Library records

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English
Describing Archives: A Content Standard

3rd ed

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Summary Information

Repository:	Tennessee Tech University Archives
Title:	Library records
ID:	RG.0000.0029
Date [inclusive]:	1918-2015
Date [bulk]:	1950-2015
Physical Description:	54 Cubic Feet 105 boxes and one map case (map case 2 drawer 12)
Language of the Material:	English .

Biographical / Historical

Neither the University of Dixie, nor the Putnam County High School, which merged in the Fall of 1914 had a library.

In 1916, President Early had his secretary to select and order a few reference books. He also appealed to the citizens of Cookeville to donate books or funds for books. Also in 1916, the PTA appointed a committee to have a book shower for the library.

In 1918 the library started keeping their acquisitioned books on a ledger. The recorded book, My Attainment of the Pole written by Frederick Cook, was donated in 1918. The first purchased book, at a cost of .50 cents, was recorded in 1918, South American Neighbors by Homer Stuntz. Both of these books are still in the stacks in 2019.

The library has had three homes on Tech's campus. First it was housed in the Administration Building, now Derryberry Hall. A new library was built on the quad and opened in 1949, later named Jere Whitson Library. In 1989, a new three story, 122,000 square foot library opened. This library was named for the Tech President and his wife that were in office when the library was built and opened, The Angelo and Jennette Volpe Library.

Content Description

Library records date from 1918 to 2015, with the bulk of the records dating from 1950 to 2010. These records were acquisitioned and accessioned several times over those years.

These records contain the many changes that occurred during the one hundred plus years of the library. The records range from handwritten ledgers, financial data, annual reports, surveys, goals, missions, policies, and procedures, committee meetings, new and upgraded building plans, personnel and staff information, correspondence, maintenance requests, overdue book reports and fines, to computerization and information technology needs of the

Controlled Access Headings

- Academic libraries
- Library buildings

Collection Inventory

Annual Reports, 1951-2012

Language of the Material: English.

Scope and Contents

This series contains Collection Development Annual Statistics from 1993-1998, Library Annual Reports from 1951-2009, and Public Services Annual Reports from 1986-2012.

Title/Description	Instances	
Annual Report Outline, 1999-2005 Language of the Material: English.	box 1	folder 1
Collection Development Annual Statistical Report, 1993-1994 Language of the Material: English.	box 1	folder 2
Collection Development Annual Statistical Report, 1994-1995 Language of the Material: English.	box 1	folder 3
Collection Development Annual Statistical Report, 1997-1998 Language of the Material: English.	box 1	folder 4
Library Annual Report, 1951-1952 Language of the Material: English.	box 1	folder 5
Library Annual Report, 1952-1953 Language of the Material: English.	box 1	folder 6
Library Annual Report, 1953-1954 Language of the Material: English.	box 1	folder 7
Library Annual Report, 1955-1956 Language of the Material: English.	box 1	folder 8
Library Annual Report, 1956-1957	box 1	folder 9

Language of the Material: English.

Library Annual Report, 1958-1959 Language of the Material: English.	box 1	folder 10
Library Annual Report, 1959-1960 Language of the Material: English.	box 1	folder 11
Library Annual Report, 1960-1961 Language of the Material: English.	box 1	folder 12
Library Annual Report, 1961-1962 Language of the Material: English.	box 1	folder 13
Library Annual Report, 1962-1963 Language of the Material: English.	box 1	folder 14
Library Annual Report, 1963-1964 Language of the Material: English.	box 1	folder 15
Library Annual Report, 1964-1965 Language of the Material: English.	box 1	folder 16
Library Annual Report, 1965-1966 Language of the Material: English.	box 1	folder 17
Library Annual Report, 1966-1967 Language of the Material: English.	box 1	folder 18
Library Annual Report, 1967-1968 Language of the Material: English.	box 1	folder 19
Library Annual Report, 1968-1969 Language of the Material: English.	box 1	folder 20
Library Annual Report, 1969-1970 Language of the Material: English.	box 1	folder 21
Library Annual Report, 1970-1971 Language of the Material: English.	box 1	folder 22
Library Annual Report, 1971-1972 Language of the Material: English.	box 1	folder 23
Library Annual Report, 1972-1973 Language of the Material: English.	box 1	folder 24
Library Annual Report, 1973-1974 Language of the Material: English.	box 1	folder 25
Library Annual Report, 1974-1975	box 1	folder 26

<u>Language of the Material</u>: English.

Library Annual Report, 1975-1976	box 1	folder 27

<u>Language of the Material</u>: English.

Library Annual Report, 1976-1977	box 1	folder 28

<u>Language of the Material</u>: English.

Library Annual Report, 1977-1983	box 2	folder 1-7

<u>Language of the Material</u>: English.

Library Annual Report, 1983-1988	box 3	mNbox 3

<u>Language of the Material</u>: English.

fol-Language of the Material: English.

