Gifts-Jacobi-Cary Trust	box II.207
Gifts-Citizens Union	box II.207
Gifts-Class of 1923 Gift, 1923	box II.207
Gifts-D	box II.208
Gifts-E	box II.208
Gifts-F	box II.208
Gifts-Ga-Gl	box II.208
Gifts-Gitelson	box II.208
Gifts-Go-Gu	box II.208
Gifts-H	box II.208
Gifts-I	box II.208
Gifts-J	box II.208
Gifts-K	box II.208
Gifts-L	box II.209
Gifts-N	box II.209
Gifts-O	box II.209
Gifts-P	box II.209
Gifts-R	box II.209
Gifts-S-Sn	box II.209
Gifts-Schweitzer Foundation	box II.209
Gifts-Shepard Memorial Gifts-Shepard, Frank P., Jr.	box II.209
Gifts-Sherman, Memorial Gifts-Sherman, Henry C.	box II.209
Gifts-So to Sy	box II.210
Gifts-T	box II.210
Gifts-U	box II.210
Gifts-V	box II.210
Gifts-W	box II.210
Gifts-Y	box II.210
Gifts-Z	box II.210

Gnomes	box II.210
Gnomes Meetings	box II.210
Grants	box II.210
Haas Appointment, 1969	box II.211
Harkness Academic Theater	box II.211
International Affairs Reading Room	box II.211
International Book Exhibit, 1959-1960	box II.211
Inventory of Computer Based and Systems Oriented Projects, 1968	box II.211
In-Service Training Program	box II.211
Insurance for Libraries-Outline/Summary, 1960	box II.211
Jewish Theological Seminary	box II.211
Journalism Library	box II.211
Kent Hall, Future Use of	box II.211
King's College Room	box II.211
Lamont Geological Observatory Library-Upper Mantle Project, World Data Center "A"	box II.211
Lamont Geological Observatory Library	box II.212
Law Library, 1958-59	box II.212
Law Library	box II.212
Lending Service Library	box II.212
Libraries, 1960	box II.212
Libraries-Library of Congress, 1950-1951	box II.212
Library Buildings	box II.212
Library Cooperation, 1960	box II.212
Library Cooperation-Council on Library Resources, 1960	box II.212
Library Cooperation-Conference on Library Education, Jersey City State College, 1961	box II.212
Library Cooperation-Human Relations Area Files	box II.212
Library Cooperation-Mid-West Inter-Library Center	box II.212
Library Information Requests	box II.212
School of Library Service-Library (SLS)	box II.213
School of Library Service-College Catalogs	box II.213

Mathematics Library, 1960	box II.213
Mathematics Library-American Mathematical Society, 1960	box II.213
Mathematics Library-Renovation	box II.213
Medical Library, 1960-1973	box II.213
Medical Library-Recent Acquisitions, 1971	box II.213
Medical Library Center of New York	box II.213
Metro-Early Documents, 1964-1966	box II.214
Metro, 1966-1967	box II.214
Music Library, 1960-1961	box II.214
NASA Library Contract-Monthly Reports, 1961	box II.214
NASA Library Contract-National Institute for Space Studies (Goddard Institute) NAS 5-1454	box II.214
NASA Library Contract-National Institute for Space Studies (Goddard Institute) NAS 5-8784, 1966	box II.215
National Library Week	box II.215
National Referral Center for Science and Technology, Library of Congress	box II.215
National Science Foundation	box II.215
National Science Foundation-Upper Mantle Project	box II.215
Natural Sciences Libraries, 1950-51	box II.215
Near and Middle East Institute	box II.215
New York Botanical Garden Library	box II.215
New York Public Library	box II.215
New York State Library-NYSILL and Facts Projects, 1967-1968	box II.215
Regents Advisory Council on Libraries, 1964	box II.215
Regents Advisory Council on Libraries, 1965-1966	box II.216
Regents Advisory Council on Libraries-Memoranda, 1965-1966	box II.216
Regents Advisory Council on Libraries-Search for State Librarian, 1966-1967	box II.216
Regents Advisory Council on Libraries, 1966/67	box II.217
Regents Advisory Council on Libraries, 1967-1968	box II.217
Regents Committee on Integration of College and University Resources in New York State	box II.217

Outline of Operations and Services, 1967	box II.218
Oral History Research Office, 1960-1961	box II.218
Organization Charts, 1968	box II.218
Organization Charts, 1967	box II.218
Organization Charts	box II.218
Organization Charts, 1966	box II.218
Organization Charts, 1962-1965	box II.218
Organization Charts	box II.218
Orientation Tours	box II.218
Parkinson Information Center	box II.218
Parkinson Information Center-Semi-Annual Progress Report, 1964	box II.218
Parkinson's Disease and Related Disorders-Citations from the Literature	box II.218
Personnel Administration Section	box II.219
Personnel Administration Section, 1958-1960	box II.219
Scope and Contents	
(2 folders)	
Library Administration Division correspondence	box II.219
Personnel Administration Section, 1960	box II.219
Library Administration Division	box II.219
ALA Mid-Winter Conference, 1961	box II.219
Budget, 1960-1961	box II.219
By-Laws	box II.219
Library Administration Division By-Laws	box II.219
Certification of Librarians Committee	box II.220
Code of Ethics Committee	box II.220
Committee to Evaluate ALA Personnel Publications	box II.220
In-Service Training Committee	box II.220
Membership Meeting	box II.220
Montreal Conference, 1960	box II.220
Nominating Committee	box II.220
Program Committee	box II.220

State Library Personnel Practices Committee	box II.220
Philosophy Library	box II.221
Photographic Services	box II.221
Photographic Services-Microfilming	box II.221
Photographic Services-Photography	box II.221
Photographic Services-Photostats	box II.221
Physics Library	box II.221
Private Studies Working File	box II.221
Process Descriptions	box II.221
Promotional Overview, 1967	box II.221
Psychology Library	box II.221
Public Relations	box II.222
Public Relations-Italian exhibit and opening ceremony, 1959	box II.222
Scope and Contents	
(Commemoration of the Centennial of the Unification of Italy)	
Public Relations-Visitors, 1960-1961	box II.222
Public Relations-Visitors, 1961-1962	box II.222
Public Relations-Visitors, 1962-1963	box II.222
Public Relations-Visitors, 1963-1964	box II.222
Public Relations-Visitors, 1964-1965	box II.223
Public Relations-Visitors, 1965-1966	box II.223
Public Relations-Visitors, 1966-1968	box II.223
Public Relations-Visitors, 1968-1969	box II.223
Public Relations-Visitors, 1969-1970	box II.223
Public Relations-Visitors, 1970-1971	box II.223
Public Relations-Visitors, 1971-1972	box II.223
Public Relations-Exhibits	box II.223
Public Relations-Hastings File on Library Publicity	box II.224
Public Relations-Correspondence and Policy Regarding Press Releases	box II.224
Publications, 1960	box II.224

American Library Directory	box II.224
American Universities and Colleges	box II.224
Archives of Psychology	box II.224
Avery Periodical Index	box II.224
Bulletin/Handbook Manuscripts	box II.224
Bulletins of Information	box II.224
Catalog of the School of Library Service	box II.224
Columbia University Libraries List, 1962	box II.224
Directory of College and University Libraries of New York State	box II.224
Directory of Special Libraries and Information Centers	box II.224
Law Library Catalog	box II.225
Library Handbook	box II.225
Library Journal (The)	box II.225
Library World	box II.225
Manual for the Classification and Cataloging of Music Scores (Virginia Haft)	box II.225
Psychological Index	box II.225
Science Reference Notes	box II.225
Special Libraries Association Directory, New York Chapter	box II.225
Subject Collections	box II.225
Spinoza Bibliography	box II.226
Spinoza Reception, 1964	box II.226
Staff Manual, 1960	box II.226
Wilson, H.W. and Co.	box II.226
Reference Department, 1960	box II.226
Reference Department-Interlibrary Loan, 1960	box II.226
Reid Hall (Paris, France)	box II.226
Schedules, 1968	box II.226
Schedules	box II.226
Schedules-Sunday Opening	box II.226
Science Library	box II.226

Services, 1960-1961	box II.226
Advisory Service (Proposed)	box II.226
General Studies Students	box II.226
Stack Privileges, 1960	box II.227
Library Privileges Policy, 1960-1963	box II.227
Library Privileges, Use of other libraries (letters of introduction), 1962-1963	box II.227
Library Privileges Policy, 1963-1964	box II.227
Library Privileges Policy, 1964-1965	box II.227
Complaints and Commendations, 1960-1965	box II.227
Library Privileges Policy, 1965-1966	box II.227
Library Privileges-Use of other libraries (letters of introduction), 1965-1966	box II.227
Complaints and Commendations, 1965-1966	box II.228
Library Privileges, Extended Loan, 1965-1966	box II.228
Library Privileges Policy, 1966-1967	box II.228
Library Privileges Policy, 1967-1968	box II.228
Library Privileges, Extended Loans	box II.228
Library Privileges, Medical Library	box II.228
Scope and Contents	
(Including use of Morningside Heights libraries)	
Library Privileges, Other Institutions	box II.228
Library Privileges Policy Revision, Announcements, Correspondence, Comments	box II.228
Library Privileges Proposed Policy Revision	box II.228
Library Privileges, Use Statistics	box II.228
Lockers	box II.229
Lost and Found	box II.229
Mail, 1960	box II.229
Messenger	box II.229
Mimeographing	box II.229
Reserve Lists and Policy	box II.229
Social Work Library	box II.229

Source Document on the University Libraries	box II.229
Special Collections, 1960-1961	box II.229
Special Collections, 1961-1962	box II.229
Special Collections, 1962-1963	box II.229
Special Collections, 1963-1964	box II.229
Special Collections, 1964-1965	box II.229
Special Collections, 1965-1968	box II.229
Speech Recordings, Library of	box II.230
Statistics, 1970-1971	box II.230
Statistics, 1968-1969	box II.230
Ten Year Report, 1953-1963	box II.230
Statistics, 1964-1965	box II.230
Statistics, 1965-1966	box II.230
Statistical Report, 1966-1967	box II.230
Statistics, 1967-1968	box II.230
Statistics, 1969-1970	box II.230
Student/Faculty Library Committee, 1968-1969	box II.230
Student Library Prize	box II.230
Supervising Librarians	box II.230
Summer Session Faculty Memorandum	box II.230
Supplies and Equipment, 1960	box II.230
Supplies and Equipment-Departmental Appropriation Information	box II.230
Supplies and Equipment-Inventory	box II.230
Supplies and Equipment-Multilith Machine	box II.230
Supplies and Equipment-Telephones, 1960	box II.230
Systems	box II.230
Systems, 1965	box II.230
Systems, 1966	box II.231
Systems, 1967	box II.231
Systems-Timesheets	box II.231
Teachers College	box II.231
Theatre Arts Library	

	box II.231
Theses-Master's Essays and Dissertations Office and Combined Operations, 1960	box II.231
Theses-Dissertation, Galindez case	box II.231
Tours	box II.231
Union Theological Seminary	box II.231
United Nations	box II.231
University Bicentennial-Publications	box II.231
University Bookstore Committee, 1960	box II.231
University Central Administrative Reorganization, 1967	box II.231
University Columbia Fund	box II.231
University Commencement, 1960	box II.231
University Council	box II.232
University Council, 1959-1960	box II.232
University Council, 1960-1961	box II.232
University Council, 1961-1962	box II.232
University Council, 1962-1963	box II.232
University Council, 1963-1964	box II.233
University Council, 1964-1965	box II.233
University Council, 1965-1966	box II.233
University Development Program-Libraries, 1950	box II.234
Scope and Contents	
(Bound Volume)	
University Development Program-Libraries, A Study of Development Needs and Resources of the Columbia University Libraries	box II.234
Scope and Contents	
(Bound Volume)	
University Development-Capital Fund Drive, 1966	box II.234
University Development Program-Libraries, 1967	box II.234
University Development Program-Fund Drive	box II.235
University Development Program-Libraries	box II.235
University Development Projects, Past	box II.235

