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## Finding Aid to the NDSU Libraries Records

### NDSU Libraries

NDSU Libraries, Records, 1890-on going  
15 linear ft.

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### OVERVIEW

**Access:** The collection is open under the rules and regulations of the University Archives.

**Provenance:** This is an on-going collection with material arriving through departmental record transfers, the university campus mail, or random donations by various individuals

**Property rights:** The University Archives owns the property rights to this collection.

**Copyrights:** Copyrights to this collection remain with the University Archives.

**Citation:** [Identification of item]. NDSU Libraries Records, University Archives, North Dakota State University, Fargo.

### HISTORY

The North Dakota Agricultural College Library did not have a building of its own until 1905, even though library service began in 1891 with the appointment of Mrs. C.B. Waldron (Lois Hooper) as librarian. Before the library building was erected, the library collection was housed in the President's Office in Old Main. Mrs. Percy Evans, who was also postmistress, took over as head librarian from 1893-1897, but it was not until Mrs. Ethel McVeety arrived in 1897 that the library was on its way to being technically organized. Mrs. McVeety brought in card cabinets and cataloguing began, and she also organized and classified the volumes, which numbered 3,100 then. Mrs. McVeety attended library school in 1903 and 1905 in Madison, Wisconsin to learn the newest techniques in the organization and running of a library.

As enrollment grew, the library struggled to house the ever-increasing number of volumes. Through the diligent efforts of President John H. Worst, and generous donations of Andrew Carnegie, a new building was erected in 1905. The dedication ceremonies took place on January 18, 1906. The new building, which would later be known as Putnam Hall, was the first Carnegie-funded institution in North Dakota.

In 1913, incoming freshman took a course for one credit called Library Methods, which would help them become acquainted with research techniques. A course called Introduction to Library Research is still offered. A reserve system was set up in 1923, and by then the library was so crowded that every chair was occupied, and up to 25 students were sitting on the steps or standing in order to use the facilities. By 1926, the twenty-year anniversary of the dedication, the library housed almost 40,000 volumes for 1,117 students. By the time Mrs. McVeety retired in June of 1945, the library contained almost 80,000 volumes.

In 1944, Mr. Elliot Hardaway (Master's Degree, University of Illinois), was appointed the head librarian with the understanding that a new building would be constructed as soon as possible. He, along with Professor Knute A. Henning, drew up plans for the new building while administrators tirelessly sent proposals for funds, but in 1947, with the new building still three years away, Mr. Hardaway resigned. Mr. H. Dean Stallings (Master's Degree – University of Illinois) succeeded Hardaway in 1947, and the plans for a new building continued.

The new building funds were the result of the 1945, 1947, and 1949 legislatures. Two hundred thousand dollars was granted in 1945, another \$200,000 in 1947, and in 1949, the legislature appropriated \$100,000 for equipment. Construction began in 1949, and the building that NDSU students currently know as the library was dedicated on October 6, 1950. Spreading over 58,000 square feet and with a capacity to seat 500 students and house 300,000 volumes, the building was praised for its functional design that included reading rooms, staff and faculty lounges, conference rooms, multiple study unit cubicles, an order and catalog department, a periodical checking room, public card catalogs, and a circulation area, among many other fully functional rooms.

In 1951, the university offered licensing in library science for juniors and seniors majoring in education. The license would enable the graduates to fill in as a librarian in smaller high schools. This program lasted until 1971, but courses in library science and research are still offered. In 1966, H. Dean Stallings left the post as head librarian, and Mrs. Barbara Wetterstrom became the acting director of the library during the 1966-1967 school year. In 1967, Mr. Kilbourne L. Janacek, an M.L.S. graduate of the University of Denver, was appointed the director of the library, and many changes took place. In the late 1960s, the Dewey Decimal System was abandoned in favor of the cataloguing system of the Library of Congress. The architecture, chemistry, and pharmacy libraries came under the main library administration in 1969, creating the branch libraries. The North Dakota Institute for Regional Studies became part of the library in 1975.

By the early 1970s, a need for additional space became apparent. In 1974, a major renovation occurred that allowed more space for students and stacks, but the new design did not

accommodate the growing needs of the students for long. In 1975, NDSU requested funding from the legislature for an addition to the overcrowded building. The amount of 2.7 million dollars was appropriated, and plans for the 41,000 square foot addition began.

On May 23, 1980, thirty years after the original library was built, the new addition was dedicated. Dr. Beverly P. Lynch from the University of Illinois was the featured speaker, and both she and Senator Quentin N. Burdick were given honorary doctorates from the university. The addition accommodated up to 700 readers and could house 400,000 volumes as well as government documents, maps, periodicals, audio-visual materials, and microforms. The addition also included a self-contained 24-hour study room. That same year, staff began developing an on-line system of cataloguing.

In 1986, after 19 years of service as the director of libraries, Mr. Janacek retired. Mr. John W. Beecher, an M.L.S. graduate of the University of Illinois, succeeded him and served as director for 11 years. Beecher supervised a reorganization of the library in 1988 that focused on service and the integration of the latest technology. After his resignation in 1997, Dr. Richard W. Bovard, professor of English, was appointed as interim director.

In June 2000, Pamela Drayson was hired as director. Shortly after becoming director, Ms. Drayson faced a crisis. During the night of June 19 and the morning of June 20, 2000, three “super cells” dumped over seven inches of rain on the Fargo-Moorhead area. Every building on campus sustained damage, but the library was hardest hit. The windows on the basement of the new addition gave way due to the pressure of the water, flooding the basement with over three feet of water. For over one year, Ms. Drayson focused her attention on rebuilding the library. It was during Dr. Drayson tenure that the position of head of the Library was changed from Director to Dean.

