# Record Series Number

# 35/2/2 Library Technical Services Subject File, 1917-2005

<u>Box 1</u>:

The materials listed in this document are available for research at the University of Illinois Archives. For more information, email <u>illiarch@illinois.edu</u> or search <u>https://archon.library.illinois.edu/</u> for the record series number.

Accessioning, 1927, 1945, 1956 Accidents, 1951, 1960 Acquisitions, Jones Collection, 1978 Acquisitions Department, Annual Reports (17 folders), 1948-74 **Acquisitions Department** Automated Accounting, 1970-72 General, 1958-68 Procedures, 1978 Policy Statement, 1959-76 Administrative Staff Conference minutes (6 folders), 1948-77 Affirmative Action Program, 1968-77 African Studies Program, 1968-69 Afro-American Program, 1970 Analytical Studies, 1970 Anglo-American Cataloging Rules (AACR), 1975 Arrearages, 1961-63

# <u>Box 2</u>:

Association of Research Libraries - newsletters, 1974-76 Association of Research Libraries - Statistics, 1945-77 Assimilation of New Employees, 1970 Audio-Visual Materials, 1955-56 Automation OCLC Newsletter, 1974-76 Committee, 1969-70, 1972 Division Annual Reports (5 folders), 1966-72 Automation - Circulation System (IBM), 1970-72 Automation - Library, March 1964 Automation - Serials Update Project, 1969-73 Automobiles - Parking, 1943-65 Backlogs, 1967-68 Bell and Howell Electro-Static Copier, 1970-72, 1976 Binding Contract (4 folders), 1963-65, 1973-78 Binding Department, 1963 Binding Division, 1963-65 Binding Hertzberg Co., 1949, 1966 Monthly Reports, Oct. 1976-April 1977

Binding Section, 1953 Bomb Threats and Tornado Warning, 1970-76 Budget (Technical Departments) (17 folders), 1939-78

# <u>Box 3</u>:

Budget, 1971 Cable Antenna TV, 1972 Calendar - Administrative, 1976 Card Catalog Filming Project, 1969-75 Production, 1933, 1953-71 Catalogers' Camera, 1967 Cataloging, 1945-68, 1978 Card Catalog Expansion, 1963-73 Restoration (Vandalism), 1969 Catalog Department Correspondence of Betty Croft, 1974-77 Cataloging Department, Annual Reports (11 folders), 1940-74 Cataloging in Source, 1958, 1970-74 Cataloging Statistics, 1927-40, 1976-77 Center for Research Libraries Correspondence, 1950-73 Deposits, 1951-63 General, 1953-76 Centralized Cataloging, 1963-64 Chicago Circle Campus - Library, 1965 Classification Classified Documents, 1948-49 CODSULI (Council of Directors of State University Libraries of Illinois), 1952-75 College Administrative Problems, 1960 Commercial Reproduction - Policy Statement, 1970, 1975 Committee on Institutional Cooperation, 1964-72 Committee on Program Evaluation, 1970-76

# <u>Box 4</u>:

Committees - Rosters, 1973-77 Copyright, 1974-76 Departmental Libraries - Names, 1969 Doctoral Dissertations, 1954-61 Documents, 1947, 1957-61 Duplicators (Offset), 1949, 1954 "Economies in the Cataloging of Continuations" (questionnaire and paper by Arnold H. Trotier), 1934 Engineering Library (Automation), 1969-72

Equipment, ca. 1960-68 Books, 1963, 1966 Requests (10 folders), 1966-76 Ethics Statements, 1975 Extramural Book Collection, 1961 Facsimile Transmission, 1966 Graen Survey, 1975-76 Holidays Illinois OCLC Users Groups, 1976 State Board of Higher Education, 1969-71 State Library, 1971-76 International Law Collection - Transfer, 1963 Law Classification, 1967-76 Law Library, 1917, 1944-71 Librarians' Association - University of Illinois, 1943, 1967-77 Librarianship, ca. 1960-65 Library (general information about University of Illinois library), 1951-72 Organization Charts, 1948, 1956-74 Manuscripts and Archives, 1945-63, 1976 Maps, 1949-56, 1969 Medical Library - Urbana Campus and Chicago Medical Center, 1971-76 Microfilm - Equipment and Supplies, 1958-73 Micro-reproductions, 1951, 1957-76