Federal Grants, 1972-1984	box 17	folder 3
Language of the Material: English.		
Financial Integrity, 1986-1995	box 17	folder 4-5
Language of the Material: English.		
Financial Integrity Review, 1985-1988	box 17	folder 6
Language of the Material: English.		
Foundation Account - Accounting Procedures , 2001	Box 108	Folder 15
Language of the Material: English.		
Gift: Evins Gift, 1984-1990	box 17	folder 7
Language of the Material: English.		
Gift: Library Memorial Books , 1979-1994	box 18	folder 1
Language of the Material: English.		
Gift: Memorial Fund Gifts, 1979-1980	box 18	folder 2
Language of the Material: English.		
Gift: Periodical Gift List, undated	box 18	folder 3
Language of the Material: English.		

Language of the Material: English.

Library Allocations and Expenditures, 2005-2009	Box 110	Folder 2
Language of the Material: English.		
Library Allotment Advice , 1968-1977	box 19	folder 13
Language of the Material: English.		
Library Allotment Advice , 1977-1983	box 20	folder 1-4
Language of the Material: English.		
Library Budget , 2003	Box 110	Folder 4
Language of the Material: English.		
Library Budget Proposals , 1987-1988	box 20	folder 5
Language of the Material: English.		
Library Budget Proposals , 1988-1991	box 21	folder 1-3
Language of the Material: English.		
Library Fees, 1999-2009	Box 110	Folder 8
Language of the Material: English.		
Library Support Endowment Deposits (Volpe), 2005-2008	box 21	folder 4
Language of the Material: English.		
Library Titles Canceled , 2002-2004	box 21	folder 5
Language of the Material: English.		
Lost Book Replacement Receipts, 1990-2000	box 21	folder 6
Language of the Material: English.		
Materials Allocations , 1982-2007	box 21	folder 7
Language of the Material: English.		
Materials Budget: Arts and Sciences , 1982-1992	box 21	folder 8
Language of the Material: English.		
Operations - Post Impoundment , 1991	box 21	folder 9
Language of the Material: English.		
Personnel Budget, 2004-2005	Box 111	Folder 3
Language of the Material: English.		
Postage Refund Receipts, 1999-2001	box 21	folder 10
Language of the Material: English.		
Request for Revision in Budget, 1999-2006	box 22	folder 1-7
Language of the Material: English.		
Schedule J, undated	box 22	folder 8

Language of the Material: English.

Title/Description	Instances	
Serial Cut, 1996-2006 Language of the Material: English.	box 22	folder 9-13
TBR Library Valuation Reports - Division Data , undated Language of the Material: English.	box 22	folder 14
Tennessee Board of Regents Libraries' Budgets , 1988-1989 Language of the Material: English.	box 22	folder 15
THEC Performance Funding Project , 1976-1978 Language of the Material: English.	box 22	folder 16
Tennessee Tech Budget and Fees - Library Input, 2000-2004 Language of the Material: English.	Box 111	Folder 12

Building, 1940-2014

Language of the Material: English.

Scope and Contents

Building and furniture plans and specifications for both the original Jere Whitson Library and the Angelo and Jennette Volpe Library are found in this series.

Several architectural drawings, mostly of the new Volpe Library, are located in a map case drawer. Drawings from the Jere Whitson library are from the 1965 installation of air conditioning.

Title/Description	Instances	
Academic and Administrative Offices , 1973-1994 Language of the Material: English.	box 26	folder 6
C.P Snelgrove Office Naming , 1999 Language of the Material: English.	box 23	folder 1
Furniture and Equipment Purchases , undated Language of the Material: English.	box 23	folder 2
Furniture Bidders , 1949 Language of the Material: English.	box 23	folder 3
Furniture Catalogs, undated Language of the Material: English.	box 23	folder 4
Furniture Correspondence , 1948-1949 Language of the Material: English.	box 23	folder 5
Furniture Specifications , 1986-1990	box 23	folder 6

Language of the Material: English.

Furniture Specifications Annotated , 1949, March 14 Language of the Material: English.	box 23	folder 7
Invitation to Bid / Request for Proposals , 1988 Language of the Material: English.	box 24	folder 1
Items to be Moved, undated Language of the Material: English.	box 24	folder 2
Learning Commons Construction, 2010-2011 Language of the Material: English.	Box 109	Folder 13
Library Accessibility, 2005 Language of the Material: English.	Box 110	Folder 1
Library Equipment, 2013 Language of the Material: English.	Box 110	Folder 6
Library Furniture Correspondence + Furniture Specifications , 1949 Language of the Material: English.	box 24	folder 3
Library Equipment + Furniture Correspondence , 1948-1949 Language of the Material: English.	box 24	folder 4
Library Equipment + Supply Catalogs, 1934-1947 Language of the Material: English.	box 24	folder 5
Library Equipment + Supply Catalogs, Samples, Photos , 1948-1949 Language of the Material: English.	box 24	folder 6
Library Equipment Catalogs, 1940s Language of the Material: English.	box 25	folder 1
Library Furniture - Building Blue prints 1, 1941-1948 Language of the Material: English.	box 25	folder 2
Library Furniture - Building Blue Prints 2, undated Language of the Material: English.	box 25	folder 3
Library Furniture Brochures + Pamplets, 1948 Language of the Material: English.	box 25	folder 4
Library Furniture Drawings + Photographs , 1949 Language of the Material: English.	box 25	folder 5
Library Furniture Examples, Catalogs, and Wood Sample , 1949	box 25	folder 6

Language of the Material: English.

