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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
  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