#### <u>Box 5</u>:

Midwest Region Library Network, 1975-76 Midwest Universities Consortium, 1967-70 Music Library, 1967-75 National Register of Microfilm Masters, 1965, 1968 Newspaper (Foreign) Microfilm Project, 1962-63 Mewspapers, 1948-59, 1963-77 Non-book Materials, 1964, 1970 Objectives Committee - SCOPE (Study Committee on Program Evaluation), 1972-73 "PB" (Preliminary Budget) Requests, 1971-75 Pahlavi International Archive, 1975 Pamphlets Processing, 1952-63 Periodicals, Discontinuance, 1950 Survey, 1950 Personnel Matters, including RFD Statistical Reports, 1970-76 Photo-Reproduction, 1947-64 Photo Reproduction Lab Plans, 1947-54 Department Annual Reports (12 folders), 1947-52, 1964-75 Photo Services - Dannison Copiers, 1968-70

Photographic Services, Vend-a-Copy, 1969-73 Pictures - Cataloging Rules, 1956 Planning Committee, 1973-75 Preservation of Library Materials - in event of war, 1942, 1952 Preservation of Materials, 1962-67, 1976 Public Service Council Minutes (4 folders), 1958-77 Public Services, 1950, 1958-76 Purchasing Division, 1958, 1970 Rare Book Room Recordings, 1953 Rotary File, 1951, 1972 S-Collection, 1975-76 Salary Evaluation Committee Forms (2 folders), Aug. 28, Oct.7 1974 Serial publications of foreign governments, 1929-31 Serials. 1925-50 Serials Dept., Salary Evaluation Committee, Study, 1974-76 Serials, Union List of 1938-49 Shelf List Measurement, 1973-76 Slavic Index, 1963 Special Languages Department, 1964-76 Annual Reports (11 folders), 1965-75 Asian Space Problem, 1970-76 Financial. 1969 Staff-Class Attendance, 1960, 1966-71

#### <u>Box 6</u>:

Staff (Academic) Performance Evaluations (2 folders), 1975-76 Promotions (11 folders), 1962-77 Sabbatical Applications, 1968-76 Vacations, 1972-76 General and Professional Staff, Directories, 1966-76 Staff, Nonacademic, 1951, 1964-77 Staff, Retired-Reemployment Student Employment, 1956, 1965-77 Subject Headings, 1951-58, 1968 Surplus Property, 1968-73 Technical Departments, Annual Reports (2 folders), 1949-75 Technical Departments Conference Minutes, 1962-73 Financial, 1969 **Technical Departments** Financial, 1965-69

#### <u>Box 7</u>:

**Technical Departments** General, 1948-67 Organization, 1964, 1970 Swank Survey, April 1955 Technical Service, 1971 Technical Services Administrative Council, 1980-81 Technical Services Advisory Committee, 1979-83 Technical Services Faculty Meetings, 1979-83 Technical Services Cost Ratio 1969-76 TSDLRL (Technical Services Directors of Large Research Libraries), 1955-68 "Profiles", 1974 1975-76 Ten-Year Academic Plan, 1970 Theses (University of Illinois), 1954-74 Travel Policy, 1974, 1976 Ultramicrofiche (Encyclopedia Britannica, NCR), 1969-75 Undergraduate Library, 1966, 1969 Union List of Serials, 1958 United Nations Publications, 1952, 1960-61 University Administration (memos), 1962, 1968-77 University Archives, 1959-73 University Council on Libraries, 1968, 1970, 1976 University Libraries (including Standards), 1958-77 Size, 1943-65 University Senate, 1961-74 Library Committee, 1969 University Statutes, May 17, 1972 Windsor Lectures, 1965-75 Work-Study Program (Federal), 1964-71 Xerography, 1953-70 Acquisitions, 1985 Annual Reports, 1983 Approval Plans, 1982-84 Automated Systems, 1986 Binding, 1979-80, 1982 Central Circulation, Annual Reports 1981-82 Centralized State Purchasing Chicago, University of - Library System, 1978 Datalink, 1982-83 EBO, 1982-83 Esperanto, 1982 Exercitatio Anatomica de Motu Cordis, 1981 Filming the Catalog, 1981