Library Plans , 1984-1987	box 25	folder 7
Language of the Material: English.		
Maintenance Projects, 1985 July	box 25	folder 8
Language of the Material: English.		
McMinnville , 1994 June	box 25	folder 9
Language of the Material: English.		
Media Center , 1988-1989	box 26	folder 1
Language of the Material: English.		
New Library Furnishings , 1986-1988	box 26	folder 2
Language of the Material: English.		
Proposed Library Tennessee Tech, undated	box 26	folder 3
Language of the Material: English.		
Shelving - Archives Storage, 2011	Box 111	Folder 6
Language of the Material: English.		
Signage - Construction of Volpe Library, 1987-1990	box 26	folder 4
Language of the Material: English.		
Value-Added Machine - Library Printer, 2014	Box 111	Folder 20
Language of the Material: English.		
Whitson Library Floor Plan, undated	box 26	folder 5
Language of the Material: English.		

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Committees and Meetings, 1946-2019, (1970-2012)

Scope and Contents

The bulk of this series contains minutes from the Library Committee. Other meeting notes can be found from Coordinators Meetings, Faculty Meetings, Collection Development Committee, TBR Deans and Directors, and finally, what staff members are assigned to various university committees.

Title/Description	Instances	
Academic Deans Council, 2013, undated	Box 107	Folder 6
Language of the Material: English.		
Administrative Council - Library Representation , 1991, 2007	Box 107	Folder 8
Language of the Material: English.		
Advisory Committee , 1980		

<u>Language of the Material</u>: English.	box 26	folder 7-8
Allocation Formula Subcommittee, 1973-1995	Box 107	Folder 4
Collection Development Committee , undated <u>Language of the Material</u>: English.	box 26	folder 9
Collection Development Committee , 2011 <u>Language of the Material</u>: English.	box 26	folder 10
Committee on Performance Evaluation , 1976-1978 <u>Language of the Material</u>: English.	box 27	folder 1
Computer Resources Committee , 1982-1993 <u>Language of the Material</u>: English.	box 27	folder 2-4
Coordinators Meetings , 1982-1991 <u>Language of the Material</u>: English.	box 27	folder 5-6
Coordinators Meeting , 1986-2003 <u>Language of the Material</u>: English.	box 28	folder 1-7
Coordinators Meeting, 1999-2010 <u>Language of the Material</u>: English.	box 29	folder 1-5
Dean's Council, 2003-2009 <u>Language of the Material</u>: English.	Box 30B	Folder 1-5
Evaluation and Improvement of instruction Committee , 1981 <u>Language of the Material</u>: English.	box 29	folder 6
Faculty Grievance Committee, 1991-2000 <u>Language of the Material</u>: English.	box 29	folder 7
Faculty Meetings, 1985-2006 <u>Language of the Material</u>: English.	box 29	folder 8-12

Scope and Contents

These folders have Library Staff Meetings in them too.

Faculty Scholarship Celebration, 2016 <u>Language of the Material</u>: English.	Box 108	Folder 14
Information Systems Coordinating Committee, 2010 <u>Language of the Material</u>: English.	Box 109	Folder 3
Institutional Effectiveness Committee, 1984	box 29	folder 13

Language of the Material: English.

Learning Commons Administration Team Minutes, 2011-2012	Box 109	Folder 10

Language of the Material: English.

Learning Commons Planning Committee, 2010-2011	Box 109	Folder 14

Language of the Material: English.

Learning Commons Space and Reallocation - Library Transition Team, 2010	Box 109	Folder 15

Language of the Material: English.

Library Advisory Committee, Administrative Officers Correspondence , 1978-1991	box 30	folder 1

Language of the Material: English.

Library Committee , 1946-1975	box 30	folder 2-3

Language of the Material: English.

Library Committee Minutes , 1970-1976	box 30	folder 4-7

Language of the Material: English.

Library Committee , 1975-1996	box 31	folder 1-2

Language of the Material: English.

Library Committee Minutes, 1976-1978	box 31	folder 3-4

Language of the Material: English.

Library Committee , 1977-1982	box 31	folder 5-10

Language of the Material: English.

Library Committee, 1982-2000	box 32	folder 1-21

Language of the Material: English.

