Guide to the Communications Committee, Yale University Library, Records

RU 1043

compiled by Mary Caldera

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Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
mssa.assist@yale.edu
http://www.library.yale.edu/mssa/
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Collection Overview

REPOSITORY: Manuscripts and Archives
Yale University Library
P.O. Box 208240
New Haven, CT 06520-8240
mssa.assist@yale.edu
http://www.library.yale.edu/mssa/

CALL NUMBER: RU 1043

CREATOR: Yale University. Library

TITLE: Communications Committee, Yale University Library, records

DATES: 2002–2005

PHYSICAL DESCRIPTION: 0.5 linear feet (1 box)

LANGUAGE: English

SUMMARY: The records consist of minutes, correspondence, reports, and bulletins documenting the mission and activities of the Yale University Library Communications Committee.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: http://hdl.handle.net/10079/fa/mssa.ru.1043

Requesting Instructions
To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at http://hdl.handle.net/10079/fa/mssa.ru.1043.

To order reproductions from this collection, please go to http://www.library.yale.edu/mssa/ifr_copy_order.html. The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b. box
f. folder

Administrative Information

Immediate Source of Acquisition
Transferred by the chair of the Communications Committee, 2007.

Conditions Governing Access
Access to the materials is restricted. See Collection Contents for details.
Preferred Citation
Communications Committee, Yale University Library, Records (RU 1043). Manuscripts and Archives, Yale University Library.

Biographical / Historical
The Communications Committee of the Yale University Library was formed in 2003 by the Library Management Council and the Microcosm Group. Its charge and mission is to support and promote an environment of two way communication by recommending, advising on and facilitating the exchange of ideas, the availability of information, and the use of good communication methods and skills.

Scope and Contents
The records consist of minutes, correspondence, reports, and bulletins documenting the mission and activities of the Yale University Library Communications Committee.

General note
Forms part of Yale Record Group 32-E (YRG 32-E), Records of Yale University Library programs, projects, and committees.

Arrangement
The records are arranged by topic.
Collection Contents
Accession 2007-A-175. Communications Committee records
Restricted until January 1, 2041

b. 1, f. 1 Mission and charge 2003–2005
b. 1, f. 2 - 4 Meetings 2003–2005
b. 1, f. 5 Goals 2004–2005
b. 1, f. 6 Committee subgroups 2003–2005
b. 1, f. 7 Products and reports 2004–2005
b. 1, f. 8 Bulletins 2003–2004
b. 1, f. 9 “Guidelines for Committee Participation” (brochure) 2005
b. 1, f. 10 High Performing Organizations (HPO) survey results 2002–2005
b. 1, f. 11 Focus group results 2004
b. 1, f. 12 Recommendations 2004–2005
Selected Search Terms

The following terms have been used to index the description of this collection in the Library’s online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

**Subjects**
Academic libraries
Communication in management

**Corporate Body**
Yale University. Library