Hiring Freeze Impact, 1985 Illinois State Library Grants, 1979-83 LCS Shelf Count List, 1984-85 Library Business Office, 1981-82 LSCA, 1979-81 Stoeftel, Concept Paper on Automation Task Force Report, 1979 Marking, 1984-86 National Library of Medicine, 1980 Ohio State University, 1977-80 Public Services, 1982 Remote Storage, 1982 Reorganization of the Library, 1984 Serials Processing, 1980-83 Stacks, 1983-84 Box 8: Sixth Stack Addition (2 folders) 1982-84 Special Collections Building, ca. 1985 Staff Orientation, 1985-86 Superior Performance Increases, 1984-86 Technical Services, Reorganization, 1978 Vlachy, Jan, 1981 WLN, 1978-80 Yale, Future of the Catalog, 1978 Africana Collection Development, 1982-89 Asian Library, 1986-89 Hugh Atkinson Memorial Award--Contributors and Nominees, 1987-88 (2 folders) Automated Systems--General, 1984-89 Personnel, 1984-90 Budget--Central Public Services, 1990 Equipment and Services, 1990 General, 1982-83 1987-88 1988-89 Graduate Assistants, 1988 Impact of Reductions, 1992 Materials, 1987-88 Miscellaneous, 1988-91 Personnel, 1988 Student Wages, 1986-89 Budget Cuts--Impacts, 1991 Budget Submissions, 1986-88 Budgeting--Online Searching, 1989 Buildings (Library)--Innovative Architectural, 1990 Central Public Services--Annual Reports, 1988-89

1989-90 1990-91 1991-92 1992-93 Central Public Services Administrators Group, 1990-92 Central Public Services Librarians' Group, 1990 Priorities List, 1990 Central Reference--Area Studies, 1979-86 General, 1985-91 Personnel, 1986-91 Central Services Advisory Committee, 1988 Circulation--Annual Reports, 1970-81 1986-87 (2 folders) 1987-88 Personnel Matters, 1989-91

# <u>Box 9</u>:

Committees--Library Executive, 1989-92 Online Reference, 1986-89 Preservation, 1986-91 Reference, 1986-90 **Research and Publication**, 1988 Task Force on Support Staff Advisory, 1990 Computer Aided Instruction--Campus Programs, 1988 Computer Survey, 1992 Conflict of Interest, 1991 CONSER, 1977-83 Departmental Library Services, 1986-92 Faculty, 1992 Search Procedures Documents Library--General, 1986-92 1993 Surveys Elections--General Services, 1989 Support Staff, 1989 Equipment List, 1990 Faculty By-Laws, 1985 Faculty Meetings, 1988-91 1990-92 Federal Grants--Strengthening Library Collections, 1987 Fire Safety, 1985-90 Friends, 1982-91 Future Library--Compact Shelving, 1984 General Services, 1984

General Services--Advisory Committee, 1983-92 Annual Report, 1988-89 Documents, 1990-91 Grants, 1992-93 Guidelines for a Personal Annual Report, 1987 1994 **Organizational Chart** Policy and Planning Committee, 1990 Support Staff, 1990-92 Michael Gorman--Annual Report, 1980-81 Graduate School of Library and Information Science, 1984-88 Grant Proposals, 1985-91 Grants, 1989 1990-92 Illinois Research and Reference Center, 1988-93 Job Openings, 1986-91 Key Inventory, 1988-94 Kibbee, Jo, 1992 Letters of Recommendation, 1989-90 Library Administrative Council, 1984-92 Library Computer Systems Office--Operations Committee, 1988-89 Statistics, 1991 Libraries Off Campus--Illinois State Library, 1979-91 International, 1986-87 Library of Congress, 1986-87 Miscellaneous, 1983-87 Ohio State University, 1988 Libraries On Campus--Annual Reports, 1987-88 1988-89 Former Area Studies Annual Reports, 1986-88 Previous Annual Reports, 1988-91

## <u>Box 10</u>:

Archives, 1983-91 National Endowment for the Humanities Grant, 1990 Illinois Historical Survey, 1984-90 Latin American, 1982-90 Law Library, 1983-91 Map and Geography, 1986-92 Miscellaneous, 1985-87 Newspaper Library, 1982-93 (2 folders) 1990-93 Book Budget, 1994 Rare Book Room, 1984-90

