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## Library Reference Department records4078639

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This finding aid was produced using ArchivesSpace on January 15, 2025.

Description is written in: English.

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### 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](mailto:rbml@libraries.cul.columbia.edu)

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

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## Table of Contents

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Summary Information .....	3
Summary .....	3
Arrangement .....	3
Administrative Information .....	4
Related Materials .....	5
Controlled Access Headings .....	5
Collection Inventory .....	5
Library Reference Department records .....	5

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Butler Library. Reference Department
<b>Title:</b>	Library Reference Department records
<b>ID:</b>	4078639
<b>ID:</b>	MS#0264
<b>Date [inclusive]:</b>	1904-1959
<b>Physical Description:</b>	0.83 linear feet 1000 items in 2 document boxes
<b>Language of the Material:</b>	English .

### Preferred Citation

Identification of specific item; Date (if known); Library Reference Department records; Box and Folder; Rare Book & Manuscript Library, Columbia University Libraries.

[^ Return to Table of Contents](#)

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## Summary

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Office files of two former heads of the Columbia University Libraries' Reference Department. The files of Isadore Mudge, 1930-1937, 1940, and those of Constance M. Winchell, 1940-1945 and 1947-1959. The files are chiefly inter-office memoranda with other librarians and administrative memoranda for the department. There is some correspondence. Also, a file of Reference Department annual reports, 1904-1940.

[^ Return to Table of Contents](#)

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## Arrangement

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Arranged.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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### Revision Description

Finding aid published (JR) 2024-10-18

### Conditions Governing 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.

### Conditions Governing Access

All administrative records of the University are restricted for 25 years from the date of creation.

### Accruals

No additions are expected.

### Immediate Source of Acquisition

Source of acquisition--Reference Department. Method of acquisition--Transfer; Date of acquisition--1959. Accession number--M-59.

### Ownership and Custodial History

Transferred from the Reference Department, after 1959.

## Processing Information

Cataloged Christina Hilton Fenn 05/05/89.

## Terms Governing Use and Reproduction

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

[^ Return to Table of Contents](#)

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## Related Materials

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### Related Materials

For additional materials, please consult the [Columbia University Library Office files, 1890-1998](#).

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- Academic librarians -- New York (State) -- New York
- Academic libraries -- Reference services
- Annual reports
- Memorandums
- Mudge, Isadore Gilbert, 1875-1957
- Winchell, Constance M (Constance Mabel), 1896-1983
- Columbia University. Libraries

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## Collection Inventory

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### Library Reference Department records, 1904-1959

Title/Description	Instances
Isadore G. Mudge memoranda, 1930-1939	box 1      folder 1-3

**Scope and Contents**

Reference department memoranda to the University  
 Librarian, inventories, and staff manuals

Isadore G. Mudge correspondence, 1927-1934	box 1	folder 4-5
School of Library Service materials: Bibliography and Bibliographical Method, 1938-1943	box 1	folder 6
Jeanne M. Holmes "Suggested Changes in the Servicing of Periodicals and Related Material, Butler Library, Columbia University", 1952 April	box 1	folder 7
Reference Department annual reports, 1904-1921	box 2	folder 1
Reference Department annual reports, 1924-1941	box 2	folder 2
Reference Department Notes on Selected Acquisitions, 1949-1959	box 2	folder 3
Constance M. Winchell memoranda, 1940-1945	box 2	folder 4
Constance M. Winchell memoranda relative to Columbia Catalog and Catalog Code Revision, 1947-1959	box 2	folder 5

[^ Return to Table of Contents](#)