

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

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Collection Overview

REPOSITORY: Manuscripts and Archives
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CALL NUMBER: RU 123

CREATOR: Yale University. Department of Manuscripts and Archives

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

DATES: circa 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: <https://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 <https://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, 1975-1980

No inventory available.

Restricted to office of origin only.

b. 2, 1

Accession 19ND-A-135: Photoduplication orders for publications, 1970-1974

No inventory available.

Restricted to office of origin only.

b. 1

Accession 19ND-A-136: Call slips, 1964-1982

No inventory available.

Restricted to office of origin only.

b. 24-25, 17, 16, 19, 18, 21, 20, 23, 22, 5-6, 3-4, 1-2, 15, 14, 8, 7, 10, 9, 12, 11, 26, 13, 28, 27, 30, 29, 31

Accession 19ND-A-137: Photo order logbook, 1980-1983

Restricted to office of origin only.

b.1

Photo order logbook

1980-1983

Accession 19ND-A-415: Cash Log Books, 1975-1980

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1983-A-095: Photo orders, invoices, research requests, 1981-1983

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1983-A-096: Records

No inventory available.

Accession 1983-A-115: Mail order correspondence and photo orders, 1980-1982

No inventory available.

Restricted to office of origin only.

b. 2, 1

Accession 1984-A-058: Call slips for manuscripts, 1982-1983

No inventory available.

Restricted to office of origin only.

b. 1-2

Accession 1984-A-059: Call slips for books, 1982-1983

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1984-A-060: Call slips for microfilm, 1982-1983

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1985-A-050: Photoduplication files, 1983-1984

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1985-A-051: Call slips for manuscripts, 1984-1985

No inventory available.

Restricted to office of origin only.

b. 1-2

Accession 1985-A-053: Call slips for books and microfilm, 1984-1985

No inventory available.

Restricted to office of origin only.

b. 1-2

Accession 1985-A-054: Call slips for books and microfilm, 1983-1984

No inventory available.

Restricted to office of origin only.

b. 1

Accession 1985-A-055: Photoduplication files, circa 1983-1985

Restricted to office of origin only.

b. 1	Photographic services logbook	1973-1981 May 27
b. 1	Xerox logbook	1978 April 21-1980 September 12
b. 2	Photographic order log book	1972-1973
b. 2	Xerox logbook	1975 November 11-1978 Apr21
b. 3, f. 1	Completed photo book orders	1984-1985
b. 3, f. 2	Completed tax reports	1984-1985
b. 3, f. 3	Deposit tickets	1984-1985
b. 3, f. 4	Accounting transfers	1984-1985
b. 3, f. 5	Completed office of origin requests	1984-1985
b. 3, f. 6	FBI	1984-1985
b. 3, f. 7	Invoice log	1984-1985
b. 3, f. 8	Administrative and preservation xeroxing logs	1984-1985
b. 3, f. 9-15	Photo order correspondence	1983-1984
b. 3, f. 16	Photo order correspondence	1984-1985
b. 4, f. 17-23	Photo order correspondence	1984-1985

Accession 1999-A-058: Call slips, 1997-1998

No inventory available.

Restricted to office of origin only.

b. 1-2

Accession 2001-A-068: Photoduplication logs, 1990-1998

Restricted to office of origin only.

b.1	1990-1992
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b.2	1993-1995
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b.3	1996-1998
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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

Contributors

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