University Library Committee, 1968-1969	box II.235
University Microfilms	box II.235
University Publications	box II.236
Administrator's Guide	box II.236
Revision in Library Information in Catalogs, 1962-1963	box II.236
Revision in Library Information in Columbia Catalog Series	box II.236
Charter and Statutes	box II.236
Columbia Calendar	box II.236
Columbia College Student Handbook	box II.236
Columbia Directory	box II.236
Faculty Handbook	box II.236
General Studies Newsletter	box II.236
Graduate Facilities Catalog	box II.236
Graduate Students' Guide	box II.236
A Guide to the Morningside Campus	box II.236
The Owl	box II.237
President's Report "The Next Six Years are the Present", 1961	box II.237
Spectator	box II.237
Student Handbook	box II.237
Summer Session Information for Students	box II.237
Telephone Directory	box II.237
University Publications and Activities	box II.237
University Senate	box II.238
University Senate-Senate Library Committee, 1969-1970	box II.238
University Student Council	box II.238
University Trustees' Minutes, 1967	box II.238
Lawrence H. Chamberlain, 1950-1970	
Law Library Building Blue Prints, 1960	box II.239

Scope and Contents

(Shipment inventories, architectural drawing lists, photographs, invoices)

Construction-International Affairs Library, 1959-1965 box II.240

Scope and Contents

(Bound volume)

Construction-International Affairs Library, 1966 box II.240

Scope and Contents

(Bound volume)

Construction-International Affairs Library blueprints box II.240

Chamberlain, Lawrence H.-Conferences with the Director of Libraries, 1962-1963 box II.241

Chamberlain, Lawrence H.-Conferences with the Director of Libraries, 1963-1964 box II.241

Chamberlain, Lawrence H.-Conferences with the Director of Libraries, 1965-1966 box II.241

Chamberlain, Lawrence H.-Conferences with the Director of Libraries, 1966-1967 box II.241

Subseries II.3. Library Director's Files, 1950-1984**Scope and Contents**

The majority of this subseries is made up of the records of the former directors of the Libraries, Warren J. Haas and Patricia Battin. Warren J. Haas served as Associate Director of the Libraries, from 1961 to 1966. He left Columbia briefly to serve as the director of libraries at the University of Pennsylvania and was appointed Libraries Director at Columbia in 1969. In 1972 Haas became the first Vice President for Information Services and University Librarian. In 1978, Patricia Battin replaced Haas, who became the president of the Council on Libraries Resources.

Scope and Contents

This subseries begins with the records of the "Butler Librarian" before Warren J. Haas's appointment (For the records of the Director's Office before Haas (from 1943 to 1968), please see also Subseries II.1, boxes 17 to 21.) This subseries includes Haas' Day Files from 1960 to 1966 and again from 1969 to 1978; and there are multiple sequences of Haas' records from his office files, records those related to his outside committee work, and those related to his leadership of the Computing Center. Finally, there are four sequences of Patricia Battin's records, with each group representing a different addition.

Title/Description	Instances
Butler Librarian's Files, 1950-1965	
Faculty A-D	box II.242
Faculty E-L	box II.242

Faculty M-Z	box II.242
Finance-Book Funds	box II.242
Finance-Funds	box II.242
Fines and Books Lost	box II.242
Fines and Books Lost: Delinquent students, lists, and policy	box II.242
Fines and Books Lost: Door Check System	box II.244
Gifts, Offers, and Exchanges	box II.244
Inquiries and Suggestions (except those from faculty members)	box II.244
Insurance: Books and Rarities	box II.244
Interlibrary Loan	box II.244
Law Library	box II.244
Manuscripts	box II.244
Medical Library	box II.244
Microcards	box II.244
Microfilm	box II.244
New York Public Library-Sub-Branch at Columbia	box II.244
Newspapers	box II.244
Newspapers-Other Libraries	box II.244
Northeastern Regional Library	box II.243
Periodicals	box II.243
P.L. 480	box II.243
Publicity	box II.243
Rental Reserves	box II.243
Reprints	box II.243
Reserve Books	box II.243
Science Collecting Policies	box II.243
Serials	box II.243
Space Analyses and Adjustments	box II.243
Special Collections	box II.243
Student Council	box II.243
Student Population	box II.243

THI Days	box II.243
Sunday Opening	box II.243
Union Theological Seminary	box II.243
University-Arden House	box II.243
University-Bicentennial	box II.243
Teachers College	box II.243
University-Departments, Classics	box II.243
University-Departments, English	box II.243
University-Departments, French	box II.243
University-Departments, German	box II.243
University-Departments, History	box II.243
University-Departments, Language Houses	box II.243
University-Departments, Sociology	box II.243
University-Institutes	box II.243
University-Institutes, Indian	box II.243
University-Institutes, Latin American	box II.243
University-Institutes, Near and Middle East	box II.243
University-Institutes, Pakistan	box II.243
University-Institutes, Russian	box II.243
University-Institutes, Turkish Studies	box II.243
University-Schools, College	box II.243
University-Schools, Summer Session	box II.243
University-Schools, General Studies	box II.243
University-Schools, General Studies: Library Committee	box II.243
University-Spectator	box II.243
Visitors and Visiting	box II.243
Warren J. Haas, 1961-1966	
Administrative Memoranda	box II.245
American Association of Law Schools	box II.245
American Libraries Association	box II.245
ALA Statistics Coordinating Project	box II.245
ALA University Libraries Section	box II.245

ALA Midwinter Conference 1965 Washington, 1965	box II.245
Annual Reports-Problems	box II.245
Archons of Colophon	box II.245
ARL Conference on Libraries and Automation	box II.245
Asia	box II.245
Automation-General	box II.245
Simulation of the Columbia University Libraries (SCUL)- Proposal to National Science Foundation	box II.245
Automation: Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED)	box II.245
Scope and Contents (2 folders)	
Automation-Operations Analysis ACT-CU Simulation of the Columbia University Libraries (SCUL)	box II.246
Bancroft Fund	box II.246
Brander Matthews Museum	box II.246
Budget-Summaries, 1965-1966	box II.246
Budget, 1965-1966	box II.246
Budget, 1963-1964	box II.246
Budget, 1961-1963	box II.246
Budget Account Numbers, 1964-1965	box II.246
Budget Appropriations from Gift Accounts, 1965-1966	box II.246
Budget Appropriations from Gift Accounts, 1964-1965	box II.246
Budget Area Studies, 1964-1965	box II.246
Budget Gift Income Records, 1965-1966	box II.247
Budget-Personnel, 1959-1963	box II.247
Budget-Personnel, 1963-1964	box II.247
Budget Requests for Appropriations from Gift Account, 1965-1966	box II.247
Budget-Request and Current Income, 1965-1966	box II.247
Budget-Requests for Appropriations from Gift Accounts, 1964-1965	box II.247
Budget-Summaries, 1964-1965	box II.247
Budget-Transfer of Appropriation, 1964-1965	box II.247

Budget-Transfers (to Library; among Libraries), 1965-1966	box II.247
Buildings and Grounds	box II.247
Butler Studies-Reallocation	box II.247
Circulation Systems-ID Cards	box II.247
Collections-Selection Policies	box II.247
Columbia College	box II.248
Columbia College Faculty Meetings	box II.248
Columbia University Forms	box II.248
Columbia University Libraries Memoranda	box II.248
Columbia University Policies, Procedures, etc.	box II.248
Committee on Bibliographic Control	box II.248
Committee on Collections	box II.248
Committee on Collections-Development, Organization, Maintenance	box II.248
Committee on Operational Planning and Review	box II.248
Communications and Publications	box II.248
Computing Services at Columbia	box II.248
Controller's Office	box II.248
Cooperative Publishing Project	box II.248
Copyright	box II.248
Correspondence	box II.249
Council for Research in the Social Sciences	box II.249
Council on Library Resources	box II.249
Cresap, McCormick, and Paget-Reconnaissance Survey	box II.249
Delivery Service	box II.249
Development	box II.249
Disposition of Duplicates	box II.249
Endowment Funds-Books	box II.249
Facilities-Arts Center, 1963-1965	box II.249
Facilities-Arts Center, 1962-1963	box II.249
Facilities-Arts Center, 1960-1961	box II.249
Facilities-Arts Center, 1945-1959	box II.249

Facilities-Arts Center, Inactive	box II.250
Facilities-Arts Center-Legal Restrictions	box II.250
Facilities-Avery Library, Air Conditioning	box II.250
Facilities-Business (Uris Hall)	box II.250
Facilities-Building Schedule	box II.250
Facilities-Business Building (Uris Hall): Library before, June 1, 1961	box II.250
Scope and Contents	
(Furniture and Equipment)	
Facilities-Butler Library	box II.250
Scope and Contents	
(Furniture and Equipment)	
Facilities-Improvements	box II.250
Scope and Contents	
(Furniture and Equipment)	
Facilities-Geology Library	box II.250
Scope and Contents	
(Furniture and Equipment)	
Facilities-Law, Shelving and Furniture	box II.250
Scope and Contents	
(Furniture and Equipment)	
Facilities-Medical / Long Library	box II.250
Facilities-Moving	box II.250
Facilities-Music Library in Dodge Hall	box II.250
Facilities-South Campus Project	box II.251
Flow of Materials Study	box II.251
Forms-Samples	box II.251
Friends of Columbia Libraries	box II.251
Hurd Committee	box II.251
IBM	box II.251
Industrial Management Seminar	box II.251
Interlibrary Loan	

	box II.251
Library Instruction	box II.251
Library Unit-Acquisitions Division	box II.251
Library Unit-Acquisitions, Serials and Documents	box II.251
Library Unit-Acquisitions, Slavic	box II.251
Library Unit-Avery	box II.251
Library Unit-Biological Sciences	box II.251
Library Unit-Binding Department	box II.251
Library Unit-Burgess-Carpenter	box II.251
Library Unit-Business (Watson)	box II.251
Library Unit-Butler	box II.251
Library Unit-Cataloging	box II.252
Library Unit-Chemistry	box II.252
Library Unit-Circulation	box II.252
Library Unit-College	box II.252
Library Unit-Columbiana	box II.252
Library Unit-Computer Center Library	box II.252
Library Unit-East Asian, 1961-1966	box II.252
Library Unit-Engineering, Sciences Division	box II.252
Library Unit-Engineering (Monell)	box II.252
Library Unit-Engineering Library, Technical Reports Center	box II.252
Library Unit-Fine Arts	box II.252
Library Unit-Geology	box II.253
Library Unit-International Affairs and Area Studies, Library Organization and Operations	box II.253
Scope and Contents	
(All material contained in a subfolder labeled "International Affairs Library Operation (excluding building)")	
Library Unit-International Affairs Library, Area Institute Programs	box II.253
Library Unit-International Affairs Library, Area Studies Programs: Africa	box II.253
Library Unit-International Affairs Library, Area Studies	box II.253

