

# Guide to the Reference Department, Yale University Library, Records

RU 740



compiled by Daniel Hartwig

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/>

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## 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 740

**CREATOR:** Yale University. Library

**TITLE:** Reference Department, Yale University Library, records

**DATES:** 1930-1985

**PHYSICAL DESCRIPTION:** 8.05 linear feet (8 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of reports, correspondence, policies, proposals, schedules, stack maps, and minutes documenting the operations of the Yale University Library Reference Department

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0740>

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## 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.0740>.

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  
f. folder

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## Administrative Information

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### Conditions Governing Access

Access to the records is partially 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.

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## Preferred Citation

Reference Department, Yale University Library, Records (RU 740). Manuscripts and Archives, Yale University Library.

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## 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.

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## Scope and Contents

The records consist of reports, correspondence, policies, proposals, schedules, stack maps, and minutes documenting the operations of the Yale University Library Reference Department.

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## General note

Forms part of Yale Record Group 32-C (YRG 32-C), Records of Yale University Library departments and offices.

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## Arrangement

The records are arranged by accession.

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## Collection Contents

### Accession 1987-A-056: Records, 1953-1985

Restricted until Jan 1, 2021.

b. 1, f. 1	ALA American Library Association
b. 1, f. 2	CRL - Center for Research Libraries
b. 1, f. 3	Connecticut Library Association
b. 1, f. 4	Federation of University Employees - Local 34
b. 1, f. 5	Library of Congress
b. 1, f. 6	National Union Catalog
b. 1, f. 7	NELINET - New England Library Information Network
b. 1, f. 8	New Haven Public Library
b. 1, f. 9	Newsbank, Inc.
b. 1, f. 10	OCLC
b. 1, f. 11	Organization of American Historians
	Reference Dept.
b. 1, f. 12	Bibliography Reading Room
b. 1, f. 13	Book Selection
b. 1, f. 14	Catalogue Reference
b. 1, f. 15	Collections
b. 1, f. 16	Correspondence
b. 1, f. 17	Crawford Collection
b. 1, f. 18	Equipment
b. 1, f. 19	Evacuation Plan and Fire Safety
b. 1, f. 20	CFCC
b. 1, f. 21	Flex-time
b. 1, f. 22 - 23	Government Documents
b. 1, f. 24	Index Collection
b. 1, f. 25	Information Desk
b. 1, f. 26	Instruction/Orientation
	Interlibrary Loan

## Reference Dept. &gt; Interlibrary Loan (continued)

b. 1, f. 27	Charges	
b. 1, f. 28	CTUW	
b. 1, f. 29	OCLU	
b. 1, f. 30	Reciprocal Agreement	
b. 1, f. 31	Keys	
b. 1, f. 32	L and B	
b. 1, f. 33	Main Reading Room	
b. 1, f. 34	Main Reading Room - Reclassification	
b. 1, f. 35	Manual	
b. 1, f. 36	Map Collection	
b. 1, f. 37	Microtext Room	1975 March - 1983 November
b. 1, f. 38	Microtext Room	1956-1974
b. 1, f. 39	Newspapers	1978 January - 1982 February
b. 2, f. 40	Newspapers	1953 December - 1972 December
b. 2, f. 41	Periodical Room	1969-1972
b. 2, f. 42	Periodical Room	1974-1983
b. 2, f. 43	Office Space	
b. 2, f. 44	Persome1	
b. 2, f. 45	Personnel Reclassification	
b. 2, f. 46	Personnel/Student Assistants	
b. 2, f. 47	Policies	
b. 2, f. 48	Proposals	
b. 2, f. 49	Public reaction	
b. 2, f. 50	Staffing	1974-1983
b. 2, f. 51	Statistics	
b. 2, f. 52 - 53	Supply and Equipment Orders	
b. 2, f. 54	Visitors	
b. 2, f. 55 - 56	Subj. Bibliography	
b. 2, f. 57	Vertical File Collection	

