

# Guide to the Yale University Library Personnel Records

RU 100



compiled by Daniel Hartwig

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Yale University Library  
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<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 100

**CREATOR:** Yale University. Library

**TITLE:** Yale University Library personnel records

**DATES:** 1909-2008

**PHYSICAL DESCRIPTION:** 242.75 linear feet

**LANGUAGE:** English

**SUMMARY:** The records consist of personnel files of former employees maintained by Library Human Resources, Yale University.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0100>

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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.0100>.

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 materials is restricted. See Collection Contents for details.

Some records in this finding aid have been redacted, as they include student names, donor names, and other restricted data. These records will not appear in the published finding aid.

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## Preferred Citation

Yale University Library Personnel Records (RU 100). 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 personnel files of former employees maintained by Library Human Resources, Yale University.

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## General note

Forms part of Yale Record Group 32-H (YRG 32-H), Yale University Library personnel records.

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## Arrangement

The records are arranged by accession.

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## Collection Contents

### Accession 19ND-A-334: Personnel records, 1909-1976

Restricted until Jan 1, 2052

Boxes 1-10, not inventoried

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1942 Shi-Y

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1943

B-H

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J-Z

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1944

B-P

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R-Y

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1945

B-G

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H-W

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1946

B-C

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D-Y

---

1947

B-S

---

T-W

---

1948

B-E

---

F-Y

---

1949

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1950

Y

---

1951

---

1952

---

1953

---

Boxes 20-28, not inventoried

1954

F-R

S-W

1955

B

C-K

L-S

T-Z

1956

B-F

G-N

O-S

T-Z

1957

B-D

E-K

L-R

1958

1959

1959

1960

1961

1962

1963

Boxes 39-74, not inventoried

1965

1966

1967

1968

1969

1970

1971

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1972

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1973

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1974

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1975

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1976

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**Accession 1981-A-056: Personnel records, 1977**

Restricted until Jan 1, 2052



**Accession 1981-A-061: Personnel records, 1978**

Restricted until Jan 1, 2054

**Accession 1983-A-105: Personnel records, 1979**

Restricted until Jan 1, 2054

**Accession 1991-A-080: Personnel records, 1984-1988**

Restricted until Jan 1, 2064

**Accession 1983-A-104: Personnel records, 1980**

Restricted until Jan 1, 2056

**Accession 1985-A-059: Personnel records, 1981**

Restricted until Jan 1, 2057

**Accession 1986-A-088: Personnel records, 1982**

Restricted until Jan 1, 2058

**Accession 1987-A-063: Personnel records, 1983**

Restricted until Jan 1, 2059

**Accession 1987-A-064: Personnel records, 1984**

Restricted until Jan 1, 2060



**Accession 1989-A-008: Personnel records, 1985**

Restricted until Jan 1, 2061

**Accession 1989-A-059: Personnel records, 1986**

Restricted until Jan 1, 2062

**Accession 1989-A-090: Personnel records, 1970-1984**

No online inventory available. Paper inventory available in repository.

Restricted until Jan 1, 2061

b. 3, 1-2

**Accession 1990-A-082: Personnel records, 1987**

Restricted until Jan 1, 2063

**Accession 1991-A-114: Personnel records, 1985-1988**

Restricted until Jan 1, 2064

**Accession 1992-A-055: Personnel records, 1989**

Restricted until Jan 1, 2065

**Accession 1993-A-028: Personnel records, 1990**

Restricted until Jan 1, 2066

**Accession 1994-A-109: Personnel records, 1991**

Restricted until Jan 1, 2067



**Accession 1995-A-073: Personnel records, 1992**

Restricted until Jan 1, 2068

b. 2, f. 184

1992

1992

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**Accession 1996-A-080: Personnel records, 1993**

Restricted until Jan 1, 2069

**Accession 1997-A-079: Personnel records, 1994-1995**

Restricted until Jan 1, 2071

**Accession 2001-A-078: Personnel records, 1996**

Restricted until Jan 1, 2072

**Accession 2002-A-014: Personnel records, 1997**

Restricted until Jan 1, 2073

**Accession 2002-A-100: Personnel records, 1997-1998**

Restricted until Jan 1, 2074

## **Accession 2003-A-026: Personnel files, promotion review and grievance records, 1989-1999**

Restricted until Jan 1, 2075

b. 3, f. 119	PROMOTION REVIEW
b. 3, f. 120	1991
b. 4, f. 167	1989-1990
b. 5, f. 206	1991-1994
b. 6, f. 207	PROMOTION REVIEW 1994
b. 6, f. 208	PROMOTION REVIEW OLD
b. 6, f. 255	1994-1995
b. 7, f. 291	STUDENT/CASUAL TERMS (Non-permanent records)

**Accession 2004-A-092: Personnel records, 1996-2001**

Restricted until Jan 1, 2077

2000 STUDENT/CASUAL

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Promotion Review 2002

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Promotion Review 1996-1999

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1997/2001 Promotion Review

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2001 Promotion Review

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**Accession 2005-A-199: Personnel records, 2002**

Restricted until Jan 1, 2078

**Accession 2006-A-229: Personnel records, 2003-2004**

Restricted until Jan 1, 2080

**Accession 2007-A-116: Personnel records, 2005**

Restricted until Jan 1, 2081

**Accession 2008-A-120: Promotion records, 2005-2006**

Restricted until Jan 1, 2082

**Accession 2008-A-167: Promotion review files, 2007**

Restricted until Jan 1, 2083

**Accession 2009-A-005: Library personnel records, 2007**

Restricted until Jan 1, 2083

**Accession 2009-A-031: Personnel records, 2006**

Restricted until Jan 2, 2082

**Accession 2010-A-043: Personnel records, 2007-2008**

Restricted until Jan 1, 2084



## **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  
Librarians  
Library employees  
Library personnel management

### **Corporate Bodies**

Yale University. Library  
Yale University -- Employees