Library Unit-International Affairs Library, Latin American Institute	box II.253
Library Unit-International Affairs Library, Middle East Institute	box II.253
Library Unit-International Affairs Library, Near and Middle East Book Program	box II.253
Library Unit-International Affairs Library, Russian and East European Institute	box II.253
Library Unit-Lamont (Geoscience)	box II.253
Scope and Contents	
(Contains subfolder titled "Lamont Library Information Center: Upper Mantle Project")	
Library Unit-Law	box II.253
Library Unit-Lending Service	box II.253
Library Unit-Library Office	box II.253
Library Unit-Library School Library	box II.253
Library Unit-Library Legislation	box II.253
Library Unit-Map Room	box II.253
Library Unit-Mathematics and Science	box II.255
Library Unit-Medical	box II.255
Library Unit-Medical Information Center on Parkinsonism and Allied Diseases	box II.255
Library Unit-Music	box II.255
Library Unit-Library Organization	box II.255
Library Unit-Paterno	box II.255
Library Unit-Periodical Reading Room	box II.255
Library Unit-Physics	box II.255
Library Unit-Psychology	box II.255
Library Unit-Reference	box II.255
Library Unit-Library Reporter	box II.255
Scope and Contents	
(3 folders)	
Library Unit-Social Work Library	box II.255
Library Unit-Special Collections	box II.255

Library Unit-Speech Recordings	box II.255
Library Trends	box II.255
Library World	box II.255
Loan Code: Related Material	box II.256
MARLC	box II.256
Midwest Interlibrary Center	box II.256
National Science Foundation	box II.256
Newark College of Engineering	box II.256
Newsletters-Samples	box II.256
New York Library Association	box II.256
New York Library Club	box II.256
New York Public Library	box II.256
New York State Education Department	box II.256
Newspapers	box II.256
Organization	box II.256
Paperbacks	box II.256
Personnel	box II.256
Preservation of Collections-General Information	box II.256
Preservation-Collection Maintenance and Protection	box II.256
Privileges	box II.256
Projects and Grants	box II.254
Public Law 480	box II.254
Publicity	box II.254
Reserve Fund-Accounts, Procedures, Reports	box II.254
Reserve Fund-Projects Pending	box II.254
Reserve Fund-Projects Approved	box II.254
Reserve Fund-Projects Not Approved	box II.254
Rutgers Seminar-Problems Affecting Library Service in Metropolitan Areas, March 1, 1965	box II.254
Schedules	box II.254
Science Reference Notes	box II.254
Security	box II.254
Serials Study	

	box II.254
Space Survey	box II.254
Special Libraries-Casa Hispanica, Deutches Haus, Maison Francaise, etc.	box II.257
Statistics-Columbia University Libraries	box II.257
Statistics-Other Libraries	box II.257
Storage Library	box II.257
Student Handbook	box II.257
Summer Session	box II.257
Supplies and Equipment	box II.257
Trainee Program	box II.257
Travel	box II.257
University Council Library Committee	box II.257
University Newsletter	box II.257
University Seminars	box II.257
Ware	box II.257
Xerox General	box II.257
Warren J. Haas, 1965-1975	
Acquisitions	box II.258
Actions	box II.258
Action Items	box II.258
Adams	box II.258
Annual Report	box II.258
D. Anthony	box II.258
ARL Statistics	box II.258
Association of Research Libraries	box II.258
BAH Proposal	box II.258
BAH Study	box II.258
BAH Reports	box II.258
Basic Documents	box II.258
CLSD Conference	box II.258
Columbia Project	box II.258
Columbia University	box II.258

Directors Newsletters	box II.258
Sue Ditkin	box II.259
Doug Beaven	box II.259
Chapter II Drafts	box II.259
Exhibits	box II.259
Financial Statements and Budget Figures	box II.259
Interview with Miss Lucy	box II.259
Interview Lists	box II.259
Journal Artille	box II.259
Jim Haas	box II.259
Kusch Interview	box II.259
Libraries-Committee Meetings	box II.259
Columbia University Library Work Book	box II.260
Cost Analysis of the Columbia University Libraries for the Fiscal Year, 1968-1969	box II.260
Likert Sample-Completed	box II.260
Likert Interviews	box II.260
Log of Events	box II.260
Annual Report-Drafts	box II.261
Newsletter	box II.261
McCarthy/Martin Notes	box II.261
Organization-Plans	box II.261
Progress Reports	box II.261
Questionnaire	box II.261
Professional Activities	box II.261
Reports	box II.261
Annual Report-Serial Cataloguing, General Cataloguing	box II.261
Annual Report-Paterno Library to Z, 1969-1970	box II.261
Annual Report-Avery to Music, 1969-1970	box II.261
Annual Report-Burgess-Carpenter	box II.261
Annual Reports	box II.262
Staff Questionnaire	box II.262
Social Involvement	

	box II.262
Staffing Exhibits	box II.262
Steering Committee Minutes	box II.262
Summary of Recommendations	box II.262
Summary of Cost Study	box II.262
Summary Note Forms	box II.262
Supervisor Meeting	box II.262
Typed Drafts	box II.262
D. Webster Columbia Documents	box II.262
Wilsey Notes	box II.262
Warren J. Haas, 1960-1978	
Automation, 1967-1968	box II.264
Auerbach Study	box II.264
Avery	box II.264
Avery-Kress Proposal	box II.264
Avery Library-Air Conditioning	box II.264
Barnard College	box II.264
Biological Sciences	box II.264
Building and Space Plans	box II.264
Burgess-Carpenter	box II.264
Business-Economics Collection	box II.264
Business Library Committee	box II.264
Butler-Air Conditioning	box II.264
Cataloging	box II.264
Chemistry Library	box II.265
Circulation	box II.265
College Library	box II.265
Scope and Contents (2 folders)	
Columbiana	box II.265
East Asian Library, 1967-1972	box II.265
Engineering Library Committee	box II.265

Engineering	box II.266
Fine Arts Library	box II.266
Geology Library	box II.266
Historical Notes on the C. U. Libraries Collections	box II.266
International Affairs Building	box II.267
International Affairs	box II.267
International Affairs Building (Noble)	box II.267
International Affairs Building-Lehman Library Dedication	box II.267
International Collections Division, 1971-1972	box II.267
Law Library Committee	box II.267
Law Library	box II.267
Law	box II.267
Journalism	box II.267
Lamont Library Development	box II.268
Lamont Development	box II.268
Law-Business-Social Science Center	box II.268
Library Development Officer	box II.268
School of Library Service (SLS) Library	box II.268
International Affairs Library	box II.269
Medical	box II.269
Medical Library Committee	box II.269
Medical Advisory Committee on New Library	box II.269
Medical Library	box II.269
Microforms	box II.269
Music Library	box II.269
Operating Costs of Library Units, 1961-1962	box II.269
Organization Chart-Principal Officers of the Libraries	box II.269
Organization Chart-Principal Components of the Library System	box II.269
Organization Charts, 1970	box II.269
Parkinson Information Center	box II.270
Personnel, 1968-1971	box II.270

Photographic Services	box II.270
Physics Library	box II.270
Psychology Library	box II.270
School of Library Service (SLS) Alumni Association	box II.271
Space and Development Planning-Interdepartmental and General	box II.271
Social Work	box II.271
Source Document on the University Libraries	box II.271
Source Document on the University Libraries, 1966	box II.271
Special Collections	box II.271
Special Collections-Allan Nevins	box II.271
Special Collections-Russian Archive	box II.271
Special Collections-Varese Collection	box II.271
Staff Association	box II.271
Staff Association-Legal Documents	box II.272
Staff Association-Spectator Clippings	box II.272
Systems Office	box II.272
Taylor Law	box II.272
Teachers College Library	box II.272
Technical Services	box II.272
Theatre Arts / Brander Matthews	box II.272
Urban Center Library	box II.272
Richard H. Logsdon, Director of the Libraries	
Collaborative Library System Development (CLSD), 1966-67	box II.273
Collaborative Library System Development (CLSD), 1968 January -1968 June, 1968	box II.273
Collaborative Library System Development (CLSD), 1968 July -1968 December, 1968	box II.273
Automated Reserve System OE Grant	box II.274
Columbia Crisis Spring, 1968	box II.274
Fact Sheets	box II.274
Library Office Reorganization	box II.274
McGill Installation Invitations	box II.274

Status of Libraries in the University, 1968	box II.274
Strike, 1970 May, 1970	box II.274
Student-Faculty Library Committee	box II.275
Library Supervisors/Secretaries Association	box II.275
Systems Office, 1966-1970	box II.275
Warren J. Haas - Day Files, 1960-1973	
Warren J. Haas Day Files, 1961 January -1961 June, 1961	box II.326
Warren J. Haas Day Files, 1961 July -1961 December, 1961	box II.326
Warren J. Haas Day Files, 1962 January -1962 June, 1962	box II.326
Warren J. Haas Day Files, 1962 July -1962 December, 1962	box II.326
Warren J. Haas Day Files, 1963 January -1963 June, 1963	box II.326
Warren J. Haas Day Files, 1963 July -1963 December, 1963	box II.326
Warren J. Haas Day Files, 1966 May -1966 July, 1966	box II.327
Warren J. Haas Day Files, 1966 February-1966 May, 1966	box II.327
Warren J. Haas Day Files, 1965 November -1966 January, 1965	box II.327
Warren J. Haas Day Files, 1965 July -1965 October, 1965	box II.327
Warren J. Haas Day Files, 1965 January -1965 March, 1965	box II.327
Warren J. Haas Day Files, 1965 April -1965 June, 1965	box II.327
Warren J. Haas Day Files, 1964 July -1964 December, 1964	box II.327
Warren J. Haas Day Files, 1964 January -1964 June, 1964	box II.327
Warren J. Haas Day Files, 1960 January -1960 June, 1960	box II.276
Warren J. Haas Day Files, 1960 July -1961 April, 1960	box II.276
Warren J. Haas Day Files, 1969 May -1969 December, 1969	box II.276
Warren J. Haas Day Files, 1970 January -1970 April, 1970	box II.276

Warren J. Haas Day Files, 1970 May -1970 August, 1970	box II.276
Warren J. Haas Day Files, 1970 September -1970 December, 1970	box II.276
Warren J. Haas Day Files, 1971 January -1971 April, 1971	box II.276
Warren J. Haas Day Files, 1971 May -1971 September, 1971	box II.276
Warren J. Haas Day Files, 1971 October -1972 February, 1971	box II.277
Warren J. Haas Day Files, 1972 March-1972 June, 1972	box II.277
Warren J. Haas Day Files, 1972 July -1972 December, 1972	box II.277
Warren J. Haas Day Files, 1973 January -1973 December, 1973	box II.277
Association of Research Libraries (ARL) Day File, 1969 December -1971 January, 1969	box II.277
Warren J. Haas Day Files, 1974 January -1974 June, 1974	box II.297
Warren J. Haas Day Files, 1974 July -1974 September, 1974	box II.297
Warren J. Haas Day Files, 1974 October -1974 December, 1974	box II.297
Warren J. Haas Day Files, 1975 January -1975 March, 1975	box II.297
Warren J. Haas Day Files, 1975 April -1975 June, 1975	box II.297
Warren J. Haas Day Files, 1975 July -1975 September, 1975	box II.298
Warren J. Haas Day Files, 1975 October -1975 December, 1975	box II.298
Warren J. Haas Day Files, 1976 January -1976 March, 1976	box II.298
Warren J. Haas Day Files, 1976 March-1976 June, 1976	box II.298
Warren J. Haas Day Files, 1976 September, 1976	box II.298
Warren J. Haas Day Files, 1976 October -1976 December, 1976	box II.298
Warren J. Haas Day Files, 1977 January -1977 March, 1977	box II.299
Warren J. Haas Day Files, 1977 April -1977 June, 1977	box II.299