Undergraduate Library, 1989-92 Marketing Survey, 1999 Memoranda, 1988-90 George Miller Committee--James Billington Lecture, 1991 Minimum Wage, 1988 Measurement and Evaluation Subcommittee, 1992 Mueller Gift, 1991 Networking Project, 1989 Newsletters--Online Catalogue, 1981-84 Online Catalogue, 1985-91 Raymond Debuse, 1986 Technical Committee, 1986-91 Organizational Charts--Restructuring, 1990 Personnel--AFSCME Contract, 1989-92 Assistant to the Director, 1986 Authorization Forms, 1989 Change of Status Forms, 1989-90 Civil Service Class, 1980 End of Probation Notices, 1990 Library Personnel Office, 1984-92 Library Technical Assistant Program, 1986 Library Technical Assistants, 1992 Non-Academic Job Description, 1988 Principal Cataloguer's Office--General, 1983-91 Statistics, 1988-91 Printing, 1997 1998-99 Professional Groups--CIC, 1983-87 Council on Library Resources, 1987 Technical Services, 1984-89 WLN, 1983-85

#### <u>Box 11</u>:

Projects--Coordinated Catalog Project, 1986-87 Excell Library of Congress Name Authority, 1982-88 Miscellaneous, 1985-86 RLG/RLIN, 1982-88 Questionnaires/Surveys, 1986-89 Report on the Library, 1975 RLAC Proposal for Reciprocal Access, 1986 Remodeling, 1988 Research and Publication, 1990 Sabbatical Information, 1984-88

Sabbatical Leave Applications, 1983-85 Sabbatical Leaves, 1992 Sabbatical Reports, 1979-91 Salary Evaluation Information, 1992-93 Salaries, 1987 1989 (2 folders) 1991 1992 Security (Library), 1988-90 Senate Materials, 1990 Slavic and East European Library, 1986-1991 Snow Emergency Procedures, 1982 Special Collections--Administration, 1985-90 Personnel Matters, 1984-89 Preservation, 1986-90 Special Collections Building Proposal, 1985-86 Staff Development, 1989-90 Statistics--Library, 1989 **Supplies** Support Staff Concerns, 1984-90 Systems Director Search--Back-Up File, 1994 (2 folders) Title II C--Education Curriculum and Agricultural Serials, 1988 Travel. 1988-89 1989-90 1990-91 1991-92 1993 1994 Acquisitions, 1993 Area Studies, 1993 Automated Services, 1993 Circulation, 1993 Documents, 1993 Mortenson Center, 1993 Office of Principal Cataloguer, 1993 Policy and Forms, 1993 Rare Book Room, 1993 Reference, 1993 Requests Yet to Be Approved, 1993 Slavic, 1993

# <u>Box 12</u>:

Special Collections, 1993 Undergraduate Library, 1992-93

Outside Funding, 1990 Undergraduate Libraries Council, 1985-88 Union Negotiations, 1986 University High School, 1993 University Library--Annual Report, 1978-79 1979-80 Special Collections Administration, 1987 1988 1989 University Librarian--Executive Committee Evaluation, 1976-77 1992 User Survey, 1998-99 Vitae, 1987-89 Visiting Committees, 1986-91 Visitors, 1988 Paula Watson, 1988 Jennifer Younger, 1988

# Michael Gorman, Director of Technical/General Services Files

Curriculum Vitae

Gorman Personal and Professional Correspondence

Incoming and outgoing correspondence; professional papers; employment and immigration forms; vitae and position announcements; applications for positions; correspondence regarding conference presentations on AACR-2 and library technical services.

Director of Technical/General Services Chronological Correspondence Includes incoming and outgoing correspondence relating to administration of

Technical Service and General Service Units, library-wide policy and planning, professional meetings and speaking/writing engagements, and library issues including acquisitions, binding, and cataloging,

1977

1978 (6 folders)

1979 (6 folders)

1980 (6 folders)

# <u>Box 13</u>:

Director of Technical/General Services Chronological Correspondence 1981 (6 folders) 1982 (6 folders) 1983 (6 folders)

Acquisitions, 1981-1984 (2 folders) *American Libraries* (journal), 1978-1981 American Library Association (ALA) – MARBI Committee, 1980 American National Standards Institute (ANSI), 1980-1984 (2 folders)

