

Record Series Number



35/2/9

Library

Technical Services

Staff Technical Manuals, 1950-1976

Box 1:

Binding Division, Routines of the Binding Division, 1954

Contract for Library Binding, 1967,1969

Manual, 1974

Catalog Department, Department Manual, 1958

Department Manual, 1973 (2 folders)

Circulation Desk, Clerical Procedures, 1975

Library Personnel Office, Personnel Manual, 1972

Photographic Services Orientation and Procedures Manual, 1974

Serials Department, Acquisitions

Standard Operating Procedures, 1950-1957

Departmental Libraries, Lists of Serial Publications, 1952-1961

Serials Routine for Gift and Exchange, 1953

Purchase Routine, 1953

Exchange Routine, 1953

Library Clerk Routine, 1953

Serials Technical Manual, 1953

Acquisitions Department Standard Operating Procedures, 1953-1961

Newspaper Library and ARchives Division, 1959

International Organizations Handled by Documents Division, 1961-1963

Manual of Procedures, 1963

Manual of Procedures, 1973

Routine for Cataloging Serials, ca. 1973

Manual for the Acquisition of Serials, 1974

Series Manual for Serial Typists, 1974

Manual for the Acquisition of Serials, 1976

Special Languages Department Acquisitions Section, 1973

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