Warren J. Haas Day Files, 1977 July -1977 September, 1977	box II.299
Warren J. Haas Day Files, 1977 October -1978 February, 1977	box II.299
Warren J. Haas Day Files, Personal Day File	box II.299
Warren J. Haas Day Files, Employment Elsewhere-Opportunities, Inquiries, Recommendations	box II.299
Warren J. Haas Correspondence, Miscellaneous, 1970-1971	box II.278
Warren J. Haas Speeches, 1961-1962	box II.278
University of Chicago 36th Annual Conference of Graduate Library Schools	box II.278
University of Pennsylvania	box II.278
Correspondence with Polykarp Kusch, 1969	box II.278
Correspondence with Polykarp Kusch, 1970-1971	box II.278
Warren J. Haas - Outside Committees	box II.279
University of Chicago	box II.279
EDUCOM-Washington April 13	box II.279
Federal Information Resources Conference, 1971	box II.279
GNOMES, 1969-70	box II.279
GNOMES, 1973	box II.279
GNOMES, 1971-1972	box II.279
Library Cooperation	box II.279
American Council of Learned Society Committee on Research Libraries, 1967	box II.280
American Council of Learned Society Committee on Research Libraries-Working Papers	box II.280
American Council of Learned Society Committee on Research Librarianship-Manpower studies	box II.280
A Study of the Columbia University Library System by Bruchlos, Hugh O.	box II.281
Scope and Contents	
(Bound volume)	
Prospects for Library Cooperation in New York City: Planning for More Effective Utilization of Reference and Research Resources	box II.281

Scope and Contents

(Bound volume)

Arts Center Program: Draft of Space Requirements, 1963 box II.281
Scope and Contents

(Bound volume)

Development Manual-Original Masters box II.281
Scope and Contents

(Bound volume)

Organization Charts box II.281

Advisory Committee on Planning for the Academic
Libraries of New York State, 1972-1973 box II.282

Advisory Committee on Planning for the Academic
Libraries of New York State box II.282

Regional Plan for Higher Education Task Force-Libraries
and Major Facilities, 1972 box II.282
Scope and Contents

(3 folders)

Commissioner's Committee on Library Development,
1966-1967 box II.283

Commissioner's Committee on Library Development,
1967-1968 box II.283
Scope and Contents

(2 folders)

Commissioner's Committee on Library Development,
1967 box II.284

Commissioner's Committee on Library Development,
1968 October, 1968 box II.284

Commissioner's Committee on Library Development,
1968 November, 1968 box II.284

Commissioner's Committee on Library Development-
Position Paper on New York State Institutions and their
Library Service box II.284

Commissioner's Committee on Reference and Research
Library Resources, 1960-1962 box II.285

Scope and Contents

(2 folders)

Governor's Library Committee	box II.285
Governor's Library Committee-Subcommittee on Governmental Organization	box II.286
New York City Plan-Nelson Associates Report	box II.286
Ad Hoc Committee on Reference and Research Libraries in New York City	box II.286
New York State Regional Reference and Research Program (3 R's)	box II.286
Job Opportunities, 1961-1963	box II.287
Scope and Contents	
((Warren J. Haas, personal))	
Recommendations, 1970-1971	box II.287
Council on Library Resources Fellowship Program-Nominees of the CU Library Personnel	box II.287
Baughman	box II.287
Barzun	box II.287
Personnel Office	box II.288
Scope and Contents	
(2 folders)	
Preservation Department, 1975	box II.288
Library Privileges	box II.288
Questionnaires	box II.289
Ramapo College, 1977	box II.289
Regent's Advisory Committee on Libraries (New York State), 1973-1977	box II.289
Representative Committee of Librarians (RCL), 1975	box II.289
Representative Committee of Librarians-Teaching, Vacations, etc.	box II.289
Rare Book and Manuscript Library	box II.290
Library Resources Group	box II.290
Science Information Policy Committee	box II.290
Science Division	box II.290

Task Force on Goals for Science and Engineering Libraries, 1974	box II.290
Scope and Contents	
(Bound volume)	
<hr/>	
Science Library-Planning	box II.290
Scope and Contents	
(2 folders)	
<hr/>	
Senate Committee on Libraries, 1971-1976	box II.291
<hr/>	
Senate Committee on Libraries, 1970-1971	box II.291
<hr/>	
University Senate, 1970-1975	box II.292
<hr/>	
Library Services Group	box II.292
<hr/>	
Social Science Center	box II.292
<hr/>	
Social Work Library	box II.292
<hr/>	
Social Science Division	box II.292
<hr/>	
Statistical Information	box II.293
<hr/>	
Personnel-Staff Development	box II.293
<hr/>	
Staff Development	box II.293
<hr/>	
Collection Statistics, 1976-1977	box II.293
<hr/>	
Teachers College-Search Committee	box II.293
<hr/>	
Study Committee on the Libraries, 1968	box II.294
<hr/>	
SUNY Albany, 1975	box II.294
<hr/>	
Systems Office	box II.294
<hr/>	
Statistics, 1977	box II.294
<hr/>	
Task Force on Professional Education for Research Libraries Management	box II.294
<hr/>	
Library Technical Support Group	box II.295
<hr/>	
University Senate, 1979	box II.295
<hr/>	
Upper Mantle Project	box II.295
<hr/>	
Mary Vischi Memorial Fund	box II.295
<hr/>	
University Librarian's Reports, 1969-1977	box II.295
<hr/>	
Visitors, 1971-1978	box II.295
<hr/>	
Visitors-Chinese Delegation, 1973 October, 1973	box II.296
<hr/>	
Yale Library Visiting Committee	

	box II.296
Yeshiva University Search Committee	box II.296
James Young	box II.296
Warren J. Haas - Columbia University Center for Computing Activities (CUCCA)	box II.300
Computing Center, 1976-1977	box II.300
Computing Center, 1974-1975	box II.300
Computing Center-Planning Council	box II.301
Computing Center-Computing Policy Committee	box II.301
Computing Center-Budget Prep Data, 1975-1976	box II.301
Computing Center, 1973	box II.301
Computer Center, 1971-1972 May, 1971-1972	box II.301
Computer Center, 1972 June -1972 July, 1972	box II.302
Computer Center, 1972 August, 1972	box II.302
Computer Center, 1972 November -1973 May, 1972	box II.302
Computing Center-Budget, 1973-1974	box II.302
Computing Center-Technical/Operations	box II.302
Computing Center-Personnel	box II.302
Columbia University Center for Computing Activities (CUCCA)	
Computing Center-Budget, 1973-1974	box II.303
Computing Center-Time Accounting, 1972-973	box II.303
Computing Center-Research Pool Allocations, 1972	box II.303
Computing Center-Instructional Pool Allocations, 1972	box II.303
Computing Center-Administrative Pool, 1972-1973	box II.303
Computing Center-Organization and Planning, 1972-1973	box II.303
Computing Center-Director Position Advertising, 1973	box II.303
Computing Center-Bruce Gilchrist, 1973	box II.303
<u>Conditions Governing Access:</u> Conditions Governing Access (Restricted until 2049)	
Warren J. Hass, 1969-1977	box II.305
Archival Collections Library	box II.305

Avery Library, 1976	box II.305
Avery Library-Architecture, 1971-1975	box II.305
American Geographical Society	box II.305
Association of Research Libraries (ARL)	box II.305
Association of Research Libraries (ARL) / Association of College and Research Libraries (ACRL)-University Library Standards	box II.305
Audio-Visual Program	box II.305
Audio-Visual Steering Committee Medical Center	box II.305
A/V Medical	box II.306
A/V Module	box II.306
A/V Remedial	box II.306
Bibliographic Control Division	box II.306
Budget, 1975-1977	box II.307
Butler Library, 1970-1973	box II.307
Paul Carter	box II.307
Census, 1970	box II.307
Center for Research Libraries-Columbia	box II.307
Center for Research Libraries, 1973-1977	box II.307
Center for Research Libraries-Warren J. Haas Board Membership, 1976	box II.307
Center for Research Libraries-Warren J. Haas Board Membership, 1975	box II.308
Center for Research Libraries-Warren J. Haas Board Membership, 1974	box II.308
CLR Management Intern Program	box II.309
China Trip Proposed for, 1976	box II.309
Collection Development	box II.309
Columbia University Libraries Statistics, 1969-1977	box II.309
Columbia University Press, 1970-1971	box II.309
Columbia University Press-Publication Committee	box II.309
Copyright Law, 1974	box II.310
Copyright Law, 1975	box II.310
Copyright Law, 1975-1977	box II.310

Copyright Law, 1977-1978	box II.311
Deans Council Meetings, 1973-1977	box II.311
Ted deBary	box II.311
Development Fundraising	box II.311
Discard of Collections	box II.311
Committee on East Asian Studies on the Social Sciences	box II.311
East Asian Library, 1971-1974	box II.312
East Asian Library, 1975	box II.312
Evaluations-Proposals, Grants	box II.312
Faul Meeting, 1975	box II.312
Film Theory and Criticism Program	box II.313
Health Sciences Library, 1976-1977	box II.313
Health Sciences Library, 1971-1975	box II.313
Library Services Group-Humanistic and Historical Studies Center	box II.313
ID Cards	box II.313
Ifla, 1974	box II.314
Japan Visit, 1975 October, 1975	box II.314
Instructional Library	box II.314
Instructional Program	box II.314
Interim Planning and Policy Council	box II.314
Jewish Studies	box II.314
Kent Hall	box II.314
Law Library	box II.315
Lehman Library	box II.315
Lehman Suite Special Collections	box II.315
Lenygon Room	box II.315
Library Leadership Conference	box II.315
Library Operations Committee Minutes	box II.315
Library Operations Committee, 1975-1977	box II.316
Mathematics	box II.316
School of Library Service Library	box II.316
Library Operations Committee	

	box II.316
Medical-Jerome P. Webster Library of Plastic Surgery, 1975-1976	box II.316
Council on Library Resources Board of Directors	box II.316
CULCON	box II.317
Dallas Public Library, 1977 October, 1977	box II.317
Minority Intern Program	box II.317
MIT Visiting Committee	box II.317
President McGill	box II.318
Mediaeval Academy Presentation, 1975 April, 1975	box II.318
Medical Librarian Search Committee	box II.318
Metro, 1970-1977	box II.318
National Bibliographic Control, 1974	box II.318
NASA Contract	box II.318
National Commission on Libraries and Information Science	box II.319
National Library Corporation	box II.319
National Union Catalog (NUC)	box II.319
National Union Catalog Committee	box II.319
NCLIS/LC Network Study Advisory Committee	box II.319
New York Public Library, 1930	box II.319
National Science Foundation (NSF) Reactor Panel	box II.320
Newspaper Project, Columbia and New York Public Library (NYPL)	box II.320
New York Public Library (NYPL) / Columbia University Collections	box II.320
New York State Interlibrary Loan (NYSILL) Network, 1972-1977	box II.320
Oral History Brochures and Booklets	box II.320
Association of Research Libraries (ARL) Library Management Study at Columbia	
Organization and Staffing of the Libraries of Columbia University: A Case Study, 1972 February, 1972	box II.321
Summary of Organization and Staffing of the Libraries of Columbia University: A Case Study, 1972	box II.321

Library Management Review and Analysis Program (MRAP), 1972	box II.321
Steering Committee	box II.322
Proposals	box II.322
Detailed Organization Description of the Columbia University Libraries, 1973 June, 1973	box II.322
Proposal to Conduct a Study of University Library Organization and Staffing at Columbia University, 1970 December, 1970	box II.322
Library Management Review and Analysis Program: A Handbook for Guiding Change and Improvement in Research Library Management (Draft), 1972 August, 1972	box II.322
Columbia Study-Booz, Allen, and Hamilton, Consultants, 1969-19676	box II.323
Columbia Study-Data, 1966-1972	box II.323
Columbia Study-Drafts and Workbook, 1970-1972	box II.323
Library Management Review and Analysis Program: A Handbook for Guiding Change and Improvement in Research Library Management: Working draft for review purposes, 1972 April, 1972	box II.323
Plan for Development of the Office of University Library Management Studies, 1972 January, 1972	box II.324
Final Report: Preliminary Investigation of Problems in University Library Management, 1970 February, 1970	box II.324
Library Management Review and Analysis Program: A Handbook for Guiding Change and Improvement in Research Library Management Draft, 1972 August, 1972	box II.324
Columbia University Resources Planning Conference materials, 1974 May, 1974	box II.325
Scope and Contents (2 binders)	
Reorganization, 1972-1973	box II.325
University Planning Conference (Libraries' Five-Year Plan), 1974	box II.325

Scope and Contents

(Materials in preparation of the November 1974 conference.)

