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Library

Technical Services

Staff Technical Manuals, 1950-89

Box 1:

Acquisitions and Binding Department

Procedures Manual, undated (3 folders)

Acquisitions Department

Standard Operating Procedures, 1950-1957

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

Operators Guide for IBM 3735 Programmable Buffered Terminal, 1974

Acquisitions Department, Serials Division

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

Binding Division

Routines of the Binding Division, 1954

Contract for Library Binding, 1967, 1969

Manual, 1974

Bookstacks

Graduate Assistant's manual, ca. 1976

Catalog Department

Department Manual, 1958

Department Manual, 1973 (2 folders)

Circulation Desk

Manual of Clerical Procedures, 1975

Training Manual, 1982

Central Circulation Desk Training Manual, 1988

Central Circulation Desk Training Manual, 1989

Library Personnel Office
Personnel Manual, 1972

Photographic Services
Orientation and Procedures Manual, 1974

Serials Department
Serial Department Manual, 1973
Serial Records Division Manual, 1973

Box 2:

Serials Department
Manual for Cataloging Serials, 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
Procedures Manual for Gift, exchange and subscription processing, 1981

Special Languages Department
Introduction to the Slavic and East European Division Acquisitions Section, 1973