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Library records

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English

Describing Archives: A Content Standard

3rd ed

Tennessee Tech University Archives

1100 North Peachtree Avenue

PO Box 5066

Cookeville, Tennessee 38505

archives@tntech.edu

URL: <https://www.tntech.edu/library/archives/index.php>

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Summary Information

Repository:	Tennessee Tech University Archives
Title:	Library records
ID:	RG.0000.0029
Date [inclusive]:	1918-2015
Date [bulk]:	1950-2015
Physical Description:	54 Cubic Feet 105 boxes and one map case (map case 2 drawer 12)
Language of the Material:	English .

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Biographical / Historical

Neither the University of Dixie, nor the Putnam County High School, which merged in the Fall of 1914 had a library.

In 1916, President Early had his secretary to select and order a few reference books. He also appealed to the citizens of Cookeville to donate books or funds for books. Also in 1916, the PTA appointed a committee to have a book shower for the library.

In 1918 the library started keeping their acquisitioned books on a ledger. The recorded book, My Attainment of the Pole written by Frederick Cook, was donated in 1918. The first purchased book, at a cost of .50 cents, was recorded in 1918, South American Neighbors by Homer Stuntz. Both of these books are still in the stacks in 2019.

The library has had three homes on Tech's campus. First it was housed in the Administration Building, now Derryberry Hall. A new library was built on the quad and opened in 1949, later named Jere Whitson Library. In 1989, a new three story, 122,000 square foot library opened. This library was named for the Tech President and his wife that were in office when the library was built and opened, The Angelo and Jennette Volpe Library.

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Content Description

Library records date from 1918 to 2015, with the bulk of the records dating from 1950 to 2010. These records were acquisitioned and accessioned several times over those years.

These records contain the many changes that occurred during the one hundred plus years of the library. The records range from handwritten ledgers, financial data, annual reports, surveys, goals, missions, policies, and procedures, committee meetings, new and upgraded building plans, personnel and staff information, correspondence, maintenance requests, overdue book reports and fines, to computerization and information technology needs of the library. Also included are records from the Friends of the Library organization that raises money for library purchases and staff training needs.

The records are arranged in the following series: • Annual Reports, 1951-2012 • Budget and Gifts, 1966-2008 • Building, 1940-2010 • Committees and Meetings, 1946-2011 • Contracts, Agreements, Software, 1974-2005 • Correspondence, 1964-2009 • Friends of the Library, 1980-2006 • Goals, Plans, Policies, Procedures, 1973-2015 • Government Documents, 1975-2006 • Information Technology, 1987-2008 • Ledgers, 1918-1982 • Newsclippings, Publicity, Ephemera, 1982-2002 • Orientation, 1978-2006 • Personnel, 1972-2009 • Reports and Surveys, 1937-2007

Within each series, the folders are organized by alphabetical topic and then chronologically.

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Administrative Information

Publication Statement

Tennessee Tech University Archives

1100 North Peachtree Avenue

PO Box 5066

Cookeville, Tennessee 38505

archives@tntech.edu

URL: <https://www.tntech.edu/library/archives/index.php>

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Controlled Access Headings

- Academic libraries
- Library buildings

Collection Inventory

Annual Reports, 1951-2012

Language of the Material: English.

Scope and Contents

This series contains Collection Development Annual Statistics from 1993-1998, Library Annual Reports from 1951-2009, and Public Services Annual Reports from 1986-2012.

Title/Description	Instances	
Annual Report Outline, 1999-2005 <u>Language of the Material</u> : English.	box 1	folder 1
Collection Development Annual Statistical Report, 1993-1994 <u>Language of the Material</u> : English.	box 1	folder 2
Collection Development Annual Statistical Report, 1994-1995 <u>Language of the Material</u> : English.	box 1	folder 3
Collection Development Annual Statistical Report, 1997-1998 <u>Language of the Material</u> : English.	box 1	folder 4
Library Annual Report, 1951-1952 <u>Language of the Material</u> : English.	box 1	folder 5
Library Annual Report, 1952-1953 <u>Language of the Material</u> : English.	box 1	folder 6
Library Annual Report, 1953-1954 <u>Language of the Material</u> : English.	box 1	folder 7
Library Annual Report, 1955-1956 <u>Language of the Material</u> : English.	box 1	folder 8
Library Annual Report, 1956-1957	box 1	folder 9

Library records

<u>Language of the Material:</u> English.		
Library Annual Report, 1958-1959 <u>Language of the Material:</u> English.	box 1	folder 10
Library Annual Report, 1959-1960 <u>Language of the Material:</u> English.	box 1	folder 11
Library Annual Report, 1960-1961 <u>Language of the Material:</u> English.	box 1	folder 12
Library Annual Report, 1961-1962 <u>Language of the Material:</u> English.	box 1	folder 13
Library Annual Report, 1962-1963 <u>Language of the Material:</u> English.	box 1	folder 14
Library Annual Report, 1963-1964 <u>Language of the Material:</u> English.	box 1	folder 15
Library Annual Report, 1964-1965 <u>Language of the Material:</u> English.	box 1	folder 16
Library Annual Report, 1965-1966 <u>Language of the Material:</u> English.	box 1	folder 17
Library Annual Report, 1966-1967 <u>Language of the Material:</u> English.	box 1	folder 18
Library Annual Report, 1967-1968 <u>Language of the Material:</u> English.	box 1	folder 19
Library Annual Report, 1968-1969 <u>Language of the Material:</u> English.	box 1	folder 20
Library Annual Report, 1969-1970 <u>Language of the Material:</u> English.	box 1	folder 21
Library Annual Report, 1970-1971 <u>Language of the Material:</u> English.	box 1	folder 22
Library Annual Report, 1971-1972 <u>Language of the Material:</u> English.	box 1	folder 23
Library Annual Report, 1972-1973 <u>Language of the Material:</u> English.	box 1	folder 24
Library Annual Report, 1973-1974 <u>Language of the Material:</u> English.	box 1	folder 25
Library Annual Report, 1974-1975	box 1	folder 26

Library records

<u>Language of the Material:</u> English.		
Library Annual Report, 1975-1976 <u>Language of the Material:</u> English.	box 1	folder 27
Library Annual Report, 1976-1977 <u>Language of the Material:</u> English.	box 1	folder 28
Library Annual Report, 1977-1983 <u>Language of the Material:</u> English.	box 2	folder 1-7
Library Annual Report, 1983-1988 <u>Language of the Material:</u> English.	box 3	folder 1-5
Library Annual Report, 1987-1991 <u>Language of the Material:</u> English.	box 4	folder 1-5
Library Annual Report, 1990-1994 <u>Language of the Material:</u> English.	box 5	folder 1-7
Library Annual Report, 1994-1998 <u>Language of the Material:</u> English.	box 6	folder 1-7
Library Annual Report, 1997-2003 <u>Language of the Material:</u> English.	box 7	folder 1-6
Library Annual Report, 2003-2009 <u>Language of the Material:</u> English.	box 8	folder 1-7
Public Services Annual Report, 1986-1996 <u>Language of the Material:</u> English.	box 9	folder 1-10
Public Services Annual Report, 1996-2005 <u>Language of the Material:</u> English.	box 10	folder 1-9
Public Services Annual Report, 2005-2012 <u>Language of the Material:</u> English.	box 11	folder 1-5

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Budget and Gifts, 1966-2012

Language of the Material: English.

Scope and Contents

The series contains budget information from 1966-2007. Gift information, including the Evins gift can be found here. Also information about allocations, weeding and restrictions, budget proposals, budget impoundments, and budget revisions are included.

Title/Description

Instances

Library records

Allocation Summaries, 1989-2007 <u>Language of the Material:</u> English.	box 12	folder 1
Amazing Commons Race Contest, 2011 <u>Language of the Material:</u> English.	Box 107	Folder 9
Book Replacement Costs , 1999, 2010 <u>Language of the Material:</u> English.	Box 107	Folder 13
Budget, 1964-1986 <u>Language of the Material:</u> English.	box 12	folder 2-9
Budget , 1987-1992 <u>Language of the Material:</u> English.	box 13	folder 1-6
Budget, 1992-1996 <u>Language of the Material:</u> English.	box 14	folder 1-8
Budget, 1995-2002 <u>Language of the Material:</u> English.	box 15	folder 1-10
Budget , 2002-2007 <u>Language of the Material:</u> English.	box 16	folder 1-5
Budget Distributions, 1970-1971 <u>Language of the Material:</u> English.	box 16	folder 6
Budget Impoundment, 1990-1991 <u>Language of the Material:</u> English.	box 16	folder 7
Cash Receipts Audit, 1998-1999 <u>Language of the Material:</u> English.	box 16	folder 8
Change in Accountability, 1992-1998 <u>Language of the Material:</u> English.	box 16	folder 9
Change in Accountability / Inventory, 1991-2005 <u>Language of the Material:</u> English.	box 16	folder 10-11
Copier Expense, 2004-2009 <u>Language of the Material:</u> English.	Box 107	Folder 14
Cummins / Fleetguard Grants, 1986-1992 <u>Language of the Material:</u> English.	box 16	folder 12
EBSCO Expense, 2009-2010 <u>Language of the Material:</u> English, Old (ca.450-1100).	Box 108	Folder 8
Equipment Budget , undated <u>Language of the Material:</u> English.	box 17	folder 1
Equipment Requisitions, 1989-1991	box 17	folder 2

