

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

RU 741



Yale University. Department of Manuscripts and Archives.

June 2008

Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

## Table of Contents

Collection Overview .....	3
Requesting Instructions .....	3
Administrative Information .....	3
Conditions Governing Access .....	3
Conditions Governing Use .....	4
Preferred Citation .....	4
Processing Information .....	4
Scope and Contents .....	4
General note .....	4
Arrangement .....	4
Collection Contents .....	5
Accession 1987-A-057: Records of Ruth Gay and inventories, 1970-1985 .....	5
Selected Search Terms .....	6

## Collection Overview

**REPOSITORY:** Manuscripts and Archives  
Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

**CALL NUMBER:** RU 741

**CREATOR:** Yale University. Department of Manuscripts and Archives

**TITLE:** Technical Services, Department of Manuscripts and Archives, Yale University, records

**DATES:** 1970-1985

**PHYSICAL DESCRIPTION:** 3.25 linear feet (4 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of research guides, inventories, and related materials documenting accessions, projects, and collections 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: <https://hdl.handle.net/10079/fa/mssa.ru.0741>

---

## 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 <https://hdl.handle.net/10079/fa/mssa.ru.0741>.

To order reproductions from this collection, please go to [http://www.library.yale.edu/mssa/ifr\\_copy\\_order.html](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

---

## Administrative Information

---

### Conditions Governing Access

Access to the records is restricted. See inventory for details.

## Conditions Governing Use

Copyright for materials authored or otherwise produced as official business of Yale University is retained by Yale University. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

---

## Preferred Citation

Technical Services, Department of Manuscripts and Archives, Yale University, Records (RU 741).  
Manuscripts and Archives, Yale University Library.

---

## Processing Information

Yale University records are arranged and described at the accession level by the creating office. The University Archives creates collection level descriptive records, but typically does no further arrangement and description at the accession level.

---

## Scope and Contents

The records consist of research guides, inventories, and related materials documenting accessions, projects, and collections 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 record type.

---

## Collection Contents

### Accession 1987-A-057: Records of Ruth Gay and inventories, 1970-1985

Restricted until Jan 1, 2020.

b.1	Research guides (RLIN)	1985 August
b.1	War Poster Collection inventory - Lafon Allen - 3 vol.	
b.1	Microfilm accessions log	1970-1985
b.1	Mss. Collection inventory	circa 1970s
b.1	Misc. folders of MSSA cataloger	1970s-1983
b.2	American art and material culture project records	1979-1981
b.3	Authority Catalog for Material Culture Collection	
b.4	NUCMC - National Union Catalog of Manuscript Collections cards, accession slips	

## **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  
Technical services (Libraries)

### **Corporate Body**

Yale University. Department of Manuscripts  
and Archives

### **Contributors**

Yale University. Department of Manuscripts  
and Archives  
Yale University. Library