Library Committee, 2000-2010	box 33	folder 1-16

Language of the Material: English.

Library Committee Materials , 1968-1970	box 33	folder 17

Language of the Material: English.

Library Committee Recording, 1990-1995	box 34	folder 1-10

Language of the Material: English.

Library Committee Recording, 1995-2001	box 35	folder 1-10

Language of the Material: English.

Library Committee Recording, 2001-2006	box 36	folder 1-10

Language of the Material: English.

Library Committee Recording, 2007-2009	box 37	folder 1-6

Language of the Material: English.

TBR Library Deans and Directors , 2005-2009   box 39   folder 3-5

Language of the Material: English.

THEC - Library Advisory Committee , 1975-197

Language of the Material: English.

Copyright Permissions from Publishers, 2002-2003	box 40	folder 9

Language of the Material: English.

Dialog Corporation License Contract, 1991-1999	box 41	folder 1

Language of the Material: English.

Dialog Service, 2001-2005	box 41	folder 2

Language of the Material: English.

Disclosure Contract/License , 1989-2002	box 41	folder 3

Language of the Material: English.

DRA, 1988-1989	box 41	folder 4

Language of the Material: English.

Language of the Material: English.

DRA Users Group, 1995	box 41	folder 13

Language of the Material: English.

DRA Vol State , 1994	box 41	folder 14

Language of the Material: English.

DRAnet E-Z Access , 1994-1997	box 41	folder 15

Language of the Material: English.

Language of the Material: English.

PRISM Service, OCLC Interlibrary Loan (ILL) Provider, undated	Box 111	folder 4
Security Strips , 1992	box 42	folder 11
Language of the Material: English.		
Sirci Corporation (Formerly DRA) Data Extraction Services for Library Online System, 2005-2006	Box 111	folder 7
Solinet , 1974-1975	box 42	folder 12-13
Language of the Material: English.		
Solinet, 1975-1978	box 43	folder 1-4
Language of the Material: English.		
Solinet Agreements , 1986-2005	box 43	folder 5
Language of the Material: English.		
Solinet Library , 2000	box 44	folder 1
Language of the Material: English.		
Southeastern Library Network (SOLINET) Special Collections Digitization and Resource Sharing, 1995	Box 111	folder 8
STN International , 1987-1988	box 44	folder 2
Language of the Material: English.		
STN International - Chemical Abstracts Service , undated	box 44	folder 3
Language of the Material: English.		
Tennessee Innovative Network (TIN), 2006	Box 111	folder 11
University Membership , 1977-1987	box 44	folder 4
Language of the Material: English.		
Vendor Y2K Compliance , undated	box 44	folder 5
Language of the Material: English.		
Word Processing Agreements , undated	box 44	folder 6
Language of the Material: English.		
Xerox, 1990-1991	box 44	folder 7
Language of the Material: English.		
Zenith Data Systems , undated	box 44	folder 8
Language of the Material: English.		

Correspondence, 1964-2009, (1975-2005)

Scope and Contents

Memos and letters were used for everything from simple maintenance requests, to larger needs before email came along. There are lots of memos about the new library building, correspondence between the library, facilities, presidents, and provosts. Everything that happened had to have a memo before it was allowed to happen.

Title/Description	Instances	
Administrative Council Elections , (1992, 1998, 2001) Language of the Material: English.	box 44	folder 9
American Library Association Correspondence , 1978-1985 Language of the Material: English.	box 44	folder 10
Archives + IT Needs , 1999-2001 Language of the Material: English.	box 44	folder 11
Archives Correspondence , 1984-1991 Language of the Material: English.	box 44	folder 12
Challenge 2000, 1988-1996 Language of the Material: English.		

Language of the Material: English.

Emails, 1999-2008	box 45	folder 7
Language of the Material: English.		
Faculty Election , 1995	box 45	folder 8
Language of the Material: English.		
Faculty Senate Alternate Vote, 1996	box 45	folder 9
Language of the Material: English.		
Gantt, David , 1998	box 45	folder 10
Language of the Material: English.		
Library - Correspondence , 1972-1995, (1978-1989)	box 45	folder 11
Language of the Material: English.		
Library - Correspondence , 1970-1986	box 46	folder 1
Language of the Material: English.		
Library - Correspondence - Ed Garfeen , 1981-1985	box 46	folder 2-3
Language of the Material: English.		
Library Memos , 1989-1998	box 46	folder 4
Language of the Material: English.		
Library Services , 1980s	box 46	folder 5
Language of the Material: English.		
Maintenance Requests , 1988-2002	box 46	folder 6
Language of the Material: English.		
Memorandum - Dr. Winston Waldon, 2004-2012	Box 110	Folder 23
Language of the Material: English.		
Memos, 1968-1991	box 47	folder 1-8
Language of the Material: English.		
Memos, 1987-1991	box 48	folder 1-6
Language of the Material: English.		
Memos, 1991-1994	box 49	folder 1-6
Language of the Material: English.		
Memos, 1995-1998	box 50	folder 1-7
Language of the Material: English.		
Memos, 1999-2005	box 51	folder 1-8
Language of the Material: English.		
Memos - Coordinators - Incoming , 1989-1990	box 52	folder 1

Language of the Material: English.