Library records

<u>Language of the Material:</u> English.		
Federal Grants, 1972-1984 <u>Language of the Material:</u> English.	box 17	folder 3
Financial Integrity, 1986-1995 <u>Language of the Material:</u> English.	box 17	folder 4-5
Financial Integrity Review, 1985-1988 <u>Language of the Material:</u> English.	box 17	folder 6
Foundation Account - Accounting Procedures , 2001 <u>Language of the Material:</u> English.	Box 108	Folder 15
Gift: Evins Gift, 1984-1990 <u>Language of the Material:</u> English.	box 17	folder 7
Gift: Library Memorial Books , 1979-1994 <u>Language of the Material:</u> English.	box 18	folder 1
Gift: Memorial Fund Gifts, 1979-1980 <u>Language of the Material:</u> English.	box 18	folder 2
Gift: Periodical Gift List, undated <u>Language of the Material:</u> English.	box 18	folder 3
Gift Reports, 1983-1998 <u>Language of the Material:</u> English.	box 18	folder 4-6
Gifts to Library, 1969-1982 <u>Language of the Material:</u> English.	box 18	folder 7
Grants, undated <u>Language of the Material:</u> English.	box 18	folder 8
Health Education and Welfare (H.E.W.) Title II-A Grants , 1973-1983 <u>Language of the Material:</u> English.	Box 108	Folder 22
Impoundment Reduction, 2002-2004 <u>Language of the Material:</u> English.	box 18	folder 9
Inventory and Finance , 1988-1995 <u>Language of the Material:</u> English.	box 19	folder 10
Inventory Change in Accountability, 1976-1993 <u>Language of the Material:</u> English.	box 19	folder 11
Learning Commons Budget, 2010-2012 <u>Language of the Material:</u> English.	Box 109	Folder 11
Library Allocation by University , 1981-2003	box 19	folder 12

Library records

<u>Language of the Material</u> : English.		
Library Allocations and Expenditures, 2005-2009 <u>Language of the Material</u> : English.	Box 110	Folder 2
Library Allotment Advice , 1968-1977 <u>Language of the Material</u> : English.	box 19	folder 13
Library Allotment Advice , 1977-1983 <u>Language of the Material</u> : English.	box 20	folder 1-4
Library Budget , 2003 <u>Language of the Material</u> : English.	Box 110	Folder 4
Library Budget Proposals , 1987-1988 <u>Language of the Material</u> : English.	box 20	folder 5
Library Budget Proposals , 1988-1991 <u>Language of the Material</u> : English.	box 21	folder 1-3
Library Fees, 1999-2009 <u>Language of the Material</u> : English.	Box 110	Folder 8
Library Support Endowment Deposits (Volpe), 2005-2008 <u>Language of the Material</u> : English.	box 21	folder 4
Library Titles Canceled , 2002-2004 <u>Language of the Material</u> : English.	box 21	folder 5
Lost Book Replacement Receipts, 1990-2000 <u>Language of the Material</u> : English.	box 21	folder 6
Materials Allocations , 1982-2007 <u>Language of the Material</u> : English.	box 21	folder 7
Materials Budget: Arts and Sciences , 1982-1992 <u>Language of the Material</u> : English.	box 21	folder 8
Operations - Post Impoundment , 1991 <u>Language of the Material</u> : English.	box 21	folder 9
Personnel Budget, 2004-2005 <u>Language of the Material</u> : English.	Box 111	Folder 3
Postage Refund Receipts, 1999-2001 <u>Language of the Material</u> : English.	box 21	folder 10
Request for Revision in Budget, 1999-2006 <u>Language of the Material</u> : English.	box 22	folder 1-7
Schedule J, undated	box 22	folder 8

Library records

Language of the Material: English.

Serial Cut, 1996-2006 <u>Language of the Material:</u> English.	box 22	folder 9-13
TBR Library Valuation Reports - Division Data , undated <u>Language of the Material:</u> English.	box 22	folder 14
Tennessee Board of Regents Libraries' Budgets , 1988-1989 <u>Language of the Material:</u> English.	box 22	folder 15
THEC Performance Funding Project , 1976-1978 <u>Language of the Material:</u> English.	box 22	folder 16
Tennessee Tech Budget and Fees - Library Input, 2000-2004 <u>Language of the Material:</u> English.	Box 111	Folder 12

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Building, 1940-2014

Language of the Material: English.

Scope and Contents

Building and furniture plans and specifications for both the original Jere Whitson Library and the Angelo and Jennette Volpe Library are found in this series.

Several architectural drawings, mostly of the new Volpe Library, are located in a map case drawer. Drawings from the Jere Whitson library are from the 1965 installation of air conditioning.

Title/Description	Instances	
Academic and Administrative Offices , 1973-1994 <u>Language of the Material:</u> English.	box 26	folder 6
C.P Snelgrove Office Naming , 1999 <u>Language of the Material:</u> English.	box 23	folder 1
Furniture and Equipment Purchases , undated <u>Language of the Material:</u> English.	box 23	folder 2
Furniture Bidders , 1949 <u>Language of the Material:</u> English.	box 23	folder 3
Furniture Catalogs, undated <u>Language of the Material:</u> English.	box 23	folder 4
Furniture Correspondence , 1948-1949 <u>Language of the Material:</u> English.	box 23	folder 5
Furniture Specifications , 1986-1990	box 23	folder 6

Library records

<u>Language of the Material:</u> English.		
Furniture Specifications Annotated , 1949, March 14 <u>Language of the Material:</u> English.	box 23	folder 7
Invitation to Bid / Request for Proposals , 1988 <u>Language of the Material:</u> English.	box 24	folder 1
Items to be Moved, undated <u>Language of the Material:</u> English.	box 24	folder 2
Learning Commons Construction, 2010-2011 <u>Language of the Material:</u> English.	Box 109	Folder 13
Library Accessibility, 2005 <u>Language of the Material:</u> English.	Box 110	Folder 1
Library Equipment, 2013 <u>Language of the Material:</u> English.	Box 110	Folder 6
Library Furniture Correspondence + Furniture Specifications , 1949 <u>Language of the Material:</u> English.	box 24	folder 3
Library Equipment + Furniture Correspondence , 1948-1949 <u>Language of the Material:</u> English.	box 24	folder 4
Library Equipment + Supply Catalogs, 1934-1947 <u>Language of the Material:</u> English.	box 24	folder 5
Library Equipment + Supply Catalogs, Samples, Photos , 1948-1949 <u>Language of the Material:</u> English.	box 24	folder 6
Library Equipment Catalogs, 1940s <u>Language of the Material:</u> English.	box 25	folder 1
Library Furniture - Building Blue prints 1, 1941-1948 <u>Language of the Material:</u> English.	box 25	folder 2
Library Furniture - Building Blue Prints 2, undated <u>Language of the Material:</u> English.	box 25	folder 3
Library Furniture Brochures + Pamphlets, 1948 <u>Language of the Material:</u> English.	box 25	folder 4
Library Furniture Drawings + Photographs , 1949 <u>Language of the Material:</u> English.	box 25	folder 5
Library Furniture Examples, Catalogs, and Wood Sample , 1949	box 25	folder 6

Library records

<u>Language of the Material:</u> English.		
Library Plans , 1984-1987 <u>Language of the Material:</u> English.	box 25	folder 7
Maintenance Projects, 1985 July <u>Language of the Material:</u> English.	box 25	folder 8
McMinnville , 1994 June <u>Language of the Material:</u> English.	box 25	folder 9
Media Center , 1988-1989 <u>Language of the Material:</u> English.	box 26	folder 1
New Library Furnishings , 1986-1988 <u>Language of the Material:</u> English.	box 26	folder 2
Proposed Library Tennessee Tech, undated <u>Language of the Material:</u> English.	box 26	folder 3
Shelving - Archives Storage, 2011 <u>Language of the Material:</u> English.	Box 111	Folder 6
Signage - Construction of Volpe Library, 1987-1990 <u>Language of the Material:</u> English.	box 26	folder 4
Value-Added Machine - Library Printer, 2014 <u>Language of the Material:</u> English.	Box 111	Folder 20
Whitson Library Floor Plan, undated <u>Language of the Material:</u> English.	box 26	folder 5

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Committees and Meetings, 1946-2019, (1970-2012)

Scope and Contents

The bulk of this series contains minutes from the Library Committee. Other meeting notes can be found from Coordinators Meetings, Faculty Meetings, Collection Development Committee, TBR Deans and Directors, and finally, what staff members are assigned to various university committees.