Management and Planning Institute for Higher Education, 1974 March, 1974	box II.325
--	------------

Scope and Contents

(Held at Arden House. Haas presented "The Computer Center, the Information System and Management.")

Patricia Battin, 1968-1982

Scope and Contents

(1983-1985 Addition)

Association of Research Libraries (ARL), 1978 April-1980 June, 1978	box II.329
---	------------

Association of Research Libraries (ARL), 1980 July-1981 June, 1980	box II.329
--	------------

Association of Research Libraries (ARL) Task Force on Professional Education, 1976-1982	box II.329
---	------------

Association of Research Libraries (ARL) Task Force on Professional Education, 1982 January-1982 May, 1982	box II.330
---	------------

Budget, 1977-1978	box II.330
-------------------	------------

Budget, 1978-1979	box II.330
-------------------	------------

Budget, 1979-1980	box II.330
-------------------	------------

Center for Research Libraries, 1974 September-1982 June, 1974	box II.331
---	------------

Center for Research Libraries (CLR) Foundations Library Committee, 1978 May-1979 June, 1978	box II.331
---	------------

Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED) Worksheets, Key punch, Etc.	box II.331
--	------------

Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED) Correspondence, Budget, Travel	box II.331
---	------------

Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED) Meetings	box II.332
---	------------

Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED) Relevant Articles, Bulletins, Etc.	box II.332
---	------------

Columbia-Harvard-Yale Medical Cataloging Project (COHAYAMED) IBM Proposal	box II.332
---	------------

Law Library, 1978 May -1979 June, 1978	box II.332
--	------------

Law Library Budget, 1978-1980	box II.333
Law Library Budget, 1980	box II.333
Law Library Governance	box II.333
Library Development-Avery, 1975 July -1980 June, 1975	box II.333
Library Development-Friends of the Libraries, July -1976 June	box II.333
Library Development-Gifts, 1971 July -1978 June, 1971	box II.333
Library Operations Committee, 1978-1980	box II.333
Miscellaneous Correspondence, 1978-June 30, 1980	box II.334
National Periodicals Center	box II.334
Professional Advisory Committee, 1973-1977	box II.334
University Librarian's Newsletter, 1978 April-1982 June, 1978	box II.334
Presidential Commission on the Future of the Libraries, 1979 June 19-1981 June 30, 1979	box II.419
Presidential Commission on the Future of the Libraries, 1981-1982	box II.419
Presidential Commission on the Future of the Libraries-User Attitude Survey, 1981	box II.419
President's Council of Deans, 1978 December-1982 April, 1978	box II.419
President's Council of Deans, 1982-1984	box II.328
Professional Education	box II.328
Public Services Subcommittee of the Research Libraries Information Network (RLIN) Steering Committee, 1982	box II.328
Questionnaires, 1975-1981	box II.328
QYX Word Processing, 1980-1981	box II.328
Patricia Battin, 1968-1981	
Scope and Contents	
(1986 Addition)	
American Council on Learned Societies (ACLS) Joint Advisory Committee Documents	box II.335
American Council on Learned Societies (ACLS) Joint Advisory Committee, Correspondence and Agenda	box II.335
American Numismatic Society	box II.335

Arabic Software Info	box II.335
Avery	box II.335
Lobbying for Library and Education Legislation, 1974-1980	box II.335
Operations and Planning Council, 1980 July -1981 June, 1980	box II.336
Preservation, 1978 February-1981 June, 1978	box II.336
Preservation Department	box II.336
Professional Review Committee (PRC) Correspondence	box II.336
Professional Review Committee (PRC) Minutes	box II.336
Reprints, Photoduplication, Microfilming of Columbia Collections and Cards	box II.337
Serial Study, 1976	box II.337
Space and Physical Facilities	box II.337
Patricia Battin, 1975-1982	
Scope and Contents	
(1987 Addition)	
Administrative Council	box II.338
Association of Research Libraries (ARL) Task Force on Networks	box II.338
Center for Research Libraries (CRL) Program Committee, 1981 July -1982 June, 1981	box II.338
Dean's Planning Committee Responsibility Center Model, Budget	box II.338
East Asian Library, 1979-1981	box II.338
East Asian Library, 1981 July -1981 December, 1981	box II.339
East Asian Library-Detail Book	box II.339
East Asian Library-Project Manual	box II.339
GNOMES, 1974	box II.339
Libraries' Poster	box II.340
Library Development-Friends of the Libraries, 1976-1981	box II.340
Library Resources Group	box II.340
Operations and Planning Council, 1981-1982	box II.340
Oral History	box II.340

Orton Endowment for Learning Disabilities	box II.340
Representative Committee of Librarians (RCL) Minutes, 1975-1982	box II.341
Research Library Group (RLG), Battin as Acting President	box II.341
Research Library Group (RLG) Board of Governors	box II.341
Research Library Group (RLG) Executive Committee	box II.341
Services	box II.341
Task Force for Library of Congress Classification Conversion in the East Asian Library	box II.341
Task Force on Professional Education for Research Libraries Management	box II.342
Task Force on Research Libraries Information Network (RLIN) Coordination	box II.342
University Management Development Committee	box II.342
University Senate	box II.342
University Senate, 1980-1982	box II.342
University Senate Committee on Libraries, 1980-1982	box II.342
1199 Strike, 1979	
Columbia Spectator issues, 1979 March-1979 April, 1979	box II.343
Union Flyers and Memorabilia, 1979	box II.343
Library Strike Communication Center Logs, 1979 March21-1979 April 10, 1979	box II.343
University Memoranda, 1979 March-1979 August, 1979	box II.343
Patricia Battin, 1967-1984	
Scope and Contents	
(1989 Addition)	
A-21 Regulations	box II.399
Association of American Universities (AAU)/Center for Research Libraries (CRL) Task Force on Bibliographic System	box II.399
Acquisitions-UPB/NY Bookstore Proposal	box II.399
American Council on Education (ACE) National Identification Program (NIP)	box II.399

Annex Report: Appendix A-Planning assumptions and recommendations for selection bibliographical control and operations	box II.399
Annex Report: Appendix B-Facility	box II.400
Annex Report: Appendix C-Budget	box II.400
Annex Report: Appendix D-Move	box II.400
Annex Report: Appendix E-Strategy, Resources, Timetable and communication	box II.400
Annex Report: Appendix F-Staffing Operation	box II.400
Annex Report: Appendix G-Post-Move Tasks	box II.400
Archives-Gift and Exchange	box II.400
Artistic Properties	box II.400
Artistic Properties Budget, 1982-1983	box II.401
Alexinsky, G.	box II.401
Association of American Universities (AAU)	box II.401
Association of Research Libraries (ARL) Board of Directors, 1981-1982	box II.401
Scope and Contents (2 folders)	
Association of Research Libraries (ARL) Board of Directors, 1983	box II.401
Association of Research Libraries (ARL) Public Services Self-Study, 1983	box II.401
Association of Research Libraries (ARL) Statistics	box II.401
Association of Research Libraries (ARL) Task Force on Professional Educations,1982-1983	box II.402
Association of Research Libraries (ARL) / Office of Management Studies (OMS) Advisory Committee	box II.402
Barnard College Library	box II.402
Patricia Battin-Avery Materials	box II.402
Patricia Battin-Day File, 1978	box II.403
Patricia Battin-Day File, 1979	box II.403
Patricia Battin-Day File, 1980	box II.403
Patricia Battin-Day File, 1981	box II.404
Patricia Battin-Day File, 1982 January -1982 August, 1982	box II.404

Patricia Battin-Elsevier Experiment	box II.404
Biology Fairchild Library, 1978-1982	box II.405
Carrollton Press Retrospective Conversion Project, 1982-1983	box II.405
Center for Israel and Jewish Studies	box II.405
Center for Research Libraries (CRL) South Asia Sub-Committee	box II.405
Columbia University Libraries (CUL) Data Base Services Committee	box II.405
Columbia University Resources Planning Conference, 1974 May, 1974	box II.405
Columbia Slavic	box II.405
Conference on Academic Libraries Frontiers	box II.406
Copyright Law	box II.406
Council on Library Resources (CLR)	box II.406
Scope and Contents (2 folders)	
Council on Library Resources (CLR) Foundations Library Committee, 1979-1982	box II.407
Council on Library Resources (CLR) Management Intern Program, 1980-1982	box II.407
Council on Library Resources (CLR) Program Committee, 1982-1983	box II.407
Deans' Planning Group	box II.407
Decision Team on the Future of the Card Catalog, 1979-1982	box II.408
Decision Team on the Future of the Card Catalog, 1982-1983	box II.408
Collection Policy Task Force Documents	box II.408
East Asian Library, 1982-1983	box II.408
Executive Vice President for Administration correspondence with Paul Carter	box II.409
Rachael Goldstein-Day File, 1982 September -1982 December, 1982	box II.409
Grynberg Collection	box II.409

Harlem and Morningside Heights List to be used in Inviting Guests to Various Functions at Columbia University	box II.409
Health Sciences Library, 1978-1982	box II.409
Investments Office-Correspondence, Memoranda	box II.409
Language Laboratory Scope and Contents (2 folders)	box II.410
Law Library, 1979-1982	box II.410
Lehman Suite	box II.410
Library Development, 1981	box II.410
Library Development, 1978-1981	box II.411
Library Development, 1982	box II.411
Library Development, 1978-1981	box II.411
Library Service School-Review Committee	box II.412
Marine Affairs Program, 1972	box II.412
Metro, 1978	box II.412
National Library of Medicine (NLM)/RFP Proposal, 1982-1983	box II.413
North Campus Science Facilities	box II.413
Operations and Planning Council, 1982-1983	box II.413
Operations and Planning Council Duplicates, 1981-1983	box II.413
Oral History-Correspondence	box II.414
Oral History-Monthly Reports	box II.414
Personnel, 1982-1983	box II.414
Presidential Commission on the Future of the Libraries	box II.414
Rare Books and Manuscript Library (RBML), 1975-1982 Scope and Contents (2 folders)	box II.415
Reports from the Columbia University Librarians	box II.415
Representative Committee of Librarians (RCL) Correspondence, 1975-1982	box II.415
Research Library Group (RLG) Board of Governors, 1983	box II.415

Research Library Group (RLG) Presidential Search Committee, 1982-1983	box II.415
School of Library Service Study, 1974-1975	box II.416
Science and Engineering Division, 1975-1982	box II.416
Search for the Chief of the Humanities and History Division (H and H)	box II.416
Security	box II.416
Serials Advisory Committee	box II.416
Statistics, 1979-1980	box II.416
Statistics, 1980-1981	box II.416
Statistics, 1981-1982	box II.416
Strike, 1983	box II.416
Study Committee, 1969	box II.416
Task Force on Computer Literacy	box II.417
Task Force on Consideration of Recon Project Using ReMarc Data Base	box II.417
Task Force on Information Processing, 1983	box II.417
Scope and Contents (2 folders)	
Task Force on Minimal Level Cataloging	box II.418
Task Force to Review Post-Receipts Workflow	box II.418
Technology Task Force	box II.418
Title II-C Proposal, 1981-1983	box II.418
Whitney M. Young Advisory Committee	box II.418
Whitney M. Young Advisory Committee-Minutes	box II.418
Whitney M. Young Papers	box II.418

Subseries II.4. Additions, 1970-1998

Scope and Contents

This subseries contains additions to the original collection. This subseries contains the following groups of records: Library Services Group records (two sets: 1970-1980 and 1980-1984); the Public Services Self-Study records, 1983-1984; the Research Library Group (RLG) records, 1974-1983; CLIO (Columbia Libraries Information Online) records, from 1981-1998; and a set of CUL Office Files, 1983-1991.

