

# Guide to the Yale University Library Records Concerning Position Classification and Pay Plans

RU 806



compiled by Daniel Hartwig

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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 806

**CREATOR:** Yale University. Library

**TITLE:** Yale University Library records concerning position classification and pay plans

**DATES:** 1926-1966

**PHYSICAL DESCRIPTION:** 3 linear feet (3 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of reports, charts, statistical data, questionnaires, job descriptions, and work description sheets documenting position classifications, pay plans, and the trainee program at the 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.0806>

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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.0806>.

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 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

Yale University Library Records Concerning Position Classification and Pay Plans (RU 806). 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, charts, statistical data, questionnaires, job descriptions, and work description sheets documenting position classifications, pay plans, and the trainee program at the Yale University Library.

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## General note

Forms part of Yale Record Group 32-A (YRG 32-A), Central records of the Yale University Library and records of the librarian

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## Arrangement

The records are arranged alphabetically by subject.

## Collection Contents

### Accession 19ND-A-236: Records of the Yale University Librarian concerning position classification and pay plans, 1926-1962

The material in this series is alphabetically arranged by subject. Within the large sections on other libraries' systems and work description sheets, the material is in alphabetical order by name of library or department.

Included in this series are reports, forms, charts, statistical records, questionnaires, and miscellaneous types of material. Topics cover the American Library Association, class specification, job and merit analysis and rating, position classification, the trainee program, and work description sheets. At the end there is an Historical copy of Library Job Descriptions, in 2 vols.

Restricted until Jan 1, 2038.

b. 1	American Library Association	1945-1946
b. 1, f. 1	Class specification and individual job summary sheets	undated
b. 1, f. 2	Class specification	undated
b. 1, f. 3	Comments	undated
b. 1, f. 4	Comments	undated
b. 1, f. 5	Comments	undated
b. 1, f. 6	Forms and procedure	1946
b. 1, f. 7	Job analysis survey	1941
b. 1, f. 8	Job rating	1926
b. 2, f. 9	Job requirements questionnaires	undated
b. 2, f. 10	Job requirements	1946.
b. 2, f. 11	Merit ratings	1947-1952
b. 2, f. 12	Merit ratings	1947-1948, May-June
b. 2, f. 13	Merit Ratings Committee	1947-1948
	Other libraries' systems	
b. 2, f. 14	Columbia University	1944-1946
b. 2, f. 15	Harvard University	1949
b. 2, f. 16	Library of Congress	1946-1949
b. 2, f. 17	Louisiana State University	1947
b. 2, f. 18	New York Public Library	1946
b. 2, f. 19	University of California, Berkeley	1946

Position classification		
b. 2, f. 20	Personnel Assistant, Librarians Office	1948-1955
b. 2, f. 21	Stack Supervision	1949-1950
b. 3, f. 22	Librarian, German Literature Collection	1944-1946
b. 3, f. 23	Revisions	1962
b. 3, f. 24	Staff Classification and Pay Plan Staff	1946-1948
b. 3, f. 25	Staff, Committee	Undated
b. 3, f. 26	Staff, Committee Correspondence	1946-1947
b. 3, f. 27	Staff, Committee on Position	1947
b. 3, f. 28	Staff, Old File	1946
b. 3, f. 29	Staff, Position Designation, Charts	1947-1948
b. 3, f. 30	Trainee Program	
Work description sheets, general		
General		
b. 3, f. 31	Position Analysis, to be filled	1946
b. 3, f. 32	Position Analysis, to be held	1946
b. 3, f. 33	Description of Positions	1947-1948
b. 4, f. 34	Accession Department	Undated
b. 4, f. 35	Binding Department	Undated
b. 4, f. 36	Catalogue Department	Undated
b. 4, f. 37	Circulation Department	Undated
b. 4, f. 38	Historical Manuscripts Department	Undated
b. 4, f. 39	Librarian's Office	Undated
b. 4, f. 40	Linonia and Brothers	Undated
b. 4, f. 41	Map Collection	Undated
b. 4, f. 42	Photographic Department	Undated
b. 4, f. 43	Rare Book Room	Undated
b. 4, f. 44	Reference Department	Undated
b. 5, f. 45	Reserve Book Room	Undated
b. 5, f. 46	Serial Department	Undated

Work description sheets, general (continued)

b. 5, f. 47	Departmental Libraries	1947-1948
b. 5	General	
b. 5, f. 48	Divinity School, working papers	Undated
b. 5, f. 49	School of Fine Arts, working papers	Undated
b. 5, f. 50	School of Forestry, working papers	Undated
b. 5, f. 51	Law School, working papers	1948
b. 5, f. 52	School of Medicine, working papers	Undated
b. 5, f. 53	School of Music, working papers	Undated
b. 5, f. 54	Miscellaneous working papers	1961-1962
b. 6	Historical copy of Library Job Descriptions, 2 vols.	
b. 7, f. 55	Position Classification and Pay Plans	1949-1966
b. 7, f. 56	PCPP Chronological File	1948-1949
b. 7, f. 57	PCPP Chronological File	1949-1950
b. 7, f. 58	PCPP Chronological File	1950-1951
b. 7, f. 59	PCPP (revised November 1952)	1952
b. 7, f. 60	Grade Salary Range	Undated
b. 7, f. 61	Exchanges Assistant, Accessions Dept. CSF-3	1950
b. 7, f. 62	Purchase Accessions Assistant CSF-3	1948
b. 7, f. 63	Questions -Equivalent Qualification	1953
b. 7, f. 64	Reactions and requests	1941-1950
b. 7, f. 65	School libraries	1948-1952
b. 7, f. 66	Working papers for L-9, revisions	1955-1958
b. 7, f. 67	Supplement to the PCPP	1954-1955

## **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 librarians -- Salaries, pensions, etc.  
Academic libraries  
Librarians -- Job descriptions  
Librarians -- Salaries, pensions, etc.

### **Corporate Bodies**

Yale University. Library  
Yale University -- Administration