Title/Description	Instances	
Academic Deans Council, 2013, undated <u>Language of the Material:</u> English.	Box 107	Folder 6
Administrative Council - Library Representation , 1991, 2007 <u>Language of the Material:</u> English.	Box 107	Folder 8
Advisory Committee , 1980		

Library records

<u>Language of the Material</u> : English.	box 26	folder 7-8
Allocation Formula Subcommittee, 1973-1995	Box 107	Folder 4
Collection Development Committee , undated <u>Language of the Material</u> : English.	box 26	folder 9
Collection Development Committee , 2011 <u>Language of the Material</u> : English.	box 26	folder 10
Committee on Performance Evaluation , 1976-1978 <u>Language of the Material</u> : English.	box 27	folder 1
Computer Resources Committee , 1982-1993 <u>Language of the Material</u> : English.	box 27	folder 2-4
Coordinators Meetings , 1982-1991 <u>Language of the Material</u> : English.	box 27	folder 5-6
Coordinators Meeting , 1986-2003 <u>Language of the Material</u> : English.	box 28	folder 1-7
Coordinators Meeting, 1999-2010 <u>Language of the Material</u> : English.	box 29	folder 1-5
Dean's Council, 2003-2009 <u>Language of the Material</u> : English.	Box 30B	Folder 1-5
Evaluation and Improvement of instruction Committee , 1981 <u>Language of the Material</u> : English.	box 29	folder 6
Faculty Grievance Committee, 1991-2000 <u>Language of the Material</u> : English.	box 29	folder 7
Faculty Meetings, 1985-2006 <u>Language of the Material</u> : English.	box 29	folder 8-12
Scope and Contents		
These folders have Library Staff Meetings in them too.		
Faculty Scholarship Celebration, 2016 <u>Language of the Material</u> : English.	Box 108	Folder 14
Information Systems Coordinating Committee, 2010 <u>Language of the Material</u> : English.	Box 109	Folder 3
Institutional Effectiveness Committee, 1984	box 29	folder 13

Library records

<u>Language of the Material:</u> English.		
Learning Commons Administration Team Minutes, 2011-2012	Box 109	Folder 10
<u>Language of the Material:</u> English.		
Learning Commons Planning Committee, 2010-2011	Box 109	Folder 14
<u>Language of the Material:</u> English.		
Learning Commons Space and Reallocation - Library Transition Team, 2010	Box 109	Folder 15
<u>Language of the Material:</u> English.		
Library Advisory Committee, Administrative Officers Correspondence , 1978-1991	box 30	folder 1
<u>Language of the Material:</u> English.		
Library Committee , 1946-1975	box 30	folder 2-3
<u>Language of the Material:</u> English.		
Library Committee Minutes , 1970-1976	box 30	folder 4-7
<u>Language of the Material:</u> English.		
Library Committee , 1975-1996	box 31	folder 1-2
<u>Language of the Material:</u> English.		
Library Committee Minutes, 1976-1978	box 31	folder 3-4
<u>Language of the Material:</u> English.		
Library Committee , 1977-1982	box 31	folder 5-10
<u>Language of the Material:</u> English.		
Library Committee, 1982-2000	box 32	folder 1-21
<u>Language of the Material:</u> English.		
Library Committee, 2000-2010	box 33	folder 1-16
<u>Language of the Material:</u> English.		
Library Committee Materials , 1968-1970	box 33	folder 17
<u>Language of the Material:</u> English.		
Library Committee Recording, 1990-1995	box 34	folder 1-10
<u>Language of the Material:</u> English.		
Library Committee Recording, 1995-2001	box 35	folder 1-10
<u>Language of the Material:</u> English.		
Library Committee Recording, 2001-2006	box 36	folder 1-10
<u>Language of the Material:</u> English.		
Library Committee Recording, 2007-2009	box 37	folder 1-6

Library records

<u>Language of the Material:</u> English.		
Library Committees - Misc. , 1984-1991 <u>Language of the Material:</u> English.	box 33	folder 18
Library Directors of State University and Community Colleges of Tennessee , 1975-1980 <u>Language of the Material:</u> English.	box 33	folder 19
Library Faculty Meeting Minutes, 1994 <u>Language of the Material:</u> English.	Box 110	Folder 7
Library Hours, 1991-2004 <u>Language of the Material:</u> English.	Box 110	Folder 12
Library Material Selection Committee , 1979-1983 <u>Language of the Material:</u> English.	box 33	folder 20
Library Notes, 1984-1985 <u>Language of the Material:</u> English.	box 33	folder 22
Library Minutes, 1999 <u>Language of the Material:</u> English.	box 33	folder 21
Library Planning - Security , 1984-1987 <u>Language of the Material:</u> English.	box 38	folder 1
Library Planning - Committee 1, 1973-1984 <u>Language of the Material:</u> English.	box 38	folder 2
Library Planning - Committee 2, 1984-1986 <u>Language of the Material:</u> English.	box 38	folder 3
Library Security Task Force, 1983 <u>Language of the Material:</u> English.	box 38	folder 4
Library Staff Meeting, 1967-1974, 1993-1994 <u>Language of the Material:</u> English.	box 38	folder 5-6
Library Staff Meeting Minutes, 1986-2011 <u>Language of the Material:</u> English.	Box 110	Folder 15
Library Standing Committees , 1982-2000 <u>Language of the Material:</u> English.	box 38	folder 7-9
Media Consortium , 1978-2000 <u>Language of the Material:</u> English.	box 38	folder 10-11
Public Events Committee , 1984-1985 <u>Language of the Material:</u> English.	box 39	folder 1
Publicity Committee - Special Events, 1982-1983	box 39	folder 2

Library records

Language of the Material: English.

TBR Library Deans and Directors , 2005-2009 <u>Language of the Material</u> : English.	box 39	folder 3-5
THEC - Library Advisory Committee , 1975-1979 <u>Language of the Material</u> : English.	box 39	folder 6
University Committee Appointments , 1980-1998 <u>Language of the Material</u> : English.	box 39	folder 7-10
University Committees Membership , undated <u>Language of the Material</u> : English.	box 40	folder 1
University Library Committee , 1971, 1974, 1976-1999 <u>Language of the Material</u> : English.	box 40	folder 2-3
University Library Committee, 2012-2013	Box 111	folder 13
University Library Committee, 2013-2014	Box 111	folder 14
University Library Committee, 2014-2015	Box 111	folder 15
University Library Committee, 2015-2016	Box 111	folder 16
University Library Committee, 2016-2017	Box 111	folder 17
University Library Committee, 2017-2018	Box 111	folder 18
University Library Committee, 2018-2019	Box 111	folder 19

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Contracts, Agreements, Software, 1974-2005

Scope and Contents

This series contains software and equipment contracts for the library. Two larger contracts are for DRA and Solinet. One folder contains verification that all software the library uses is Y2K compliant from each vendor.

Title/Description	Instances	
Closed Caption / Cable, 1978-2007 <u>Language of the Material</u> : English.	box 40	folder 4
Contracts, 1991-1994 <u>Language of the Material</u> : English.	box 40	folder 5-6
Contracts DRA, 1989-2005 <u>Language of the Material</u> : English.	box 40	folder 7
Contracts, Solinet, 1982, 1984	box 40	Folder 8

Library records

<u>Language of the Material:</u> English.		
Copyright Permissions from Publishers, 2002-2003	box 40	folder 9
<u>Language of the Material:</u> English.		
Dialog Corporation License Contract, 1991-1999	box 41	folder 1
<u>Language of the Material:</u> English.		
Dialog Service, 2001-2005	box 41	folder 2
<u>Language of the Material:</u> English.		
Disclosure Contract/License , 1989-2002	box 41	folder 3
<u>Language of the Material:</u> English.		
DRA, 1988-1989	box 41	folder 4
<u>Language of the Material:</u> English.		
DRA Linked Libraries Except + Vol State + Pellissippi , 1994-1995	box 41	folder 5
<u>Language of the Material:</u> English.		
DRA Authority Control , 1994-1996	box 41	folder 6
<u>Language of the Material:</u> English.		
DRA Mottow, 1994-1995	box 41	folder 7
<u>Language of the Material:</u> English.		
DRA Northeast State , 1994-1996	box 41	folder 8
<u>Language of the Material:</u> English.		
DRA Pellissippi , 1992-1995	box 41	folder 9
<u>Language of the Material:</u> English.		
DRA Roane State , 1994-1996	box 41	folder 10
<u>Language of the Material:</u> English.		
DRA/SIRCI Library Agreement - Motlow State, 2000-2005	Box 108	folder 2
DRA/SIRCI Library Agreement - Northeast State, 2000-2001	Box 108	folder 3
DRA/SIRCI Library Agreement - Pellissippi State, 1992-2005	Box 108	folder 4
DRA/SIRCI Library Agreement - Roane State, 1996-2005	Box 108	Folder 5
DRA/SIRCI Library Agreement - Volunteer State, 2000-2005	Box 108	folder 6
DRA/SIRCI Tennessee Tech Consortium, 1995-2005	Box 108	folder 7
DRA TTU Start up Bids, 1988-1989	box 41	folder 11
<u>Language of the Material:</u> English.		
DRA TTU Community College Meeting , 1996	box 41	folder 12

Library records

<u>Language of the Material:</u> English.		
DRA Users Group, 1995 <u>Language of the Material:</u> English.	box 41	folder 13
DRA Vol State , 1994 <u>Language of the Material:</u> English.	box 41	folder 14
DRAnet E-Z Access , 1994-1997 <u>Language of the Material:</u> English.	box 41	folder 15
Electronic Publications Five-year plan, 2003 <u>Language of the Material:</u> English.	box 41	folder 16
Electronic Security Device Labels, 2001 <u>Language of the Material:</u> English.	box 41	folder 17
Equipment and Software Contracts, 1980-1988 <u>Language of the Material:</u> English.	box 42	folder 1-3
ERIC, 1999-2004 <u>Language of the Material:</u> English.	box 42	folder 4
Funding, Receipts, Contracts , 1979-1997 <u>Language of the Material:</u> English.	box 42	folder 5
ICI/Mid-Atlantic Bookbindery Contract, 2001	Box 109	folder 2
Ikon Office Solutions, 2000-2001 <u>Language of the Material:</u> English.	box 42	folder 6
Innovative Interfaces - Millenium Software, 2004-2016	Box 109	folder 4
Innovative Interfaces - TTU Consortium, 2006-2015	Box 109	folder 5
Innovative Users Group, 2014-2016, 2005	Box 109	folder 6
Integrated Library Information System , 1988 <u>Language of the Material:</u> English.	box 42	folder 7
Library Borrowing Agreements and Policies, 1989, 1991, 2001	Box 110	folder 3
Literary Resource Center Contracts, 2005	Box 110	folder 21
MARCIVE Shipping List Service Contracts, 1998-2006	Box 110	folder 22
National Library of Medicine , (1980, 1985, 1999) <u>Language of the Material:</u> English.	box 42	folder 8
OCLC, 1976-1977 <u>Language of the Material:</u> English.	box 42	folder 9
Pellissippi Video Cataloging , 2000	box 42	folder 10