Title/Description	Instances
Library Services Group, 1970-1980	

Scope and Contents

(1987 Addition)

Access Services	box II.345
Acquisitions	box II.345
Annual Report, 1973-1974	box II.345
Annual Report, 1979	box II.345
Avery Library	box II.345
Barnard Library	box II.345
Bibliographic Access to Library Materials	box II.345
Bibliographic Aids	box II.345
Brookdale Foundation Grant	box II.345
Budget	box II.345
Burgess-Carpenter Library	box II.345
Butler Library	box II.345
Card Catalog Decision Team	box II.345
Future of the Card Catalog	box II.345
Future of the Card Catalog-Other Libraries	box II.346
Cash Control	box II.346
Cataloging-Business Library	box II.346
Center for Research Libraries (CRL)	box II.346
Circulation, 1977	box II.346
Center Guides, Drafts	box II.346
Circulation, 1978	box II.346
Circulation, 1980	box II.346
Circulation Questionnaire, 1979 March, 1979	box II.346
Circulation Statistics Background	box II.346
Circulation / Systems Meeting	box II.346
College	box II.346
College Catalogs	box II.346
Columbia Bulletin Revisions	box II.346
Columbia University, 1974	box II.347
Columbia University, 1979	box II.347

Committee on Night Study Facilities	box II.347
Copyright	box II.347
Council on Library Resources (CLR)	box II.347
General Correspondence, 1975	box II.347
General Correspondence, 1978	box II.347
Cubicle Assignments	box II.347
Data Base Services	box II.347
Daily Files, 1976-1977	box II.347
Daily Files, 1974 March-1975 June, 1974	box II.347
Daily Files, 1975 July -1976 June, 1975	box II.347
Daily Files, 1977 July -1978 February, 1977	box II.348
Day Files, 1978 September -1979 February, 1978	box II.348
Day Files, 1979 March-1979 May, 1979	box II.348
Day Files, 1979 June -1979 September, 1979	box II.348
Day Files, 1979 October -1980 January, 1979	box II.348
Dissertations	box II.348
Documents	box II.348
Documents Service Center	box II.348
Double Discovery	box II.348
East Asian Documentation	box II.349
Ehrlich-Thesis	box II.349
Equipment	box II.349
Evaluations	box II.349
Exhibits	box II.349
Faculty Loans	box II.349
Fines-Blocking/F-Invoices, 1977	box II.349
Fines and Billing Correspondence A-D	box II.349
Fines and Billing Correspondence E-G	box II.349
Fines and Billing Correspondence H-K	box II.349
Fines and Billing Correspondence L-P	box II.349
Fines and Billing Correspondence R-S	box II.349
Fines and Billing Correspondence T-Z	box II.349

Fines Correspondence, 1977	box II.349
Fines Correspondence, 1978	box II.350
Fines Correspondence, 1977	box II.350
Fund Raising	box II.350
General Assistants	box II.350
Gifts and Exchanges	box II.350
Graduate Faculties	box II.350
Grant Proposal	box II.350
Scope and Contents (2 folders)	
Graphic Arts Collection	box II.350
Grenner-Wenn Foundation	box II.350
H	box II.350
Handicapped	box II.350
Health Sciences Library	box II.350
ID Cards	box II.350
Information Office	box II.351
Instructional Library Committee	box II.351
Instructional Program	box II.351
Scope and Contents (2 folders)	
Inter-Library Loan (ILL), 1978	box II.351
Inter-Library Loan (ILL), 1976	box II.351
Inter-Library Loan (ILL) Charging Letters	box II.351
Intern Program	box II.351
Invoice Task Force	box II.352
F-Invoices (Fines), 1975	box II.352
Law Library	box II.352
Learning Center	box II.352
Library of Congress Network Advisory Group	box II.352
Library of Congress (LoC) Minutes/Agenda	box II.352
Library Operations Committee Minutes	box II.352

Library of Congress (LoC), 1977	box II.353
Library of Congress (LoC), 1978-1979	box II.353
Library Schedules	box II.353
Library Service	box II.353
Master's Essays	box II.353
Master Negatives	box II.353
Metro Joint Task Force on Financial Aspects of Personal Access	box II.353
Metro	box II.353
Metro-Administrative Services Committee	box II.353
Metro-Board	box II.353
Metro-Resources Development Committee	box II.353
Metro-Coop ACG Fund	box II.353
Microforms	box II.353
Miscellaneous	box II.353
Monday Staff Meeting	box II.353
Music	box II.353
National Endowment for the Humanities (NEH)	box II.353
New York Public Library (NYPL)-Columbia Cooperative Agreement	box II.353
New York State Inter-Library Loan (NYSILL) Statistics	box II.353
Painting, Furniture and Major Equipment Requests, 1975-1976	box II.353
Personnel-Policy	box II.354
Personnel-Professional Staff	box II.354
Personnel-Support Staff	box II.354
Personnel-Union	box II.354
Pharmacy Library	box II.354
Photocopy	box II.354
Planning Office	box II.354
Planning Study-Services, 1979	box II.354
Prep	box II.354
Privileges, 1974	box II.354

Privileges, 1975	box II.354
Privileges, 1976	box II.354
Privileges-Alumni	box II.354
Privileges-Correspondence	box II.354
Privileges-General	box II.354
Privileges-Institutions, 1977	box II.355
Privileges-Institutions, 1979	box II.355
Privileges-Policy, 1977	box II.355
Privileges-Union Theological Seminary (UTS) /Teachers College (TC) / Barnard College (BC)	box II.355
Procedures	box II.355
Professional Advisory Committee (PAC)	box II.355
Promotion and Evaluation	box II.355
Publications Study Group-Minutes	box II.355
Publications Study Group-Questionnaire and Results	box II.355
Publications Study Group-Report	box II.355
Reference	box II.355
Representative Committee of Librarians (RCL)	box II.355
Reprint Project Chinese Document Center	box II.355
Research Services	box II.355
Resources	box II.355
Science Center Search Committee	box II.355
Science and Engineering Division	box II.356
Scope and Contents	
(2 folders)	
Science and Engineering Division-Biological Sciences Library	box II.356
Science and Engineering Division-Chemistry Library	box II.356
Science and Engineering Division-Chemistry Librarian Candidates	box II.356
Science and Engineering Division-Engineering Library	box II.356
Science and Engineering Division-Geology Library	box II.356
Science and Engineering Division-Lamont-Doherty Geoscience Library	box II.356

Science and Engineering Division-Mathematics/Science Library	box II.356
Science and Engineering Division-Physics Library	box II.356
Science and Engineering Division-Information Policy Committee	box II.356
Science and Engineering Division-Resource Development Committee	box II.356
Science and Engineering Division-Psychology Library	box II.356
Science and Engineering Division-Libraries	box II.356
Security	box II.357
Scope and Contents (2 folders)	
Serials-Reports, 1976	box II.357
Serials-Study Memorandum	box II.357
Services Policy	box II.357
Signs	box II.357
Social Science	box II.357
Social Science Center	box II.357
Social Science Division-Business	box II.357
Social Science Division-Journalism	box II.357
Social Science Division-Lehman	box II.357
Social Work	box II.358
Social Work Move	box II.358
Space Policy Committee	box II.358
Social Work Move, 1975	box II.358
Speech Recordings	box II.358
Staff Development Committee	box II.358
Staff Development Orientation	box II.358
Summer Session Bulletin	box II.358
Summer Session Bulletin-Correspondence re: public support	box II.358
Support, 1974-1975	box II.358
Support, 1976	box II.358
Support, 1977-1979	

	box II.358
Teachers College	box II.358
Technical Support	box II.358
Ten Year Planning Study	box II.358
Theatre Arts Library	box II.358
United States Book Exchange	box II.358
Visitors/Tours	box II.358
Library Services Group, 1980-1984	
Scope and Contents	
(1987 Addition)	
Acopian Armenian Reading Room, 1981-1983	box II.359
Activity Report, 1982-1983	box II.359
Affiliates, 1980	box II.359
Alumni,1980-1983	box II.359
Annual Report-Director of Library Services, 1979-1983	box II.359
Association of Research Libraries (ARL), 1979-1983	box II.359
Barnard, 1980-1982	box II.359
Bibliographic Institution Program, 1980-1983	box II.359
Binding Procedures Committee, 1980	box II.359
Blackwell/North America, 1983	box II.359
Brown-PRC, 1983	box II.360
Butler Library, 1980-1983	box II.360
Campus Delivery Service, 1984	box II.360
Campus Document Delivery Service, 1985	box II.360
Card Catalog Conversion	box II.360
Card Catalog Decision Team Minutes, 1980-1981	box II.360
Card Catalog-Physical Format Subcommittee, 1980-1981	box II.360
Center for Research Libraries (CRL)	box II.360
Circulation Systems Meetings	box II.360
Columbia A/V Services Committee, 1980	box II.360
Columbia University	box II.360
Copiers Coin-op	box II.360

Cubicle Assignments, 1980-1983	box II.360
Data Base Policy, 1981-1983	box II.361
Data Base Services, 1980-1983	box II.361
Scope and Contents (2 folders)	
Day Files, 1980 February-1980 June, 1980	box II.361
Day Files, 1980 July -1980 December, 1980	box II.362
Day Files, 1981 January -1981 April, 1981	box II.362
Day Files, 1981 May -1981 September, 1981	box II.362
Day Files, 1981 October -1981 December, 1981	box II.362
Day Files, 1982 January -1982 May, 1982	box II.362
Day Files, 1982 June -1982 September, 1982	box II.363
Day Files, 1982 October -1982 December, 1982	box II.363
Day Files, 1983 January -1983 March, 1983	box II.363
Day Files, 1983 April -1983 June, 1983	box II.363
Day Files, 1983 July -1983 September, 1983	box II.363
Day Files, 1983 October -1983 December, 1983	box II.364
Document Delivery Service Market Survey Responses	box II.364
Humanities and History Division (H and H), 1980-1983	box II.364
Humanities and History Division (H and H)-College Libray to Music Library	box II.364
Humanities and History Division (H and H)-Music Library	box II.364
Handicapped, President's Advisory Council, 1980-1983	box II.364
Library Information Office, 1980-1983	box II.365
Library Schedules	box II.365
Library Services Group-Third Quarter, 1983-1984	box II.365
New York State Inter-Library Loan (NYSILL)	box II.365
New York State Inter-Library Loan (NYSILL) Statistics	box II.365
Personnel-General Assistants, 1980-1983	box II.365
Personnel-Policy, 1980-1983	box II.365
Personnel-Professional Staff, 1980-1983	box II.365
Personnel-Staff Development, 1981-1983	box II.365