Memos - Coordinators - Outgoing , 1986-1988	box 52	folder 2-3
Language of the Material: English.		
Memos - David Gantt , 1987-1988	box 52	folder 4
Language of the Material: English.		
Memos - Dr. Middlebrooks , 1984-1987	box 52	folder 5-7
Language of the Material: English.		
Memos -Edward Garten , 1983-1984	box 52	folder 8
Language of the Material: English.		
Glenn Binkley , 1989-1990	box 52	folder 9
Language of the Material: English.		
Memos - Henry Shelby , 1981-1989	box 52	folder 10-11
Language of the Material: English.		
Memos - Henry Shelby , 1989-1990	box 53	folder 1
Language of the Material: English.		
Memos Incoming , 1982-1987	box 53	folder 2-7
Language of the Material: English.		
Memos Incoming, 1989-1990	box 54	folder 1-3
Language of the Material: English.		
Memos - Joan Johnson, 1989	box 54	folder 4
Language of the Material: English.		
Memos - Kemp, Klein, Larimore , 1988	box 54	folder 5
Language of the Material: English.		
Memos - Mike Nivens , 1982-1989	box 54	folder 6-8
Language of the Material: English.		
Memos - Outgoing , 1982-1983	box 54	folder 9
Language of the Material: English.		
Memos - Outgoing , 1984-1988	box 55	folder 1-7
Language of the Material: English.		
Memos - Outgoing , 1988-1990	box 56	folder 1-2
Language of the Material: English.		
Memos - President Angelo Volpe , 1988-1990	box 56	folder 3
Language of the Material: English.		
Memos - President Arliss Roaden, 1982-1985	box 56	folder 4

Language of the Material: English.

Memos - President Wallace Prescott , 1985-1987 Language of the Material: English.	box 56	folder 5-6
Memos - Presidents Prescott and Volpe, 1987-1988 Language of the Material: English.	box 56	folder 7
Memos - Provost Wallace Prescott , 1982-1983 Language of the Material: English.	box 56	folder 8
Memos - Ray Ruffner , 1982-1986 Language of the Material: English.	box 56	folder 9
Memos - Tenure , 1989-1990 Language of the Material: English.	box 56	folder 10
Memos - Terry Rector , 1987-1990 Language of the Material: English.	box 56	folder 11
Vice Presidents' Office , 1989-1990 Language of the Material: English.	box 56	folder 12
Memos from Dr. Dudley Yates , 1977-1980 Language of the Material: English.	box 56	folder 13-15
Memos to Dr. Dudley Yates , 1979-1980 Language of the Material: English.	box 57	folder 1
Misc. Correspondence , 1996-1997 Language of the Material: English.	box 57	folder 2
Satellite Libraries , undated Language of the Material: English.	box 57	folder 3
Telecommunications , 1991-2001 Language of the Material: English.	box 57	folder 4
Tennessee Tech Journal Correspondence , 1963-1983 Language of the Material: English.		

Library records

Language of the Material: English.

Friends of the Library Financial Reports, 1980-2000	box 60	folder 1-6

Language of the Material: English.

Friends of the Library , 1997-1999	box 60	folder 7

Language of the Material: English.

Friends of the Library Financial Reports, 1999-2000	box 60	folder 8

Language of the Material: English.

Friends of the Library , 1999-2001	box 60	folder 9

Language of the Material: English.

Friends of the Library Financial Reports, 2000-2003	box 60	folder 10-11

Language of the Material: English.

Friends of the Library fundraising Project Request, 1997-1998	box 60	folder 12

Language of the Material: English.

Friends of the Library Gala , 1983-1997	box 60	folder 13-21

Language of the Material: English.

Friends of the Library Gala, 1998-2005	box 61	folder 1-12

Language of the Material: English.

Friends of the Library Grants , 1983-1991	box 61	folder 13-14

Language of the Material: English.

Friends of the Library Grants , 1990-2006	box 62	folder 1-17

Language of the Material: English.

Friends of the Library Grants Travel , 1987-2006	box 63	folder 1-6

Language of the Material: English.

Friends of the Library Interdepartmental Transfer , 2000-2006	box 63	folder 7-12

Language of the Material: English.

Friends of the Library , 2002	box 63	folder 13

Language of the Material: English.

Friends of the Library Meeting Minutes , 1980-1999	box 63	folder 14-15

Language of the Material: English.

Friends of the Library Meeting Minutes, 2000-2001	box 64	folder 1

Language of the Material: English.