Library records

<u>Language of the Material:</u> English.		
PRISM Service, OCLC Interlibrary Loan (ILL) Provider, undated	Box 111	folder 4
Security Strips , 1992 <u>Language of the Material:</u> English.	box 42	folder 11
Sirci Corporation (Formerly DRA) Data Extraction Services for Library Online System, 2005-2006	Box 111	folder 7
Solinet , 1974-1975 <u>Language of the Material:</u> English.	box 42	folder 12-13
Solinet, 1975-1978 <u>Language of the Material:</u> English.	box 43	folder 1-4
Solinet Agreements , 1986-2005 <u>Language of the Material:</u> English.	box 43	folder 5
Solinet Library , 2000 <u>Language of the Material:</u> English.	box 44	folder 1
Southeastern Library Network (SOLINET) Special Collections Digitization and Resource Sharing, 1995	Box 111	folder 8
STN International , 1987-1988 <u>Language of the Material:</u> English.	box 44	folder 2
STN International - Chemical Abstracts Service , undated <u>Language of the Material:</u> English.	box 44	folder 3
Tennessee Innovative Network (TIN), 2006	Box 111	folder 11
University Membership , 1977-1987 <u>Language of the Material:</u> English.	box 44	folder 4
Vendor Y2K Compliance , undated <u>Language of the Material:</u> English.	box 44	folder 5
Word Processing Agreements , undated <u>Language of the Material:</u> English.	box 44	folder 6
Xerox, 1990-1991 <u>Language of the Material:</u> English.	box 44	folder 7
Zenith Data Systems , undated <u>Language of the Material:</u> English.	box 44	folder 8

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Scope and Contents

Memos and letters were used for everything from simple maintenance requests, to larger needs before email came along. There are lots of memos about the new library building, correspondence between the library, facilities, presidents, and provosts. Everything that happened had to have a memo before it was allowed to happen.

Title/Description	Instances	
Administrative Council Elections , (1992, 1998, 2001) <u>Language of the Material:</u> English.	box 44	folder 9
American Library Association Correspondence , 1978-1985 <u>Language of the Material:</u> English.	box 44	folder 10
Archives + IT Needs , 1999-2001 <u>Language of the Material:</u> English.	box 44	folder 11
Archives Correspondence , 1984-1991 <u>Language of the Material:</u> English.	box 44	folder 12
Challenge 2000, 1988-1996 <u>Language of the Material:</u> English.	box 44	folder 13
Circulation Correspondence , 1969 <u>Language of the Material:</u> English.	box 44	folder 14
Collection Development Department , 2003-2009 <u>Language of the Material:</u> English.	box 44	folder 15
Coordinators Incoming/Outgoing , 1988-1989 <u>Language of the Material:</u> English.	box 44	folder 16
Correspondence , 1981-1995 <u>Language of the Material:</u> English.	box 44	folder 17
Correspondence - Incoming , 1998-2011 <u>Language of the Material:</u> English.	box 45	folder 1
Correspondence - Mostly Political , undated <u>Language of the Material:</u> English.	box 45	folder 2
Correspondence - Nicholas Achee, 1980-1981 <u>Language of the Material:</u> English.	box 45	folder 3
Correspondence Outgoing , 1998-2007 <u>Language of the Material:</u> English.	box 45	folder 4
Data Research Associate DRA Correspondence , 1999-2005 <u>Language of the Material:</u> English.	box 45	folder 5
Donation Letters , 2004-2009	box 45	folder 6

Library records

<u>Language of the Material:</u> English.		
Emails, 1999-2008 <u>Language of the Material:</u> English.	box 45	folder 7
Faculty Election , 1995 <u>Language of the Material:</u> English.	box 45	folder 8
Faculty Senate Alternate Vote, 1996 <u>Language of the Material:</u> English.	box 45	folder 9
Gantt, David , 1998 <u>Language of the Material:</u> English.	box 45	folder 10
Library - Correspondence , 1972-1995, (1978-1989) <u>Language of the Material:</u> English.	box 45	folder 11
Library - Correspondence , 1970-1986 <u>Language of the Material:</u> English.	box 46	folder 1
Library - Correspondence - Ed Garfeen , 1981-1985 <u>Language of the Material:</u> English.	box 46	folder 2-3
Library Memos , 1989-1998 <u>Language of the Material:</u> English.	box 46	folder 4
Library Services , 1980s <u>Language of the Material:</u> English.	box 46	folder 5
Maintenance Requests , 1988-2002 <u>Language of the Material:</u> English.	box 46	folder 6
Memorandum - Dr. Winston Waldon, 2004-2012 <u>Language of the Material:</u> English.	Box 110	Folder 23
Memos, 1968-1991 <u>Language of the Material:</u> English.	box 47	folder 1-8
Memos, 1987-1991 <u>Language of the Material:</u> English.	box 48	folder 1-6
Memos, 1991-1994 <u>Language of the Material:</u> English.	box 49	folder 1-6
Memos, 1995-1998 <u>Language of the Material:</u> English.	box 50	folder 1-7
Memos, 1999-2005 <u>Language of the Material:</u> English.	box 51	folder 1-8
Memos - Coordinators - Incoming , 1989-1990	box 52	folder 1

Library records

<u>Language of the Material:</u> English.		
Memos - Coordinators - Outgoing , 1986-1988 <u>Language of the Material:</u> English.	box 52	folder 2-3
Memos - David Gantt , 1987-1988 <u>Language of the Material:</u> English.	box 52	folder 4
Memos - Dr. Middlebrooks , 1984-1987 <u>Language of the Material:</u> English.	box 52	folder 5-7
Memos -Edward Garten , 1983-1984 <u>Language of the Material:</u> English.	box 52	folder 8
Glenn Binkley , 1989-1990 <u>Language of the Material:</u> English.	box 52	folder 9
Memos - Henry Shelby , 1981-1989 <u>Language of the Material:</u> English.	box 52	folder 10-11
Memos - Henry Shelby , 1989-1990 <u>Language of the Material:</u> English.	box 53	folder 1
Memos Incoming , 1982-1987 <u>Language of the Material:</u> English.	box 53	folder 2-7
Memos Incoming, 1989-1990 <u>Language of the Material:</u> English.	box 54	folder 1-3
Memos - Joan Johnson, 1989 <u>Language of the Material:</u> English.	box 54	folder 4
Memos - Kemp, Klein, Larimore , 1988 <u>Language of the Material:</u> English.	box 54	folder 5
Memos - Mike Nivens , 1982-1989 <u>Language of the Material:</u> English.	box 54	folder 6-8
Memos - Outgoing , 1982-1983 <u>Language of the Material:</u> English.	box 54	folder 9
Memos - Outgoing , 1984-1988 <u>Language of the Material:</u> English.	box 55	folder 1-7
Memos - Outgoing , 1988-1990 <u>Language of the Material:</u> English.	box 56	folder 1-2
Memos - President Angelo Volpe , 1988-1990 <u>Language of the Material:</u> English.	box 56	folder 3
Memos - President Arliss Roaden, 1982-1985	box 56	folder 4

Library records

<u>Language of the Material:</u> English.		
Memos - President Wallace Prescott , 1985-1987 <u>Language of the Material:</u> English.	box 56	folder 5-6
Memos - Presidents Prescott and Volpe, 1987-1988 <u>Language of the Material:</u> English.	box 56	folder 7
Memos - Provost Wallace Prescott , 1982-1983 <u>Language of the Material:</u> English.	box 56	folder 8
Memos - Ray Ruffner , 1982-1986 <u>Language of the Material:</u> English.	box 56	folder 9
Memos - Tenure , 1989-1990 <u>Language of the Material:</u> English.	box 56	folder 10
Memos - Terry Rector , 1987-1990 <u>Language of the Material:</u> English.	box 56	folder 11
Vice Presidents' Office , 1989-1990 <u>Language of the Material:</u> English.	box 56	folder 12
Memos from Dr. Dudley Yates , 1977-1980 <u>Language of the Material:</u> English.	box 56	folder 13-15
Memos to Dr. Dudley Yates , 1979-1980 <u>Language of the Material:</u> English.	box 57	folder 1
Misc. Correspondence , 1996-1997 <u>Language of the Material:</u> English.	box 57	folder 2
Satellite Libraries , undated <u>Language of the Material:</u> English.	box 57	folder 3
Telecommunications , 1991-2001 <u>Language of the Material:</u> English.	box 57	folder 4
Tennessee Tech Journal Correspondence , 1963-1983 <u>Language of the Material:</u> English.	box 57	folder 5
University Correspondence , 1969-1987 <u>Language of the Material:</u> English.	box 57	folder 6-7
Winston Walden , 1987-1998 <u>Language of the Material:</u> English.	box 57	folder 8

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Scope and Contents

The Friends of the Library group was formed in 1980. This series contains their meeting minutes, budgets, by-laws, and fundraising efforts, including their yearly gala. Membership information is also included. The group provides grants for library staff educational purposes, so these and other gifts to the library are documented.