Personnel-Support Staff, 1982-1983	box II.365
Personnel-Union, 1981-1984	box II.365
Physical Plant, 1980-1982	box II.365
Planning Office, 1980-1983	box II.365
Past Receipt Workflow, 1983	box II.365
Preservation Committee, 1982-1983	box II.365
President's Advisory Committee, 1980-1983	box II.365
Privileges-Fee Borrower, 1980-1983	box II.365
Privileges-General Correspondence, 1977 1980-1983, 1977, 1980-1983	box II.365
Privileges-Individuals, 1980-1983	box II.366
Privileges-Institutions, 1980-1983	box II.366
Privileges-Metro Referral Cards, 1980-1983	box II.366
Privileges-Policy,1981-1987	box II.366
Privileges-Visiting Scholars, 1981-9183	box II.366
Professional Advisory Committee, 1980-1983	box II.366
Professional Classification Committee, 1983	box II.366
Public Services Self-Study Team (PSSST) Drafts	box II.366
Public Service Libraries at Large University Libraries, 1981-1983	box II.366
Public Services Self Study Team (PSSST), 1983	box II.366
Publications and Handbooks, 1978-1983	box II.366
First Quarter Reports, 1983-1984	box II.367
Scope and Contents (2 folders)	
Second Quarter Reports, 1983-1984	box II.367
Second Quarter Reports, 1982-1983	box II.367
Third Quarter Reports, 1982-1983	box II.368
Scope and Contents (2 folders)	
Fourth Quarter Reports, 1982-1983	box II.368
Quarterly Report of Services Activity, 1981-1982	box II.369
Fourth Quarter Reports, 1981-1982	

Scope and Contents (2 folders)	box II.369
Quarterly Report Forms, 1982-1983	box II.370
Quarterly Report Social Sciences Division, 1981-1983	box II.370
Questionnaires, 1981-1983	box II.370
School of Library Service Library, 1981-1983	box II.370
Science and Engineering General Division, 1980-1983	box II.370
Science and Engineering General Division, 1980-83	box II.370
Science and Engineering General Division-Biology Library, 1980-1983	box II.371
Science and Engineering General Division-Chemistry Library, 1980-1983	box II.371
Science and Engineering Division-Engineering Library, 1979-1983	box II.371
Science and Engineering Division-Geology Library, 1980-1983	box II.371
Science and Engineering Division-Lamont-Doherty, 1980-1983	box II.371
Science and Engineering Division-Engineering, Technical Reports Center, 1982	box II.371
Security, 1983	box II.371
Security, 1982	box II.371
Security, 1981 April -1981 December, 1981	box II.372
Security, 1980 January -1981 March, 1980	box II.372
Security Systems	box II.372
Social Science Division-Lehman Library	box II.372
Social Science Division-Lehman Library, 1980-1983	box II.372
PTK Speech Notes, 1980-1983	box II.372
Storage Space Planning Team Report, 1984	box II.372
Teachers College, 1979-1983	box II.372
Union Theological Seminary, 1979-1981	box II.372
Library Service Group-CLIO development and implementation files, 1983-1984	
Inquiry Reference Manual, 1983-1984	box II.373

Flowcharts and specifications regarding flow design, 1984	box II.373
Biblio-Techniques, Inc. Basic Inquiry Training Guide, 1984	box II.373
Manual-related memos and other data, 1983-1984	box II.373
Manual-related memos and other data, 1983-1984	box II.374
Manual-related memos and other data, 1983-1984	box II.375
Manual-related memos and other data, 1983-1984	box II.376
Public Services Self-Study Files, 1983-1984	
Scope and Contents	
(1987 Addition)	
Articulation	box II.377
Articulation Task Force	box II.377
Coop Arrangements	box II.377
Scope and Contents	
(2 folders)	
Office of Management Studies (OMS)	box II.377
Interim Report	box II.377
Inventory	box II.377
Issues	box II.377
Manual	box II.377
Minutes	box II.377
Organization/Staffing	box II.377
Planning Assumptions	box II.377
Planning	box II.377
Recommendations	box II.377
Relationship Task Force	box II.377
Report-Background	box II.377
Report-Collection Development and Management	box II.377
Report-Communications	box II.377
Report-Outline	box II.377
Report-Physical Facilities and Space	box II.377
Report-Reference Services	

	box II.377
Report-Training	box II.377
Technology	box II.377
Technology Task Force	box II.377
User Task Force	box II.377
Scope and Contents (2 folders)	
Circulation	box II.378
Guidelines for ready reference use of data base	box II.378
Inventory Evaluation Cover Sheets	box II.378
Miscellaneous	box II.378
Scope and Contents (2 folders)	
Questionnaire, 1984 February, 1984	box II.378
Interim Report, 1983 July, 1983	box II.378
Interim Report, 1983 November, 1983	box II.378
Interim Report, 1983 December, 1983	box II.378
Final Report, 1984 May, 1984	box II.378
Public Services in Research Libraries: An Assisted Self-Study Manual	box II.379
Research Library Group (RLG), 1973-1984 Scope and Contents (1987 Addition)	
Research Library Group (RLG) Annual Reports, 1982-1983	box II.380
Research Library Group (RLG) Art and Architecture Program Committee, 1980	box II.380
Research Library Group (RLG) Art and Architecture Program Committee, 1981-1983	box II.380
Research Library Group (RLG) Archives and Manuscripts Program, 1982-1983	box II.380
Research Library Group (RLG) Authority Files, 1983	box II.380
Research Library Group (RLG) Bibliographic Center, 1978-1980	box II.380

Research Library Group (RLG) Bibliographic Center, 1981	box II.380
Research Library Group (RLG) Bibliographic Processes and Control (BIBPAC), 1973-1977	box II.380
Research Library Group (RLG) Committee on Library Technical Systems and Bibliographic Control (BIBTECH)	box II.380
Research Library Group (RLG) BIBTECH, 1981-1983	box II.381
Research Library Group (RLG) BIBTECH Subcommittee on Bibliographic Standards	box II.381
Research Library Group (RLG) BIBTECH Subcommittee on Bibliographic Standards, 1982	box II.381
Research Libraries Group (RLG) Meeting, 1980 June, 1980	box II.381
Research Libraries Group (RLG) Meeting, 1980 August, 1980	box II.381
Research Libraries Group (RLG) Meeting, 1980 October, 1980	box II.381
Research Libraries Group (RLG) Meeting, 1980 December, 1980	box II.381
Research Libraries Group (RLG) Meeting, 1980 December, 1980	box II.382
Research Libraries Group (RLG) Meeting, 1981 February, 1981	box II.382
Research Libraries Group (RLG) Meeting, 1981 April, 1981	box II.382
Research Libraries Group (RLG) Meeting, 1981 June, 1981	box II.382
Research Libraries Group (RLG) Meeting, 1981 September, 1981	box II.382
Research Libraries Group (RLG) Meeting, 1981 December, 1981	box II.382
Research Libraries Group (RLG) Board of Governors Meetings, 1981-83	box II.383
Research Libraries Group (RLG) Meeting, 1982 February, 1982	box II.383
Research Libraries Group (RLG) Meeting, 1982 April, 1982	box II.383
Research Libraries Group (RLG) Meeting, 1982 September, 1982	box II.383
Research Libraries Group (RLG) Meeting, 1982 October, 1982	box II.383

Research Libraries Group (RLG) Meeting, 1982 December, 1982	box II.383
Research Libraries Group (RLG) Meeting, 1983 February, 1983	box II.384
Research Libraries Group (RLG) Meeting, 1983 April, 1983	box II.384
Research Libraries Group (RLG) Meeting, 1983 June, 1983	box II.384
Research Libraries Group (RLG) Meeting 1983 September, 1983	box II.384
Research Libraries Group (RLG) Meeting, 1983 December, 1983	box II.384
Research Libraries Group (RLG) Briefing Paper-Financial Alternatives, 1980	box II.384
Scope and Contents (2 folders)	
Research Library Group (RLG) Budget, 1978-1979	box II.384
Research Library Group (RLG) Budget, 1979-1980	box II.385
Scope and Contents (2 folders)	
Research Library Group (RLG) CJK Program, 1983	box II.385
Research Library Group (RLG) collection development committee, 1977-1978	box II.385
Research Library Group (RLG) Collection management and development committee	box II.385
Research Library Group (RLG) Collection management and development, 1981-1982	box II.385
Research Library Group (RLG) Collection management and development, 1981-1983	box II.385
Scope and Contents (2 folders)	
Research Library Group (RLG) Columbia University Libraries (CUL)/NYU Access Agreement	box II.386
Research Library Group (RLG) Columbia University Libraries (CUL)/NYU Access Agreement, 1981-1983	box II.386
Research Library Group (RLG) Coordinators	box II.386
Research Library Group (RLG) Coordinator, 1981-1983	box II.386

Research Library Group (RLG) Correspondence	box II.386
Research Library Group (RLG) Correspondence, 1981	box II.386
Research Library Group (RLG) Development, 1980-1982	box II.386
Research Library Group (RLG) Directories/Schedules for Member Libraries, 1980	box II.386
Research Library Group (RLG) Distributed Processing Survey, 1983	box II.387
Research Library Group (RLG) East Asian Program Committee	box II.387
Research Library Group (RLG) East Asian Program Committee, 1980-1983	box II.387
Research Library Group (RLG) 18th Century Short File, 1982	box II.387
Research Library Group (RLG) Executive Committee, 1974-1976	box II.387
Research Library Group (RLG) Equipment, 1983	box II.388
Research Library Group (RLG) Executive Committee Book 1, 1977	box II.388
Research Library Group (RLG) Executive Committee Book 2, 1976-1979	box II.388
Research Library Group (RLG) Executive Committee Book 3, 1979	box II.388
Research Library Group (RLG) Finance and Administration Committee, 1981	box II.388
Research Library Group (RLG) Finances	box II.388
Research Library Group (RLG) Finances, 1981	box II.388
Research Library Group (RLG)	box II.388
Research Library Group (RLG), 1981-83	box II.388
Research Library Group (RLG) Governance	box II.389
Research Library Group (RLG) Governance, 1981-1982	box II.389
Research Library Group (RLG) Grants	box II.389
Research Library Group (RLG) Law Library Committee, 1976	box II.389
Research Library Group (RLG) Law Program Committee, 1980-1983	box II.389
Research Library Group (RLG) Manuscript Program, 1982-1983	box II.389

Research Library Group (RLG) Medical Health Services Committee, 1981-1983	box II.389
Research Library Group (RLG) Membership	box II.389
Research Library Group (RLG) Membership, 1981	box II.389
Research Library Group (RLG) Membership Storage	box II.389
Research Library Group (RLG) Music Program Committee	box II.389
Research Library Group (RLG) Music Program Committee, 1981-1982	box II.389
Research Library Group (RLG) Music Program Committee	box II.389
Research Library Group (RLG) Newsletter	box II.389
Research Library Group (RLG) Operations Update	box II.389
Research Library Group (RLG) Preservation Committee, 1975-1977	box II.390
Research Library Group (RLG) Preservation Committee	box II.390
Scope and Contents (2 folders)	
Research Library Group (RLG) Preservation Committee, 1983	box II.390
Research Library Group (RLG) Programs, 1983	box II.390
Research Library Group (RLG) Public Relations	box II.390
Scope and Contents (2 folders)	
Research Library Group (RLG) Public Services Committee	box II.391
Research Library Group (RLG) Public Services Committee, 1981-1983	box II.391
Scope and Contents (2 folders)	
Research Library Group (RLG) Public Services Committee-Direct Patron Access Project	box II.391
Research Library Group (RLG) Public Services Committee-Direct Patron Access Project, 1981	box II.391
Research Library Group (RLG) Public Services Committee-Interlibrary Loan (ILL) Subsystem	box II.391