Friends of the Library Meetings , 2001-2002	box 64	folder 2

Language of the Material: English.

Language of the Material: English.

Archives Proposal for Excavation of Room for Offsite Storage, 1991-2001	Box 107	folder 11
Check out Procedures , 1979-1986	box 66	folder 3
Language of the Material: English.		
Circulation Policy , 1991	box 66	folder 4
Language of the Material: English.		
Circulation Policy Manual , undated	box 66	folder 5
Language of the Material: English.		
Copyright Guidelines, undated	box 66	folder 6
Language of the Material: English.		
Copyright Issues, 1991	Box 107	folder 15
Digital Millennium Act , undated	box 66	folder 7
Language of the Material: English.		
Disaster Plan, 1994-2005	box 66	folder 8
Language of the Material: English.		
Disaster Preparedness , 1996-1997	box 66	folder 9
Language of the Material: English.		
Engineering Ph.D Program Review, 2009	Box 108	folder 9
Faculty Display Books, 2006-2008	Box 108	folder 10
Faculty Handbook - Library Section, 1989-2005	Box 108	folder 12
Faculty Handbook - Library Section Revisions, 1975, 1978	Box 108	folder 13
Food and Drink Policies , undated	box 66	folder 10
Language of the Material: English.		

Gift in Kind Valuation, 2008

folder **Language of the Material**: English.

Library Goals and Objectives, 1992, undated	Box 110	folder 9
Library Goals, Objectives, and Accomplishments, 1981-1985 Language of the Material: English.	box 67	folder 7
Library Guides, 1994, undated	Box 110	folder 10
Library Handbook , undated Language of the Material: English.	box 67	folder 8
Library Handbook, 1984-2003	Box 110	folder 11
Library Hours, 1991-2009	Box 110	folder 12
Library Master Plan , 2003 Language of the Material: English.	box 67	folder 9
Library Mission Statement , 1998-2003 Language of the Material: English.	box 67	folder 10
Library Mission Statements, 2003-2004	Box 110	folder 14
Library Policies Evaluations Reports, 1982-2009 Language of the Material: English.	box 67	folder 11
Library Policy and Mission , 1982 Language of the Material: English.	box 67	folder 12
Library Policy Manual , 1982 Language of the Material: English.	box 67	folder 13
Library Suggestion Box Submissions, 2004-2007	Box 110	folder 18
Library Vision Statement, 1997-1998	Box 110	folder 19

Language of the Material: English.

Patriot Act Library , 2002-2003	box 67	folder 18

Language of the Material: English.

Patriot Act Response Guidelines , undated	box 67	folder 19

Language of the Material: English.

Patriot Act TBR Legal Council , 2003	box 67	folder 20

Language of the Material: English.

Patriot Act TBR Sample Policy and Procedures , 2003	box 67	folder 21

Language of the Material: English.

Patriot Act TTU Library , 2003-2004

Language of the Material

Language of the Material: English.

Tennessee Library Confidentiality , undated	box 68	folder
Language of the Material: English.		
Unit Plans, 1990-2009	box 69	folder 1-13
Language of the Material: English.		
University of Tennessee Library Use by TTU, 1987-2001	box 69	folder 14
Language of the Material: English.		
University of Tennessee Responsibility Forms , undated	box 69	folder 15
Language of the Material: English.		

University Parki⬚⬚⬚

_____ : English.

<u>Language of the Material</u>: English.

<u>Language of the Material</u>: English.

Language of the Material: English.

Ledgers, 1918-1982

Scope and Contents

This series begins with handwritten ledgers of all books aquisitioned by the library beginning in 1918. Notation is also made in the these ledgers of books that are lost or damaged. The ledgers are handwritten through 1936 and then typewritten ledgers follow from 1937 to 1982. Only the first 5 main ledgers are bound.

One bound ledger from 1949 - 1976 documents the acquisitions of the Tech Training School.

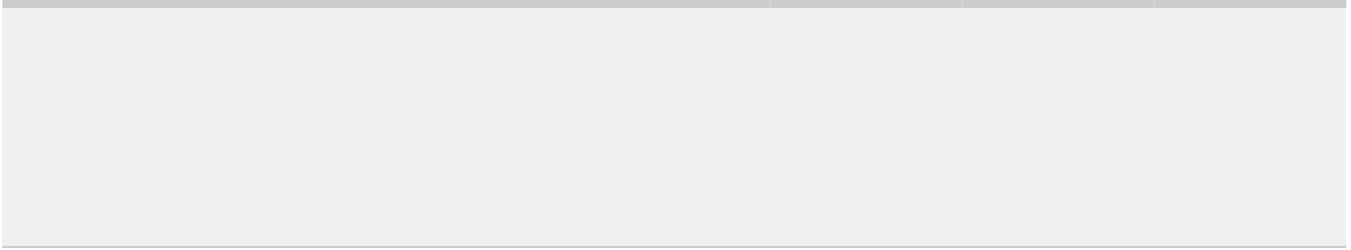| Title/Description	Instances	
Ledger 1-A 01-2000, 1918-1921 Language of the Material: English.	box 75	folder 1
1-3 Ledger 2-A 2000-4882, 1921-1927 Language of the Material: English.	box 75	folder 2
Ledger 1-B 01-5000, 1927-1930 Language of the Material: English.	box 75	folder 3
Ledger 5001-10,000, 1930-1936 Language of the Material: English.	box 75	folder 4
Ledger 10,001-25,000, 1937-1948 Language of the Material: English.	box 76	folder 1
Ledger 25,001-40,000, 1948-1951 Language of the Material: English.	box 76	folder 2
Ledger 40,001-47,075, 1951-1954 Language of the Material: English.	box 77	folder 1
Ledger 47,101- 54,000, 1954-1955 Language of the Material: English.	rial	