b. 2, f. 58	Research Libraries Group Account	
	RLG	
b. 2, f. 59	Africana	
b. 2, f. 60	Art and Architecture	
b. 2, f. 61	Art and Architecture - Task Force	
b. 2, f. 62	Bibliography General	
b. 2, f. 63	BIBPAC	
b. 2, f. 64	Operations	1981
	Reference Dept.	
b. 2, f. 65	Staffing Development	1975-1980
b. 2, f. 66	Schedules	
b. 2, f. 67	Schedules/Weekends	
b. 2, f. 68	Reference desks	
b. 2, f. 69	Publications Office	
b. 2, f. 70	Publications	1976-1983
b. 2, f. 71	RLG - Collection Development Committee	
b. 2, f. 72	RLG - Coordinators	
b. 2, f. 73	Research Libraries Group - E. European Special Interest Group	
b. 2, f. 74	RLG - Executive Committee	
	RLG/RSC	
b. 2, f. 75	General	
b. 2, f. 76	Minutes	
b. 2, f. 77	Master Copies	
b. 3, f. 78	On-Site-Access	
b. 3, f. 79	Photography	
b. 3, f. 80	Publicity	
b. 3, f. 81 - 82	Sharp Resources Program	
b. 3, f. 83	Serials	
b. 3, f. 84 - 85	RLIN	
b. 3, f. 86	RLIN II	

b. 3, f. 87 - 88	RLG - General	
b. 3, f. 89	RLG - Government Document Discussion Group	
b. 3, f. 90	Research Libraries Group - Government Documents Special Interest Group	
b. 3, f. 91	RLG/Latin America American Special Interest Group	
b. 3, f. 92	RLG - Law Library	
b. 3, f. 93	Research Libraries Group - Map Special Interest Group	
	RLG	
b. 3, f. 94	Medical Libraries	
b. 3, f. 95	Mid-Eastern Special Interest Group	
b. 3, f. 96	Newsletters	
b. 3, f. 97	Preservation Committee	
b. 3, f. 98	Publicity	
b. 3, f. 99	Public Services Committee	
b. 3, f. 100	Serials Task Force	1974-1979
b. 3, f. 101	Serials Task Force Manual	
b. 3, f. 102	Serials Task Force Progress Reports	1974-1975
b. 3, f. 103	Research Libraries Group Verif. Svc.	
b. 3, f. 104	RLG - Systems and Techn. App. Committee	
b. 3, f. 105	Reference Dept. - Publications	1970-1973
b. 4, f. 106	Yale University Library/Personnel Hourly Employees	
b. 4, f. 107	Yale Univ. Lib. - Personnel/Orientations	
b. 4, f. 108	Yale Univ. Lib. - Personnel/Reclassification	
	YUL	
b. 4, f. 109	Personnel/Summer Employment	
b. 4, f. 110	Personnel/Women	
b. 4, f. 111	Photo Services	
b. 4, f. 112	Preservation	
b. 4, f. 113	Privileges	
b. 4, f. 114	Professional Staff Association	
b. 4, f. 115	Public Catalog	



## YUL (continued)

b. 4, f. 116	Public Services	
b. 4, f. 117	Reprint Publishers	
b. 4, f. 118	Research Publishers	
b. 4, f. 119	Library Schedules	
b. 4, f. 120	Security	
b. 4, f. 121	Seeley Mudd	
b. 4, f. 122	Social Science	
b. 4, f. 123	Staff Development	
b. 4, f. 124	Publications Committee	
b. 4, f. 125	Orientation	
b. 4, f. 126	Personnel	1966-1970
b. 4, f. 127	Personnel	1971-1983
b. 4, f. 128	SML - Space	
b. 4, f. 129	Storage	
b. 4, f. 130	Summer Term	
	Tech. Services	
b. 4, f. 131	1972-1981	
b. 4, f. 132	Automation Counsel	
b. 4, f. 133	Bibliography Department	
b. 4, f. 134	Catalog Dept.	
b. 4, f. 135	Classification	
b. 4, f. 136	I.P.L.	
b. 4, f. 137	PI-480	
b. 4, f. 138	Serials	1973-1979
b. 4, f. 139	Serials	1970-1973
b. 4, f. 140	Systems Off	
b. 4, f. 141	Translation	
b. 4, f. 142	User Studies	
b. 4, f. 143	Wing Project	
b. 4, f. 144	Zeta	

b. 4, f. 145 - 146	Correspondence	1980-1983
b. 4, f. 147	Correspondence	1985

## **Accession 2003-A-133: Yale University Library. Sterling Memorial Library stack maps, 1983**

The materials are open for research.

b.1

Yale University Library. Sterling Memorial Library stack maps

1983

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**Accession 2006-A-195: Card indices describing objects, collections, and funds, of the  
Yale University Library, circa 1930s-1970s**

No inventory available.

The materials are open for research.

b. 3, 1-2

## **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 -- Reference services  
Public services (Libraries)  
Reference services (Libraries)

### **Corporate Body**

Yale University. Library