Research Library Group (RLG) Public Services Committee-Interlibrary Loan (ILL), 1981-1983	box II.391
Research Library Group (RLG) Public Services Committee-On-Site Access	box II.392
Research Library Group (RLG) Public Services Committee-Reference Liaisons	box II.392
Research Library Group (RLG) Public Services Committee-Shared Resources Policy	box II.392
Research Library Group (RLG) Public Services Committee-Shared Resources Program	box II.392
Research Library Group (RLG) Public Services Committee-Shared Resources Policy, 1979-1983	box II.392
Research Library Group (RLG) Publications, 1981-1983	box II.392
Research Library Group (RLG) Reader Service Committee, 1976-1979	box II.392
Research Library Group (RLG) Reference Services Network, 1982-1983	box II.392
Research Library Group (RLG) Serial Task Force, 1976-1978	box II.392
Research Library Group (RLG) Serial Task Force Minutes, 1977-1979	box II.393
Research Library Group (RLG) Shared Cataloging, 1983	box II.393
Research Library Group (RLG) Shared Resources, 1979-1983	box II.393
Research Library Group (RLG) Shared Resources-Interlibrary Loan (ILL)	box II.393
Research Library Group (RLG) Shared Resources-Interlibrary Loan (ILL), 1980-1983	box II.393
Research Library Group (RLG) Shared Resources-Interlibrary Loan (ILL) Photocopy	box II.393
Research Library Group (RLG) Shared Resources-Interlibrary Loan (ILL) Photocopy, 1981-1983	box II.393
Research Library Group (RLG) Shared Resources-On-site Access, 1981-1983	box II.393
Research Library Group (RLG) Shared Resources-Statistics	box II.393
Research Library Group (RLG) Shared Resources-Statistics, 1983	box II.393
Research Library Group (RLG) Special Interest Group-Government Documents, 1976-1979	box II.393

Research Library Group (RLG) Standing Orders, 1983	box II.393
Research Library Group (RLG) System Manuals, 1980-1983	box II.394
Research Library Group (RLG) Systems and Technology Applications Committee (STAC) Book 1, 1974-1975	box II.394
Research Library Group (RLG) Systems and Technology Applications Committee (STAC) Book 1, 1974-1978	box II.394
Research Library Group (RLG) Systems and Technology Applications Committee (STAC) Book 2, 1979	box II.394
Research Library Group (RLG) Terminals, 1983	box II.394
Research Library Group (RLG) Updates	box II.394
Research Library Group (RLG) Various Task Force, Joint Committee Meetings, STAC Subcommittee, 1976	box II.394
Research Library Group (RLG) Research Libraries Information Network (RLIN) Acquisitions	box II.395
Research Library Group (RLG) Research Libraries Information Network (RLIN) Acquisitions, 1981-1983	box II.395
Research Library Group (RLG) Research Libraries Information Network (RLIN) Avery Index, 1980-1982	box II.395
Research Library Group (RLG) Research Libraries Information Network (RLIN) Cataloging	box II.395
Research Library Group (RLG) Research Libraries Information Network (RLIN) Cataloging, 1980-1983	box II.395
Research Library Group (RLG) Research Libraries Information Network (RLIN) Cataloging, 1981-1982	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) Coordination Task Force Report	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) Development Schedule	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) Development Schedule, 1981-1982	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) Finances	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) General	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) General, 1981-1983	box II.396
Research Library Group (RLG) Research Libraries Information Network (RLIN) General, 1983	box II.397

Research Library Group (RLG) Research Libraries Information Network (RLIN) General, 1981-1983	box II.397
Scope and Contents (2 folders)	
Research Library Group (RLG) Research Libraries Information Network (RLIN) Mail System, 1980-1983	box II.397
Research Library Group (RLG) Research Libraries Information Network (RLIN) Other Networks	box II.397
Research Library Group (RLG) Research Libraries Information Network (RLIN) Other Networks, 1981-1982	box II.397
Research Library Group (RLG) Research Libraries Information Network (RLIN) Page Form Catalog Subsystem	box II.397
Research Library Group (RLG) Research Libraries Information Network (RLIN) Public Service Applications	box II.397
Research Library Group (RLG) Research Libraries Information Network (RLIN) Public Service Applications, 1981-1983	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Rates	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Rates, 1981-1983	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Reports, 1982-1983	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Searching Logs, 1983	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Serials	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Steering Committee	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Steering Acquisitions Subcommittee	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Steering Committee, 1980-1982	box II.398
Research Library Group (RLG) Research Libraries Information Network (RLIN) Tables Coordinator, 1981-1982	box II.398
Columbia Library Information Online (CLIO) Project-User Interface Committee Files, 1981-1988	

Scope and Contents

(1989 Addition)

Authority in CLIO	box II.420
Bibliographic Access Steering Committee (BASC) Subcommittee	box II.420
Biblio-Techniques Library and Information System (BLIS) training of Searchers Advisory Committee (SAC) CLIO and follow-ups	box II.420
CLIO Technical Services Trainers (CTST)	box II.420
Calendar	box II.420
Call Numbers	box II.420
Call Number Searching	box II.420
Chapel	box II.420
CLIO Reference	box II.420
Consultant	box II.420
Crib Sheet for solutions to common problems with CLIO	box II.420
Demo	box II.420
Dial-up	box II.420
Direct Command-Master	box II.420
Enhancements	box II.420
Scope and Contents (2 folders)	
Enhancements Report	box II.421
Errors	box II.421
Exercises	box II.421
EZ Access made easier	box II.421
Function Keys	box II.421
Guinea Pigs	box II.421
Help Screen Revisions	box II.421
Hotline	box II.421
Hung Terminal	box II.421
Mapping	box II.421
Research Libraries Information Network (RLIN)/CLIO Relationships	box II.421

Research Libraries Information Network (RLIN)/CLIO Searching	box II.421
Sarah	box II.422
Signage	box II.422
Spy Logs	box II.422
Technical Coordinators	box II.422
Telex	box II.422
Terminals and Printers	box II.422
Testing	box II.422
Testing-Author and Subject Searching	box II.423
Testing-Public Reaction	box II.423
Training	box II.423
Training Evaluations	box II.423
Truncation	box II.423
Tutorial	box II.423
User Workbook and Testing	box II.423
Workbook	box II.423
Article	box II.424
Biblio-Techniques Library and Information System (BLIS)	box II.424
Biblio-Techniques Library and Information System (BLIS) Administrative Memos	box II.424
Documentation, Part I	box II.424
Documentation, Part II	box II.424
Chronology	box II.424
Demos	box II.424
Disengagement	box II.424
Draft Charge	box II.424
EZ Command	box II.425
Evaluations	box II.425
CLIO Fiche	box II.425
Microfiche Catalog	box II.425
Minutes	box II.425

Open House	box II.425
Preliminary Thinking on Subject Searching	box II.425
Public Relations	box II.425
Reload Testing	box II.425
Report Testing	box II.426
Roitblatt	box II.426
Screens	box II.426
Simulation	box II.426
SAC-CLIO Memos	box II.426
Scope and Contents (Searchers Advisory Committee (SAC) CLIO))	
SAC-CLIO Quarterly Reports	box II.426
Scope and Contents (Searchers Advisory Committee (SAC) CLIO))	
User Interface Subcommittee	box II.426
Scope and Contents (2 folders)	
CLIO (Columbia Library Information Online), 1981-1998	
Scope and Contents (2003 Addition)	
CLIO Plus Interface (CPI), 1992-1998	box II.427
Interactive CLIO Plus, 1993-1994	box II.427
Interactive LC33	box II.427
CUL Onlne Public Access Catalog (OPAC)-Impact Report, 1990	box II.427
Online Catalogues-Studies and Memoranda, 1982-1983	box II.427
CSC, 1992	box II.428
Dear CLIO	box II.428
Signs	box II.428
CLIO Rover, 1989-1990	box II.428
CLIO Plus Rover	box II.428
CLIO Screens	box II.428

CLIO Services Committee	box II.428
Cooperative Programs, 1981-1983	box II.428
CLIO Training-Staff	box II.429
CLIO Coordinators	box II.429
Scope and Contents (2 folders)	
CSC, 1993-1994	box II.429
CSC, 1997	box II.429
Scope and Contents (2 folders)	
CLIO Services, 1994-1995	box II.429
CLIO Currents	box II.429
CLIO Plus Interface (CPI), 1992	box II.430
CLIO Plus Interface (CPI), 1993	box II.430
CLIO Plus Interface (CPI), 1994	box II.430
CLIP Plus Interface (CPI), 1995	box II.430
CLIO Plus Interface (CPI), 1996	box II.430
CLIO Plus Interface (CPI), 1997	box II.430
Scope and Contents (2 folders)	
CD-ROM Pew Report	box II.431
CD-ROM Evaluation Forms, Completed	box II.431
CD-ROM Project Surveys	box II.431
Scope and Contents (2 folders)	
Library Office Files, 1983-1991	
Scope and Contents (1995 Addition)	
Annual Reports AISG, 1990-1991	box II.433
Avery Use Study	box II.433
Aurora Project	box II.433

Access and Circulation	box II.433
Aurora Project	box II.433
Aurora-School of Library Service (SLS)	box II.433
Aurora-General Studies	box II.433
Aurora-History	box II.433
Aurora-Humanities	box II.433
Aurora-Middle East	box II.433
Aurora-Music Department	box II.433
Aurora-Ophthalmology	box II.433
Aurora-Political Science	box II.433
Aurora-General	box II.433
Aurora-General	box II.433
Aurora-Classics	box II.433
Academic Information Group Services-Planning	box II.433
Services Program Development Office	box II.433
CD-ROM	box II.433
CD-ROM	box II.433
CD-ROM Task Force, 1987-1988	box II.433
CD-ROM Task Force Report, 1988	box II.433
Council for Online Information, 1987	box II.433
Database Policy Committee	box II.433
Database Management Evaluation, 1987	box II.433
Database Policy Committee	box II.433
Columbia University Center for Computing Activities (CUCCA)	box II.433
DARTS	box II.433
Census Task Force	box II.433
Database Services	box II.433
Database Services Committee, 1983-1987	box II.433
Database Services News	box II.433
Depository U.S. Documents	box II.434
Displays Task Force	box II.434
Guide to Reference Books	

	box II.434
Guide to Reference Books Supplement	box II.434
Information Technology Center, 1986	box II.434
Lamont-Doherty	box II.434
Scope and Contents	
(2 folders)	
Papanastassiou	box II.434
Public Services Self-Study Team (PSSST)	box II.434
Privileges-Policy	box II.434
Reference Staffing Task Force	box II.434
Reference Technology Task Force	box II.434
Reorganizaton, 1989	box II.434
Reserve	box II.434
Reserves System Committee	box II.434
Reserves Task Force	box II.434
Services Planning, 1983-1987	box II.434
Shelf Study, 1990	box II.434
School of International Affairs (SIA) Space Agreement	box II.434
School of Library Service (SLS) Internship Program	box II.434
Signs	box II.434
School of Library Service (SLS) Closing	box II.434
SPDO	box II.434
Scholarly Information Center	box II.434
Security-Representative Committee of Librarians (RCL) Task Force, 1989	box II.434
Services Group, 1983-1984	box II.434
Services Group, 1986	box II.434
Social Science Division-Lehman Library	box II.434
Social Science Division-Lehman Reserves	box II.434
Social Science Division-Social Work Library	box II.434
Social Science Division-Journalism Library	box II.434
10-Year Planning, 1979	box II.434
User Services, 1986-1987	

box II.434

Weisman, Ray

box II.434

[^ Return to Table of Contents](#)