Language of the Material: English.

Ledger 86,001-95,500, 1961-1962	box 78	folder 3
Language of the Material: English.		
Ledger 95,501-101,300, 1962-1963	box 78	folder 4
Language of the Material: English.		
Ledger 101,301-111,950, 1963-1964	box 79	folder 1
Language of the Material: English.		
Ledger 111,951-121,000, 1964-1965	box 79	folder 2
Language of the Material: English.		
Ledger 121,001-131,950, 1965-1966	box 79	folder 3
Language of the Material: English.		
Ledger 131,951-137,700, 1966	box 79	folder 4
Language of the Material: English.		
Ledger 137,701-148,300, 1966-1967	box 80	folder 1
Language of the Material: English.		
Ledger 148,301-169,700, 1967-1968	box 80	folder 2
Language of the Material: English.		
Ledger 169,701-178,700, 1969	box 80	folder 1
Language of the Material: English.		
Ledger 178,701-185,400, 1969-1970	box 80	folder 2
Language of the Material: English.		
Ledger 185,401-193,800, 1970-1971	box 80	folder 3
Language of the Material: English.		
Ledger 169,701-178,700, 1969	box 81	folder 1
Language of the Material: English.		
Ledger 178,701-185,400, 1969-1970	box 81	folder 2
Language of the Material: English.		
Ledger 185,401-193,800, 1970-1971	box 81	folder 3
Language of the Material: English.		
Ledger 193,801-204,100, 1971-1972	box 82	folder 1
Language of the Material: English.		
Ledger 204,101-211,000, 1972-1973	box 82	folder 2
Language of the Material: English.		
Ledger 211,001-218,700, 1973	box 82	folder 3

Language of the Material: English.

Ledger 218,701-222,960, 1973	box 82	folder 4
Language of the Material: English.		
Ledger 222,951-231,650, 1973-1974	box 83	folder 1
Language of the Material: English.		
Ledger 231,651-240,250, 1974-1975	box 83	folder 2
Language of the Material: English.		
Ledger 240,251-247,450, 1975	box 83	folder 3
Language of the Material: English.		
Ledger 247,451-258,300, 1975-1976	box 83	folder 4
Language of the Material: English.		
Ledger 258,301-266,400, 1976-1977	box 84	folder 1
Language of the Material: English.		
Ledger 266,401-276,600, 1977-1978	box 84	folder 2
Language of the Material: English.		
Ledger 276,601-283,750, 1978-1979	box 84	folder 3
Language of the Material: English.		
Ledger 283,751-288,100, 1979	box 85	folder 1
Language of the Material: English.		
Ledger 288,101-290,850, 1979	box 85	folder 2
Language of the Material: English.		
Ledger 290,851-294,150, 1979-1980	box 85	folder 3
Language of the Material: English.		
Ledger 294,151-298,450, 1980	box 85	folder 4
Language of the Material: English.		
Ledger 298,451-303,000, 1980-1981	box 85	folder 5
Language of the Material: English.		
Ledger 303,026-311,500, 1981	box 85	folder 6
Language of the Material: English.		
Ledger 306,601-311,500, 1981	box 85	folder 7
Language of the Material: English.		
Ledger 311,501-313,215, 1981-1982	box 85	folder 8
Language of the Material: English.		
Tech Training School Acquisition Book, 1949-1976	box 86	folder 1

Language of the Material: English.

Language of the Material: English.

Orientation, 1978-2006

Scope and Contents

This series includes slides, cassette tapes, and scripts that teach students how to use the library and library annex. There is a set from 1978 and 1983. The 1983 slides show a librarian walking the eagle

Language of the Material: English.

Administrative / Professional Position Evaluation Plan , undated	box 87	folder 9
Language of the Material: English.		
Affirmative Action Goals , 2005-2008	box 87	folder 10
Language of the Material: English.		
Armistead, Jack - Memos Regarding Library Positions, 2009-2010	Box 107	folder 12
Certified Professional Secretary , 1995-1999	box 87	folder 11
Language of the Material: English.		
Coordinator of Collection development Search II , 2008	box 87	folder 12
Language of the Material: English.		
Coordinator of Collection Development and Management Search , 2008	box 87	folder 13
Language of the Material: English.		
Coordiantor goals and Evaluations , 2004-2006	box 87	folder 14
Language of the Material: English.		