Title/Description	Instances	
Friends of the Library , 1980-2003 <u>Language of the Material:</u> English.	box 58	folder 1-11
Friends of the Library Budget, 1988-1990 <u>Language of the Material:</u> English.	box 58	folder 12
Friends of the Library Bylaws and Charter, 1977 <u>Language of the Material:</u> English.	box 58	folder 13
Friends of the Library Dinner, 1999-2002 <u>Language of the Material:</u> English.	box 58	folder 14
Friends of the Library Enhancement Grants , 1988-1990 <u>Language of the Material:</u> English.	box 58	folder 15
Friends of the Library Foundation, 1987, undated <u>Language of the Material:</u> English.	Box 108	Folder 16
Friends of the Library Minutes , 1980-1994 <u>Language of the Material:</u> English.	box 59	folder 1-3
Friends of the Library Misc. Correspondence , 1987-1990 <u>Language of the Material:</u> English.	box 59	folder 4
Friends of the Library Nolan Fowler, 1986-1992 <u>Language of the Material:</u> English.	box 59	folder 5
Friends of the Library Stumpf Memorial Fund, 1986-1989 <u>Language of the Material:</u> English.	box 59	folder 6
Friends of the Library Correspondence , 1979-2003 <u>Language of the Material:</u> English.	box 59	folder 7-9
Friends of the Library Donation, 1980-1993 <u>Language of the Material:</u> English.	box 59	folder 10
Friends of the Library Donation Memorial Deposits , 1980-2006 <u>Language of the Material:</u> English.	box 59	folder 11-15
Friends of the Library Donation Money Deposits , 1989-1996	box 59	folder 16

Library records

<u>Language of the Material:</u> English.		
Friends of the Library Financial Reports, 1980-2000 <u>Language of the Material:</u> English.	box 60	folder 1-6
Friends of the Library , 1997-1999 <u>Language of the Material:</u> English.	box 60	folder 7
Friends of the Library Financial Reports, 1999-2000 <u>Language of the Material:</u> English.	box 60	folder 8
Friends of the Library , 1999-2001 <u>Language of the Material:</u> English.	box 60	folder 9
Friends of the Library Financial Reports, 2000-2003 <u>Language of the Material:</u> English.	box 60	folder 10-11
Friends of the Library fundraising Project Request, 1997-1998 <u>Language of the Material:</u> English.	box 60	folder 12
Friends of the Library Gala , 1983-1997 <u>Language of the Material:</u> English.	box 60	folder 13-21
Friends of the Library Gala, 1998-2005 <u>Language of the Material:</u> English.	box 61	folder 1-12
Friends of the Library Grants , 1983-1991 <u>Language of the Material:</u> English.	box 61	folder 13-14
Friends of the Library Grants , 1990-2006 <u>Language of the Material:</u> English.	box 62	folder 1-17
Friends of the Library Grants Travel , 1987-2006 <u>Language of the Material:</u> English.	box 63	folder 1-6
Friends of the Library Interdepartmental Transfer , 2000-2006 <u>Language of the Material:</u> English.	box 63	folder 7-12
Friends of the Library , 2002 <u>Language of the Material:</u> English.	box 63	folder 13
Friends of the Library Meeting Minutes , 1980-1999 <u>Language of the Material:</u> English.	box 63	folder 14-15
Friends of the Library Meeting Minutes, 2000-2001 <u>Language of the Material:</u> English.	box 64	folder 1
Friends of the Library Meetings , 2001-2002	box 64	folder 2

Library records

Language of the Material: English.

Friends of the Library Meeting Minutes, 2001-2006 <u>Language of the Material:</u> English.	box 64	folder 3-6
Friends of the Library Membership, 1980-1999 <u>Language of the Material:</u> English.	box 64	folder 7-11
Friends of the Library Membership Officers , 1999-2002 <u>Language of the Material:</u> English.	box 64	folder 12
Friends of the Library - Publicity , undated <u>Language of the Material:</u> English.	box 64	folder 13
Friends of the Library - Requisitions , 1982-1994 <u>Language of the Material:</u> English.	box 64	folder 14-16
Friends of the Library Requisitions , 1994-2006 <u>Language of the Material:</u> English.	box 65	folder 1-5

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Goals, Plans, Policies, Procedures, 1973-2015

Scope and Contents

This series contains not only Tech related polices, procedures, missions, and goals, it contains some national policies and acts that the library and university have to abide by. Those include the Patriot Act, Digital Millenium Act, and American's with Disabilites Act.

The bulk of the information includes strategic plans, unit plans, and library goals and objectives.

Title/Description	Instances	
Accounting/Business Office Policies and Procedures, 2005-2013	Box 107	folder 7
Action Plan, 1985 <u>Language of the Material:</u> English.	box 65	folder 6
Action Plans, Mission, TBR Combine , 1990-1995 <u>Language of the Material:</u> English.	box 65	folder 7
Affirmative Action Correspondence and Reports , 1973-1988 <u>Language of the Material:</u> English.	box 65	folder 8
American Library Association Standards for College Libraries , 1975 <u>Language of the Material:</u> English.	box 66	folder 1
Americans with Disabilities Act, 1992-1996	box 66	folder 2

Library records

<u>Language of the Material:</u> English.		
Archives Proposal for Excavation of Room for Offsite Storage, 1991-2001	Box 107	folder 11
Check out Procedures , 1979-1986 <u>Language of the Material:</u> English.	box 66	folder 3
Circulation Policy , 1991 <u>Language of the Material:</u> English.	box 66	folder 4
Circulation Policy Manual , undated <u>Language of the Material:</u> English.	box 66	folder 5
Copyright Guidelines, undated <u>Language of the Material:</u> English.	box 66	folder 6
Copyright Issues, 1991	Box 107	folder 15
Digital Millennium Act , undated <u>Language of the Material:</u> English.	box 66	folder 7
Disaster Plan, 1994-2005 <u>Language of the Material:</u> English.	box 66	folder 8
Disaster Preparedness , 1996-1997 <u>Language of the Material:</u> English.	box 66	folder 9
Engineering Ph.D Program Review, 2009	Box 108	folder 9
Faculty Display Books, 2006-2008	Box 108	folder 10
Faculty Handbook - Library Section, 1989-2005	Box 108	folder 12
Faculty Handbook - Library Section Revisions, 1975, 1978	Box 108	folder 13
Food and Drink Policies , undated <u>Language of the Material:</u> English.	box 66	folder 10
Gift in Kind Valuation, 2008	Box 108	folder 18
Gifts and Exchange - Policies and Procedures, 1978-1991	Box 108	folder 19
Insurance Exhibits / Fine Arts , 2005 <u>Language of the Material:</u> English.	box 66	folder 11
Inventory Policy / Procedure , 1985-1995 <u>Language of the Material:</u> English.	box 67	folder 1
Library Academic Strategic Master Plans, 2003-2006	Box 109	folder 17
Library Case Statement Creation, 1999	Box 110	folder 5
Library Goals and Objectives, 1979-1986	box 67	folder 2-6

Library records

<u>Language of the Material:</u> English.		
Library Goals and Objectives, 1992, undated	Box 110	folder 9
Library Goals, Objectives, and Accomplishments, 1981-1985	box 67	folder 7
<u>Language of the Material:</u> English.		
Library Guides, 1994, undated	Box 110	folder 10
Library Handbook , undated	box 67	folder 8
<u>Language of the Material:</u> English.		
Library Handbook, 1984-2003	Box 110	folder 11
Library Hours, 1991-2009	Box 110	folder 12
Library Master Plan , 2003	box 67	folder 9
<u>Language of the Material:</u> English.		
Library Mission Statement , 1998-2003	box 67	folder 10
<u>Language of the Material:</u> English.		
Library Mission Statements, 2003-2004	Box 110	folder 14
Library Policies Evaluations Reports, 1982-2009	box 67	folder 11
<u>Language of the Material:</u> English.		
Library Policy and Mission , 1982	box 67	folder 12
<u>Language of the Material:</u> English.		
Library Policy Manual , 1982	box 67	folder 13
<u>Language of the Material:</u> English.		
Library Suggestion Box Submissions, 2004-2007	Box 110	folder 18
Library Vision Statement, 1997-1998	Box 110	folder 19
Mission Statement 1989, 1982	box 67	folder 14
<u>Language of the Material:</u> English.		
Non-TTU Borrowers Policy , 2003	box 67	folder 15
<u>Language of the Material:</u> English.		
Outstanding Professional Awards - Policies, Procedures and Nominations, 1993	Box 110	folder 25
Outstanding Staff Award - Policies and Procedures, 1994	Box 110	folder 26
Pandemic Plan - Library and Tennessee Tech, (2006-2009)	Box 111	folder 1
Patriot Act Committee Business , 2003-2004	box 67	folder 16
<u>Language of the Material:</u> English.		
Patriot Act Gram Leach Bliley Act , 2003	box 67	folder 17