#### <u>Box 14</u>:

American National Standards Institute (ANSI), 1980-1984 Asian Library Assistant Japanese Librarian Position, 1985-1986 Reorganization, 1978-1980 Brichford, Maynard, 1973-1981 Budget/Productivity, 1984-1986 Cataloguing OCLC and AACR-2, 1979-1980 Music, 1978-1981 Music, 1981-1985 Original/General, 1978-1983 Standing Committee on, 1978-1981 Circulation - Statistics Collection Development - Binding, 1983-1985 Handicap Accessibility, 1984 (2 folders) Hurley, Bernard J. - Correspondence, 1980-1981 International Mechanization Consulting Committee (IMCC), 1978-1981 (2 folders) 1981-1982 Library and Information Technology Association (LITA), 1982-1986 (2 folders) Murphy, Kurt R. - Correspondence, 1981-1984 Nash, Frederick N. (Rare Book Room) General/Correspondence, 1976-1980 (2 folders) Online Catalogue Project - Report to the Illinois State Library, 1984 Potter, William Gray - Correspondence 1978 1979

#### <u>Box 15</u>:

Potter, William Gray – Correspondence 1980 (2 folders) 1981 Public Services, 1979-1980 Rare Book Room, 1971-1984 Reference Services (Central Reference), 1983-1984 (2 folders) Reuland, Anne – Correspondence, 1980-1981

Technical Services Administrative Council 1978-1981 Reorganization, 1979 (2 folders) Technical Services Advisory Committee 1977-1980 (4 folders) 1981-1982 Travel 1982-1983 1983-1984 (2 folders) 1985 1985-86 1986 (3 folders) Wajenberg, Arnold – Correspondence, 1981-1982 Watson, Paula (City Planning), 1977-1981

# <u>Box 16</u>:

Personnel Evaluations and Annual Reviews [RESTRICTED: During the lifetime of the employee/former employee, access only with the employee/former employee's prior written permission.]

Cobb, David – Personnel Records, 1976-1981 Maher, William J. – Third-year Review, 1980-1981 Nash, Frederick N. – Promotion Review, 1980-1981 Personnel Evaluations and Annual Reviews General/Technical Services Faculty 1976-1977 1977-1978 1978-1979 1979-1980 1980-1981 (2 folders)

# <u>Box 17</u>:

Illinois Library Computer System Organization Request for Proposals, 1994 Cataloging Statistics: Annual Reports, Correspondence, Publications, 1996-99 Clark Report: Cataloging Reports, Correspondence, Publications, 1990, 1995-96 Cataloging: Automation, Reports, Publications, 1996 Research Topics, 1998 Technical Sevices Division - Staffing & Hayes Survey, Correspondence, Report, 1998-99 DRA - Navigator, Publications, 1995-97 Technical Services: Correspondence, Reports, Photos, 2000 Taylor Report, 1997 GAP-DRA, Handouts, Correspondence, 1998 Strategic Planning, 1998-99 Last Copy Withdrawns, 1997 Auxiliary Cataloging, 1993, 1995, 1997 Circulation, 1997

Social Sciences, 1997 Map and Geography, 1997 Life Sciences Division, 1997 Imaging Project, 1999 Humanities, 1997-98 Illinois Library Computer System Organization Reports, Correspondence, 1995-97, 1999 CD-Rom Serials, 1997 MBL Meeting Notes, 1998 Serials Check-in Guidelines PSE Division, 1997 Report I implementation, 1998 Transition, Team, 1995-97 **GIFTS Subcommittee**, 1999 Principal Cataloger, Office of, 1997 Quality Service Committee, 1999 Telephone Center, 1997 ACQ - IRRC (III), 1997 Gifts to the Library Correspondence, 1997 Technical Services division, 1997-99 Center for Children's books, 1997-98 Catalogers' Desktop, 1996-97 MARC Format for Holding Data, 1996-98 ANALYTICS - Technical Services, 1997-98 Classic/NETCAT Implementation, 1998 NETCAT Training Documents, 1998 Acquisitions Report, 1998 Illinois Library Computer System Organization Reports, Notes, 1998 Illinois Library Computer System Organization – 25<sup>th</sup> Anniversary, Illinet Online, c. 2005 Integrated System Implementation Comittee, 1996-99 (2 folders) Cataloging Authority Implementation Team, 1995, 1998 Acquisition and Fund Accounting, 1997-98 DRA Implementation, 1997-98