Distance Education Librarian Search ▯ ▯

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Language of the Material: English.

Job Advertising Information , undated	box 88	folder 14
Language of the Material: English.		
Job Descriptions , 1979-1981	box 88	folder 15
Language of the Material: English.		
Jobs Position Classification Questionnaires , 1978-1980	box 89	folder 1
Language of the Material: English.		
Jobs Skill level Chart , 1987-2009	box 89	folder 2
Language of the Material: English.		
Jones, Christine Spivey - Recognition and Promotion, 1976-2008	Box 109	folder 8
Jones, Roger, 1976-2008	Box 109	folder 9
Library Assistant 1 Acquisitions , 2000	box 89	folder 3
Language of the Material: English.		
Library Job Descriptions and Postings, 2001	box 89	folder 4
Language of the Material: English.		
Library Job Postings and Descriptions , 1982-1994	box 89	folder 5
Language of the Material: English.		
Library Job Titles and Classifications , undated	box 89	folder 6
Language of the Material: English.		

Scope and Contents

This series contains reports, statistics, surveys, and self studies of the library. Some larger areas covered are ACRL Questionnaires, IPEDS data, library reports for accreditation of different colleges, inventory reports - material and facilities, early circulation reports, and copier usage reports.

Title/Description	Instances	
AACSB , 1997 Language of the Material: English.	box 92	folder 1
ABET, 1990-2002 Language of the Material: English.	box 92	folder 2-5
Academic Library Survey , 1999-2004 Language of the Material: English.	box 92	folder 6-8

Accreditation Industrial Technology , 1997

Language of the Material: English.

Controlled Access Headings:

- Tennessee Technological University. Department of

folder 8 Language of the Material: English.

Faculty Overdues, 1988	box 97	folder 13
Language of the Material: English.		
Geoscience Libraries, Directory of, 1992	Box 108	folder 17
Goals Progress Report, 1990	box 98	folder 1
Language of the Material: English.		
Growth of Holdings , 1989	box 98	folder 2
Language of the Material: English.		
Higher Education General Information Survey, 1975-1988	Box 109	folder 1
Interlibrary Loan, 1981-1982	Box 109	folder 7
Interlibrary Loan Department , 1985-1995	box 98	folder 3
Language of the Material: English.		

box 98

box 98

Language of the Material: English.

Library Holdings and Fees, 1989-2001	box 100	folder 6

Language of the Material: English.

Library Instruction Goals and Surveys, 1997-2001	box 100	folder 7

Language of the Material: English.

Library Inventory and Costs, undated	box 100	folder 8

Language of the Material: English.

Language of the Material: English.

Physical Facilities Inventory, undated	box 102	folder 3-7
Language of the Material: English.		
Public Services Statistics, 1992-1997	box 102	folder 8
Language of the Material: English.		
Questionnaires , 1989-2006	box 102	folder 9
Language of the Material: English.		
Quiet Area Statistics , 2005-2007	box 102	folder 10
Language of the Material: English.		
Research Planning , 1980-1985	box 102	folder 11
Language of the Material: English.		
Reserve Desk Circulation Record, 1965-1975	box 102	folder 12
Language of the Material: English.		
Room-Use Categories for Facilities Inventory , undated	box 102	folder 13
Language of the Material: English.		

Language of the Material: English.

Survey for Keeping the Faculty Current in their Subject Areas, 2001	Box 111	folder 10
Surveys , 1991-1999	box 103	folder 21
Language of the Material: English.		
Surveys and Data Collection , undated	box 104	folder 1-4
Language of the Material: English.		
TBR Electronic Library Study, 1993-1994	box 105	folder 1
Language of the Material: English.		
TBR Library Materials Inventory , 1990-2003	box 105	folder 2
Language of the Material: English.		
TBR Statistics Reports and Valuation Forms , 1985-1993	box 105	folder 3-4
Language of the Material: English.		
Tennessee Tech Library Study, 1971	box 105	folder 5
Language of the Material: English.		
Water Center, 1989	box 105	folder 6
Language of the Material: English.		
Wedding Collection, 1976-1981	box 105	folder 7
Language of the Material: English.		
Wedding Periodicals, undated	box 105	folder 8
Language of the Material: English.		

Various Objects, undated	Box 106

Language of the Material: English.

Material Specific Details: 2 Embossers; 7 Rubber Stamps; 1 small stack of check-out cards; 1 Bates numbering machine; 1 Davey board sample book; 1 Library Hours sign; 1 Envelope with instruction booklet and packing list for Micro-file Recordak Portable Model E