Library records

<u>Language of the Material:</u> English.		
Patriot Act Library , 2002-2003 <u>Language of the Material:</u> English.	box 67	folder 18
Patriot Act Response Guidelines , undated <u>Language of the Material:</u> English.	box 67	folder 19
Patriot Act TBR Legal Council , 2003 <u>Language of the Material:</u> English.	box 67	folder 20
Patriot Act TBR Sample Policy and Procedures , 2003 <u>Language of the Material:</u> English.	box 67	folder 21
Patriot Act TTU Library , 2003-2004 <u>Language of the Material:</u> English.	box 67	folder 22-23
Personnel Actions - Library and Tennessee Tech Procedures, (1994-2008)	Box 111	folder 2
Policy and Procedure Manuals , 1977-1980 <u>Language of the Material:</u> English.	box 68	folder 1
Policy on Academic Freedom Responsibilities , 1988 <u>Language of the Material:</u> English.	box 68	folder 2
Postal Regulations , undated <u>Language of the Material:</u> English.	box 68	folder 3
Privacy Rights of Students, 1987 <u>Language of the Material:</u> English.	box 68	folder 4
Provision of Current Discipline , 1996-2005 <u>Language of the Material:</u> English.	box 68	folder 5
Provision of Library Course-Related Materials for Students , 1995-2003 <u>Language of the Material:</u> English.	box 68	folder 6
Policy for Harassment, 1995 <u>Language of the Material:</u> English.	box 68	folder 7
Reference Collection Development Policy, circa 1982-1983	Box 107	Folder 3
Sexual Harassment Policy, 1995 <u>Language of the Material:</u> English.	box 68	folder 8
Strategic Plan, 2003-2015 <u>Language of the Material:</u> English.	box 68	folder 9-14
TEACH Act , undated	box 68	folder 15

Library records

<u>Language of the Material:</u> English.		
Tennessee Library Confidentiality , undated <u>Language of the Material:</u> English.	box 68	folder 16
Unit Plans, 1990-2009 <u>Language of the Material:</u> English.	box 69	folder 1-13
University of Tennessee Library Use by TTU, 1987-2001 <u>Language of the Material:</u> English.	box 69	folder 14
University of Tennessee Responsibility Forms , undated <u>Language of the Material:</u> English.	box 69	folder 15
University Parking Permit Regulation , 1975-1976 <u>Language of the Material:</u> English.	box 69	folder 16
Use of Federal Government Publications , 2001-2003 <u>Language of the Material:</u> English.	box 69	folder 17
Use of Upper Cumberland Materials, 2003 <u>Language of the Material:</u> English.	box 69	folder 18

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Government Documents, 1975-2006

Scope and Contents

The Tech Library became a depository for some government documents. This series contains annual reports and usage reports of those documents.

Title/Description	Instances	
Government Documents Annual Reports, 1975-1997 <u>Language of the Material:</u> English.	box 70	folder 1-3
Government Printing (GPO) Access with WAIS Form, 1994-1995 <u>Language of the Material:</u> English.	Box 108	Folder 20
Government Publication Usage Reports , 1994-2006 <u>Language of the Material:</u> English.	box 70	folder 4-8
Government Publications Evaluation Report , 2001-2003 <u>Language of the Material:</u> English.	box 70	folder 9
Government Publications - Selective Housing, 1990-1996 <u>Language of the Material:</u> English.	Box 108	Folder 21
Periodical Collection Holdings and Additions Summary , 1997-2004	box 70	folder 10

Language of the Material: English.

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Information Technology, 1986-2008

Language of the Material: English.

Scope and Contents

This series begins with simple computer and printer requests and moves on to larger 3 year technology plans. Information Technology needs are documented through the years.

Title/Description	Instances	
3 Year Computer Plan, 1991-1992 <u>Language of the Material:</u> English.	box 70	folder 11-12
3M SecuritySystem, 1990-2010 <u>Language of the Material:</u> English.	Box 107	Folder 5
Antivirus Protection , 1997-2003 <u>Language of the Material:</u> English.	box 70	folder 13
Computer Center Requests , 1987-2003 <u>Language of the Material:</u> English.	box 71	folder 1-8
Computer Plan , 1989-1990 <u>Language of the Material:</u> English.	box 71	folder 9
Computer Plan , 1991-1994 <u>Language of the Material:</u> English.	box 72	folder 1-3
Computer Miscellaneous , 1986-1994 <u>Language of the Material:</u> English.	box 72	folder 1-4
Computer Review / Peer Review , 1992 <u>Language of the Material:</u> English.	box 72	folder 5
Information Access , 1991-1999 <u>Language of the Material:</u> English.	box 72	folder 6
Information Technologies 3-Year Plan , 1994-2005 <u>Language of the Material:</u> English.	box 72	folder 7-9
Information Technology , 1995-2002 <u>Language of the Material:</u> English.	box 73	folder 1-13
Information Technology, 2002-2007	box 74	folder 1-12

Language of the Material: English.

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Ledgers, 1918-1982

Scope and Contents

This series begins with handwritten ledgers of all books aquisitioned by the library beginning in 1918. Notation is also made in the these ledgers of books that are lost or damaged. The ledgers are handwritten through 1936 and then typewritten ledgers follow from 1937 to 1982. Only the first 5 main ledgers are bound.

One bound ledger from 1949 - 1976 documents the acquisitions of the Tech Training School.

Title/Description	Instances	
Ledger 1-A 01-2000, 1918-1921 <u>Language of the Material</u> : English.	box 75	folder 1
1-3 Ledger 2-A 2000-4882, 1921-1927 <u>Language of the Material</u> : English.	box 75	folder 2
Ledger 1-B 01-5000, 1927-1930 <u>Language of the Material</u> : English.	box 75	folder 3
Ledger 5001-10,000, 1930-1936 <u>Language of the Material</u> : English.	box 75	folder 4
Ledger 10,001-25,000, 1937-1948 <u>Language of the Material</u> : English.	box 76	folder 1
Ledger 25,001-40,000, 1948-1951 <u>Language of the Material</u> : English.	box 76	folder 2
Ledger 40,001-47,075, 1951-1954 <u>Language of the Material</u> : English.	box 77	folder 1
Ledger 47,101- 54,000, 1954-1955 <u>Language of the Material</u> : English.	box 77	folder 2
Ledger 54,001-62,200, 1955-1957 <u>Language of the Material</u> : English.	box 77	folder 3
Ledger 62,201-69,500, 1957-1958 <u>Language of the Material</u> : English.	box 77	folder 4
Ledger 69,501-77,250, 1985-1989 <u>Language of the Material</u> : English.	box 78	folder 1
Ledger 77,251-85,950, 1959-1961	box 78	folder 2

Library records

<u>Language of the Material:</u> English.		
Ledger 86,001-95,500, 1961-1962 <u>Language of the Material:</u> English.	box 78	folder 3
Ledger 95,501-101,300, 1962-1963 <u>Language of the Material:</u> English.	box 78	folder 4
Ledger 101,301-111,950, 1963-1964 <u>Language of the Material:</u> English.	box 79	folder 1
Ledger 111,951-121,000, 1964-1965 <u>Language of the Material:</u> English.	box 79	folder 2
Ledger 121,001-131,950, 1965-1966 <u>Language of the Material:</u> English.	box 79	folder 3
Ledger 131,951-137,700, 1966 <u>Language of the Material:</u> English.	box 79	folder 4
Ledger 137,701-148,300, 1966-1967 <u>Language of the Material:</u> English.	box 80	folder 1
Ledger 148,301-169,700, 1967-1968 <u>Language of the Material:</u> English.	box 80	folder 2
Ledger 169,701-178,700, 1969 <u>Language of the Material:</u> English.	box 80	folder 1
Ledger 178,701-185,400, 1969-1970 <u>Language of the Material:</u> English.	box 80	folder 2
Ledger 185,401-193,800, 1970-1971 <u>Language of the Material:</u> English.	box 80	folder 3
Ledger 169,701-178,700, 1969 <u>Language of the Material:</u> English.	box 81	folder 1
Ledger 178,701-185,400, 1969-1970 <u>Language of the Material:</u> English.	box 81	folder 2
Ledger 185,401-193,800, 1970-1971 <u>Language of the Material:</u> English.	box 81	folder 3
Ledger 193,801-204,100, 1971-1972 <u>Language of the Material:</u> English.	box 82	folder 1
Ledger 204,101-211,000, 1972-1973 <u>Language of the Material:</u> English.	box 82	folder 2
Ledger 211,001-218,700, 1973	box 82	folder 3

Library records

<u>Language of the Material:</u> English.		
Ledger 218,701-222,960, 1973 <u>Language of the Material:</u> English.	box 82	folder 4
Ledger 222,951-231,650, 1973-1974 <u>Language of the Material:</u> English.	box 83	folder 1
Ledger 231,651-240,250, 1974-1975 <u>Language of the Material:</u> English.	box 83	folder 2
Ledger 240,251-247,450, 1975 <u>Language of the Material:</u> English.	box 83	folder 3
Ledger 247,451-258,300, 1975-1976 <u>Language of the Material:</u> English.	box 83	folder 4
Ledger 258,301-266,400, 1976-1977 <u>Language of the Material:</u> English.	box 84	folder 1
Ledger 266,401-276,600, 1977-1978 <u>Language of the Material:</u> English.	box 84	folder 2
Ledger 276,601-283,750, 1978-1979 <u>Language of the Material:</u> English.	box 84	folder 3
Ledger 283,751-288,100, 1979 <u>Language of the Material:</u> English.	box 85	folder 1
Ledger 288,101-290,850, 1979 <u>Language of the Material:</u> English.	box 85	folder 2
Ledger 290,851-294,150, 1979-1980 <u>Language of the Material:</u> English.	box 85	folder 3
Ledger 294,151-298,450, 1980 <u>Language of the Material:</u> English.	box 85	folder 4
Ledger 298,451-303,000, 1980-1981 <u>Language of the Material:</u> English.	box 85	folder 5
Ledger 303,026-311,500, 1981 <u>Language of the Material:</u> English.	box 85	folder 6
Ledger 306,601-311,500, 1981 <u>Language of the Material:</u> English.	box 85	folder 7
Ledger 311,501-313,215, 1981-1982 <u>Language of the Material:</u> English.	box 85	folder 8
Tech Training School Acquisition Book, 1949-1976	box 86	folder 1

Language of the Material: English.

