Guide to the Department of Manuscripts and Archives, Yale University, Reader Services Records

RU 123

compiled by Daniel Hartwig and staff of Manuscripts and Archives

February 2008

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 123

CREATOR: Yale University. Department of Manuscripts and Archives

TITLE: Dept. of Manuscripts and Archives, Yale University, reader services records

DATES: 1964–1998

PHYSICAL DESCRIPTION: 36 linear feet (56 boxes)

LANGUAGE: English

SUMMARY: The records consist of administrative files concerning financial transactions, research forms, and shipping memoranda of the Department of Manuscripts and Archives at Yale University Library.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: http://hdl.handle.net/10079/fa/mssa.ru.0123

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.0123.

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

Conditions Governing Access
Access to the records is restricted to the office of origin only.

Preferred Citation
Department of Manuscripts and Archives, Yale University, Reader Services Records (RU 123).
Manuscripts and Archives, Yale University Library.
Scope and Contents
The records consist of administrative files concerning financial transactions, research forms, and shipping memoranda of the Department of Manuscripts and Archives at Yale University Library.

General note
Forms part of Yale Record Group 32-D (YRG 32-D), Records of Yale school and departmental libraries and collections.

Arrangement
The records are arranged by accession.
Collection Contents
Accession 19ND-A-133. Deposit tickets and sales tax reports
No inventory available.
Restricted to office of origin only.
b.1–2

No inventory available.

Restricted to office of origin only.

b. 1
Accession 19ND-A-136. Call slips

No inventory available.

Restricted to office of origin only.

b. 1–31
## Accession 19ND-A-137. Photo order logbook

Restricted to office of origin only.

<table>
<thead>
<tr>
<th>Container</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. 1</td>
<td>Photo order logbook</td>
<td>1980–1983</td>
</tr>
</tbody>
</table>

No inventory available.

Restricted to office of origin only.

b. 1
Accession 1983-A-095. Photo orders, invoices, research requests

No inventory available.

Restricted to office of origin only.

b. 1

No inventory available.

No inventory available.

Restricted to office of origin only.

b. 1–2
Accession 1984-A-058. Call slips for manuscripts

No inventory available.

Restricted to office of origin only.

b. 1–2
Accession 1984-A-059. Call slips for books

No inventory available.

Restricted to office of origin only.

b. 1
Accession 1984-A-060. Call slips for microfilm

No inventory available.

Restricted to office of origin only.

b. 1

No inventory available.

Restricted to office of origin only.

b. 1
Accession 1985-A-051. Call slips for manuscripts

No inventory available.

Restricted to office of origin only.

b. 1-2
Accession 1985-A-053. Call slips for books and microfilm

No inventory available.

Restricted to office of origin only.

b. 1–2
Accession 1985-A-054. Call slips for books and microfilm

No inventory available.

Restricted to office of origin only.

b. 1
### Accession 1985-A-055. Photoduplication files

Restricted to office of origin only.

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<td>b.1</td>
<td>Photographic services logbook</td>
<td>1973–1981 May 27</td>
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<tr>
<td>b.1</td>
<td>Xerox logbook</td>
<td>1978 April 21–1980 September 12</td>
</tr>
<tr>
<td>b.2</td>
<td>Photographic order log book</td>
<td>1972–1973</td>
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<tr>
<td>b.2</td>
<td>Xerox logbook</td>
<td>1975 November 11–1978 Apr 21</td>
</tr>
<tr>
<td>b.3, f.2</td>
<td>Completed tax reports</td>
<td>1984–1985</td>
</tr>
<tr>
<td>b.3, f.3</td>
<td>Deposit tickets</td>
<td>1984–1985</td>
</tr>
<tr>
<td>b.3, f.4</td>
<td>Accounting transfers</td>
<td>1984–1985</td>
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<tr>
<td>b.3, f.5</td>
<td>Completed office of origin requests</td>
<td>1984–1985</td>
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<td>b.3, f.6</td>
<td>FBI</td>
<td>1984–1985</td>
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<td>b.3, f.7</td>
<td>Invoice log</td>
<td>1984–1985</td>
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<td>b.3, f.8</td>
<td>Administrative and preservation xerographing logs</td>
<td>1984–1985</td>
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<td>b.3, f.9-15</td>
<td>Photo order correspondence</td>
<td>1983–1984</td>
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<td>b.3, f.16</td>
<td>Photo order correspondence</td>
<td>1984–1985</td>
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<tr>
<td>b.4, f.17-23</td>
<td>Photo order correspondence</td>
<td>1984–1985</td>
</tr>
</tbody>
</table>
Accession 1999-A-058. Call slips

No inventory available.

Restricted to office of origin only.

b. 1–2
**Accession 2001-A-068. Photoduplication logs**

Restricted to office of origin only.

<table>
<thead>
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<th>Container</th>
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<td>b. 1</td>
<td>1990-1992</td>
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<tr>
<td>b. 2</td>
<td>1993-1995</td>
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<td>b. 3</td>
<td>1996-1998</td>
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</table>
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
Archives
Libraries -- Special collections

Corporate Body
Yale University. Department of Manuscripts and Archives