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Newsclippings, Publicity, Ephemera, 1982-2017

Scope and Contents

This series includes library history information, newspaper clippings, and news releases about the library.

Title/Description	Instances	
Clipping Service, 1982 <u>Language of the Material</u> : English.	box 86	folder 2
Faculty Research Celebration, 2017 April	Box 107	Folder 1
Library Information , 2002 <u>Language of the Material</u> : English.	box 86	folder 3
Library News Clippings, 1986-1989 <u>Language of the Material</u> : English.	box 86	folder 4
Library Stationery, undated <u>Language of the Material</u> : English.	Box 110	Folder 17
News Releases, undated <u>Language of the Material</u> : English.	box 86	folder 5
No Food or Drink, undated <u>Language of the Material</u> : English.	box 86	folder 6
Evil Eagle Visits the Library-Slides, 1983 <u>Language of the Material</u> : English. <u>Controlled Access Headings</u> : <ul style="list-style-type: none"> • Evil Eagle (Mascot) • Sports team mascots • Tennessee Technological University -- Mascots 	box 86	folder 7
"The Fifties", A five-part film and discussion series, flyer, 2006 <u>Language of the Material</u> : English.	box 86	Folder 8
Library Orientation Cassette Tapes , 1978 <u>Language of the Material</u> : English.	box 86	folder 9
Library Orientation Cassette Tape, 1988 <u>Language of the Material</u> : English.	box 86	folder 10
A Tech Student Visits the Library , 1981	box 86	folder 11

Language of the Material: English.

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Orientation, 1978-2006

Scope and Contents

This series includes slides, cassette tapes, and scripts that teach students how to use the library and library annex. There is a set from 1978 and 1983. The 1983 slides show a librarian walking the eagle mascot around and demonstrating using the card catalog to find materials.

There are also student orientation handbooks and SOAR materials in this series.

Title/Description	Instances	
Library Orientation Script, undated <u>Language of the Material</u> : English.	box 87	folder 1
Library Orientation Slides 1-63, 1983 <u>Language of the Material</u> : English.	box 87	folder 2
SOAR Workbook , 2005-2006 <u>Language of the Material</u> : English.	box 87	folder 3
Student Handbook Revisions , 1978-1993 <u>Language of the Material</u> : English.	box 87	folder 4
Student Handbook Revision , 1993-1995 <u>Language of the Material</u> : English.	box 87	folder 5
Student Library Photo-Slides, undated <u>Language of the Material</u> : English.	box 87	folder 6

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Personnel, 1972-2009

Scope and Contents

This series documents student workers, permanent job descriptions, classifications, and searches, as well as equity issues.

Title/Description	Instances	
Absence Papers , 1986-1996 <u>Language of the Material</u> : English.	box 87	folder 7
Administrative / Professional Pay Levels , 1993-2009	box 87	folder 8

Library records

<u>Language of the Material:</u> English.		
Administrative / Professional Position Evaluation Plan , undated	box 87	folder 9
<u>Language of the Material:</u> English.		
Affirmative Action Goals , 2005-2008	box 87	folder 10
<u>Language of the Material:</u> English.		
Armistead, Jack - Memos Regarding Library Positions, 2009-2010	Box 107	folder 12
Certified Professional Secretary , 1995-1999	box 87	folder 11
<u>Language of the Material:</u> English.		
Coordinator of Collection development Search II , 2008	box 87	folder 12
<u>Language of the Material:</u> English.		
Coordinator of Collection Development and Management Search , 2008	box 87	folder 13
<u>Language of the Material:</u> English.		
Coordiantor goals and Evaluations , 2004-2006	box 87	folder 14
<u>Language of the Material:</u> English.		
Distance Education Librarian Search , 2007	box 88	folder 1
<u>Language of the Material:</u> English.		
Employee Suggestion Award Program , 1989	box 88	folder 2
<u>Language of the Material:</u> English.		
Employee Procedures , 1990	box 88	folder 3
<u>Language of the Material:</u> English.		
Equity , 1988-2003	box 88	folder 4-8
<u>Language of the Material:</u> English.		
Faculty Evaluation Forms and Library Employee List, 2005, undated	Box 108	folder 11
Faculty Instructional grants Forms , 1990	box 88	folder 9
<u>Language of the Material:</u> English.		
Faculty Promotion Procedures and forms , 1979	box 88	folder 10
<u>Language of the Material:</u> English.		
Flex Time Schedule , 1991-2010	box 88	folder 11
<u>Language of the Material:</u> English.		
Head of Circulation Search , 2004	box 88	folder 12
<u>Language of the Material:</u> English.		
Hiring Procedures , 1990-2001	box 88	folder 13

Library records

<u>Language of the Material</u> : English.		
Job Advertising Information , undated <u>Language of the Material</u> : English.	box 88	folder 14
Job Descriptions , 1979-1981 <u>Language of the Material</u> : English.	box 88	folder 15
Jobs Position Classification Questionnaires , 1978-1980 <u>Language of the Material</u> : English.	box 89	folder 1
Jobs Skill level Chart , 1987-2009 <u>Language of the Material</u> : English.	box 89	folder 2
Jones, Christine Spivey - Recognition and Promotion, 1976-2008	Box 109	folder 8
Jones, Roger, 1976-2008	Box 109	folder 9
Library Assistant 1 Acquisitions , 2000 <u>Language of the Material</u> : English.	box 89	folder 3
Library Job Descriptions and Postings, 2001 <u>Language of the Material</u> : English.	box 89	folder 4
Library Job Postings and Descriptions , 1982-1994 <u>Language of the Material</u> : English.	box 89	folder 5
Library Job Titles and Classifications , undated <u>Language of the Material</u> : English.	box 89	folder 6
Library Liaisons, 1981-2010	Box 110	folder 13
Library Organization, 1978-1981 <u>Language of the Material</u> : English.	box 89	folder 7
Library Performance Evaluation Forms, undated <u>Language of the Material</u> : English.	box 89	folder 8
Library Positions , 1972-1992 <u>Language of the Material</u> : English.	box 89	folder 9
Library Support Personnel Organization , 1990-1994 <u>Language of the Material</u> : English.	box 89	folder 10
Media Tech Classifications , 2005-2006 <u>Language of the Material</u> : English.	box 89	folder 11
Minority Recruiting Resources, undated <u>Language of the Material</u> : English.	box 89	folder 12
Payroll + Personnel , 1991-2000	box 89	folder 13

Library records

<u>Language of the Material:</u> English.		
Promotion Tenure , 2005-2006 <u>Language of the Material:</u> English.	box 89	folder 14
Reclassification Studies, 1980-1997 <u>Language of the Material:</u> English.	box 89	folder 15
Search Form Faculty , undated <u>Language of the Material:</u> English.	box 89	folder 16
Searches Minority Recruiting Resources , undated <u>Language of the Material:</u> English.	box 90	folder 1
Spiller, Raymond - Resume - Photo Slides , 1987 <u>Language of the Material:</u> English.	box 90	folder 2
Staff and Student Workers , 1977-1981 <u>Language of the Material:</u> English.	box 90	folder 3
Student Assistants , 1976 <u>Language of the Material:</u> English.	box 90	folder 4
Student Assistants , 1988-2001 <u>Language of the Material:</u> English.	box 90	folder 5-15
Student Work Hours , 1982-2007 <u>Language of the Material:</u> English.	box 91	folder 1-17
Student Worker Hours, Misc., undated <u>Language of the Material:</u> English.	box 91	folder 18
Tennessee Library Association Task Force on Staff Development , 1975-1979 <u>Language of the Material:</u> English.	box 91	folder 19
Tenure , undated <u>Language of the Material:</u> English.	box 91	folder 20
Tenure and Promotion , undated <u>Language of the Material:</u> English.	box 91	folder 21
Web Manager , 2004-2005 <u>Language of the Material:</u> English.	box 91	folder 22

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Reports and Surveys, 1937-2007

Scope and Contents

This series contains reports, statistics, surveys, and self studies of the library. Some larger areas covered are ACRL Questionnaires, IPEDS data, library reports for accreditation of different colleges, inventory reports - material and facilities, early circulation reports, and copier usage reports.

Title/Description	Instances	
AACSB , 1997 <u>Language of the Material:</u> English.	box 92	folder 1
ABET, 1990-2002 <u>Language of the Material:</u> English.	box 92	folder 2-5
Academic Library Survey , 1999-2004 <u>Language of the Material:</u> English.	box 92	folder 6-8
Accreditation Industrial Technology , 1997 <u>Language of the Material:</u> English. <u>Controlled Access Headings:</u> • Tennessee Technological University. Department of Manufacturing and Engineering Technology	box 92	folder 9
Accreditation Nursing , 1997 <u>Language of the Material:</u> English.	box 92	folder 10
Accreditation - Program Review , 2003-2004 <u>Language of the Material:</u> English.	box 92	folder 11
Acquisitions Department , 1984-1994 <u>Language of the Material:</u> English.	box 92	folder 12
ACRL Questionnaire , 1987-2006 <u>Language of the Material:</u> English.	box 93	folder 1-11
Agency Holdings Report Forms , undated <u>Language of the Material:</u> English.	box 94	folder 1
Agency Records Holdings , 1984-1993 <u>Language of the Material:</u> English.	box 94	folder 2
Archives Reports, 1993-2015	Box 107	folder 10
Bibliographic Control Statistics, 1988-1999 <u>Language of the Material:</u> English.	box 95	folder 1-4
Bibliographic Control Statistics , 1999-2004 <u>Language of the Material:</u> English.	box 96	folder 1-3
Book Loss , 1992-1993	box 96	folder 4

Library records

<u>Language of the Material:</u> English.		
Books for College Libraries , 1982 <u>Language of the Material:</u> English.	box 96	folder 5
Circulation Record Book , 1930-2012 <u>Language of the Material:</u> English.	box 96	folder 6-8
Clerical Support Survey , 1994 <u>Language of the Material:</u> English.	box 96	folder 9
College of Education - Teacher Education Program , 1991-1997 <u>Language of the Material:</u> English.	box 96	folder 10
Copler Reports , 1996-2000 <u>Language of the Material:</u> English.	box 96	folder 11
Copler Reports, 1998-2004 <u>Language of the Material:</u> English.	box 97	folder 1-2
Directory - Accredited MLIS Programs, 2008	Box 108	folder 1
Distance Learning , 1994-1998 <u>Language of the Material:</u> English.	box 97	folder 3
Documentary Information of Extended Services, 1978-1987 <u>Language of the Material:</u> English.	box 97	folder 4
Documentation of SACS Review , 1992-2004 <u>Language of the Material:</u> English.	box 97	folder 5
Educational Technologies Center , 1994-1997 <u>Language of the Material:</u> English.	box 97	folder 6
Enrolled Student Survey , 1993 <u>Language of the Material:</u> English.	box 97	folder 7
Enrollment Data, undated <u>Language of the Material:</u> English.	box 97	folder 8
Environmental Science Graduate Degree Program, 1988-1990 <u>Language of the Material:</u> English.	box 97	folder 9
Evaluation of Library , 1991-1994 <u>Language of the Material:</u> English.	box 97	folder 10
Extended Hour Stats, undated <u>Language of the Material:</u> English.	box 97	folder 11
Facilities Planning Reports, 1988	box 97	folder 12

Library records

<u>Language of the Material:</u> English.		
Faculty Overdues, 1988 <u>Language of the Material:</u> English.	box 97	folder 13
Geoscience Libraries, Directory of, 1992	Box 108	folder 17
Goals Progress Report, 1990 <u>Language of the Material:</u> English.	box 98	folder 1
Growth of Holdings , 1989 <u>Language of the Material:</u> English.	box 98	folder 2
Higher Education General Information Survey, 1975-1988	Box 109	folder 1
Interlibrary Loan, 1981-1982	Box 109	folder 7
Interlibrary Loan Department , 1985-1995 <u>Language of the Material:</u> English.	box 98	folder 3
Inventory , 1993-2003 <u>Language of the Material:</u> English.	box 98	folder 4
IPEDs , 1987-1998 <u>Language of the Material:</u> English.	box 98	folder 5-11
Kennedy OCLC Report , 1972 <u>Language of the Material:</u> English.	box 99	folder 1
Learning Commons Collections, 2010-2011	Box 109	folder 12
LibQual, 2004 <u>Language of the Material:</u> English.	box 99	folder 2-3
Librarian Salary Surveys, 1988-1990	Box 109	folder 16
Library and Committee Annual Reports, 1961-1977 <u>Language of the Material:</u> English.	box 99	folder 4
Library Committee Annual Report, 1968-1979 <u>Language of the Material:</u> English.	box 99	folder 5
Library Divisional Reports, 1990-1991 <u>Language of the Material:</u> English.	box 99	folder 6-7
Library Divisional Reports, 1991-1992 <u>Language of the Material:</u> English.	box 100	folder 1-2
Library Evaluations, 1988-2000 <u>Language of the Material:</u> English.	box 100	folder 3-4
Library Holdings, 1974-1994	box 100	folder 5

Library records

<u>Language of the Material:</u> English.		
Library Holdings and Fees, 1989-2001 <u>Language of the Material:</u> English.	box 100	folder 6
Library Instruction Goals and Surveys, 1997-2001 <u>Language of the Material:</u> English.	box 100	folder 7
Library Inventory and Costs, undated <u>Language of the Material:</u> English.	box 100	folder 8
Library Reports , 1975-1990 <u>Language of the Material:</u> English.	box 101	folder 1
Library Reports, undated <u>Language of the Material:</u> English.	box 101	folder 2
Library Self Study, 1972-1973 <u>Language of the Material:</u> English.	box 101	folder 3
Library Statistics, 1996-2001 <u>Language of the Material:</u> English.	box 101	folder 4-8
Library Statistics for Reports, 1964-1987 <u>Language of the Material:</u> English.	box 101	folder 9
Library Survey Submissions, 2004-2009	Box 110	folder 20
Materials Inventory , 1993-1999 <u>Language of the Material:</u> English.	box 101	folder 10-13
Media, 1988-1990 <u>Language of the Material:</u> English.	box 101	folder 14
Media Center Department , 1984-1993 <u>Language of the Material:</u> English.	box 101	folder 15
Misc. THEC and TBR, 1975-1996 <u>Language of the Material:</u> English.	box 101	folder 16
MTSU Library IFEDS Survey , 1996-2003 <u>Language of the Material:</u> English.	box 101	folder 17-19
National Council for Accreditation of Teacher Education (NCATE) Survey, 1996	Box 110	folder 24
National Council for Accreditation of Teacher Education (NCATE) , 2003 <u>Language of the Material:</u> English.	box 102	folder 1
Physical Facilities , undated	box 102	folder 2

Library records

<u>Language of the Material:</u> English.		
Physical Facilities Inventory, undated <u>Language of the Material:</u> English.	box 102	folder 3-7
Public Services Statistics, 1992-1997 <u>Language of the Material:</u> English.	box 102	folder 8
Questionnaires , 1989-2006 <u>Language of the Material:</u> English.	box 102	folder 9
Quiet Area Statistics , 2005-2007 <u>Language of the Material:</u> English.	box 102	folder 10
Research Planning , 1980-1985 <u>Language of the Material:</u> English.	box 102	folder 11
Reserve Desk Circulation Record, 1965-1975 <u>Language of the Material:</u> English.	box 102	folder 12
Room-Use Categories for Facilities Inventory , undated <u>Language of the Material:</u> English.	box 102	folder 13
School of Human Ecology Accreditation Visits, 2003	Box 111	folder 5
SACS, 1974-1993 <u>Language of the Material:</u> English.	box 102	folder 14
SACS, 1993-1995 <u>Language of the Material:</u> English.	box 103	folder 15
SBR and TBR Library Statistics , 1986-1989 <u>Language of the Material:</u> English.	box 103	folder 16
Self Study, 1963 <u>Language of the Material:</u> English.	box 103	folder 17
Self Study, 1974 <u>Language of the Material:</u> English.	box 103	folder 18
Special Libraries - Information Centers - Directory Survey, 1988-2008	Box 111	folder 9
Statistics Ready Reference , 1982-1983 <u>Language of the Material:</u> English.	box 103	folder 19
Student of TTU Library Smith Woodall, 1971 <u>Language of the Material:</u> English.	box 103	folder 20
Survey , 2000-2006	box 103	folder 22

Library records

Language of the Material: English.

Survey for Keeping the Faculty Current in their Subject Areas, 2001	Box 111	folder 10
Surveys , 1991-1999 <u>Language of the Material:</u> English.	box 103	folder 21
Surveys and Data Collection , undated <u>Language of the Material:</u> English.	box 104	folder 1-4
TBR Electronic Library Study, 1993-1994 <u>Language of the Material:</u> English.	box 105	folder 1
TBR Library Materials Inventory , 1990-2003 <u>Language of the Material:</u> English.	box 105	folder 2
TBR Statistics Reports and Valuation Forms , 1985-1993 <u>Language of the Material:</u> English.	box 105	folder 3-4
Tennessee Tech Library Study, 1971 <u>Language of the Material:</u> English.	box 105	folder 5
Water Center, 1989 <u>Language of the Material:</u> English.	box 105	folder 6
Wedding Collection, 1976-1981 <u>Language of the Material:</u> English.	box 105	folder 7
Wedding Periodicals, undated <u>Language of the Material:</u> English.	box 105	folder 8

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Various Objects, undated Box 106

Language of the Material: English.

Material Specific Details: 2 Embossers; 7 Rubber Stamps; 1 small stack of check-out cards; 1 Bates numbering machine; 1 Davey board sample book; 1 Library Hours sign; 1 Envelope with instruction booklet and packing list for Micro-file Recordak Portable Model E