After Dr. Drayson left in 2006, Dr. James Council, professor of psychology, was appointed Dean. After an extensive national search, Michele Reid, took the reins as Dean in 2008.

Today, servicing a student population of over 13,000, the library houses over 1,000,000 items including books, periodical subscriptions, maps, government documents, audio-visual materials, and microforms.

## **SCOPE AND CONTENT**

The NDSU Library is broken down into the following 19 series:

1. Accessions
2. Annual Reports
3. Budget Reports
4. Circulation Record Books
5. Director's Office
6. Committees
7. Departments
8. MSUS/PALS and MINITEX
9. Branch Libraries
10. Tri-College University

11. The History and Reports
12. Correspondence
13. ALA and Affiliates
14. Publications
15. Manuals and Instruction Books
16. Reserve Checkout Books
17. Guest Books
18. Newspaper Articles/Clippings
19. Memorabilia
20. Building material

[Accessions](#), the 1<sup>st</sup> Series, dates back to 1890 and has records until 1986. The books are bound until September 30, 1933, when they were placed in loose-leaf folders. Until July 28, 1950, accession books contained the accession number, title, and author, but after 1950, the records only contain the accession numbers.

The 2<sup>nd</sup> Series, the [Annual Reports](#) for the Libraries, span 1944 to 1989, although there are gaps:  
 From fall of 1946 to spring of 1949,  
 From fall of 1950 to spring of 1952,  
 From fall of 1953 to spring of 1962,  
 From fall of 1963 to spring of 1966,  
 From fall of 1968 to spring of 1969, and  
 From fall of 1971 to spring of 1974.  
 The series also contains abridged versions of the annual reports from 1986-1987 and 1988-1989.

The [Budget Reports](#) series dates from 1966-1987 and includes Budget Data Summary reports from 1965-1987 (gaps).

The [Circulation Records](#) constitute the 4<sup>th</sup> Series. These records date from 1914-1944, and the last four years indicate faculty or student use.

The [Director's Office](#) Series (5<sup>th</sup>) includes the files, correspondence, and memos of the last three library directors: Janacek (1974-1986), Beecher (1986-1997), and Bovard (1997-present). This series also includes the Director's Council meeting minutes from 1987-1994 (missing 1989), the Annual Report, 1994-1995, and memos and general correspondence from 1928-1934 and 1970-1989.

Various major and minor [Committees](#) comprise the 6<sup>th</sup> Series. The [Division Heads](#) records date from 1979-1986. The [Library Staff](#) meeting minutes date from 1967-1998 and are on-going, but 1993 and 1994 are missing.

There was a brief committee designated for the [liaison librarians](#), who were reference librarians designated to establish liaisons with each of the university colleges. The series holds their correspondence from 1982-1991. Another committee consisted of the [librarians](#), which lasted from 1987-1992.

The [Social Committee](#) is part of the Library Staff Association, which is a social organization open to all employees of the library. The series includes records of their meeting minutes (1968-1983), annual reports (1970-1988), balance sheets (1973-1982), and financial statements (1975-1997).

The [Library Advisory Council](#) (LAC), consisting of library staff and community members, acts as an advisory group and as an advocate for the libraries. The series includes the LAC committee meeting

minutes from 1980-1988, and proposal, purpose, concerns, and memos from 1979-1995. The University Library Advisory Council (ULAC), comprised of faculty members, is responsible for advising the library and university administration in the formulation of broad library policies. The series includes the ULAC committee meeting minutes and policy manuals from 1982-1987.

Various smaller committees were formed when special needs arose. In this series, there are eight such committees: Grievance Committee, 1981-1990 (gaps), Promotion Committee, 1973-1974, Projects Review Committee, 1987-1990, Bindery Committee Meeting, 1986, Formula Committee, 1970, Program Evaluation Committee, 1981, and Barcode Committee Meeting, 1986.

The 7<sup>th</sup> Series consists of the various Departments within the Libraries. The series contains the following departments: Technical Services, which acquires, processes, and preserves information resources by providing bibliographic access to the collection. The collection includes goals and objectives, staff meetings, committee meeting minutes, and annual reports. Public Services comprises those departments which offer direct service to patrons of the library--reference, interlibrary loan, circulation, media center, periodicals/microforms, and the resource centers (branch libraries of pharmacy, chemistry, and architecture). The series contains records of this department from 1978-1988. The Reference Department includes staff meeting minutes, guides, brochures, lists, and collection development/management (name change in 1983) committee meeting minutes from 1972-1992. The Acquisition records include manuals of policies and procedures (1973-1984), correspondence (1975-1985), and booklists and book requests. Interlibrary Loan only contains one folder of annual reports and correspondence from 1978-1991. The Cataloguing Department has records of old manuals from 1934-1948, meeting minutes from 1979, and loan policies and annual reports from 1973-1990. The Circulation Department has records of correspondence (1975-1982) and team minutes (1992-1994). The Media Center, which was established in 1977, has records of various newsletters, media guides (manuals), annual reports, and information regarding the closing of the media center in 1992. The Serials Department and the Periodicals Department have records regarding general information, serial and periodical listings, and various projects stemming from their respective departments. These records date from 1964-1996 (serials), and 1923-1987 (periodicals). The North Dakota Institute for Regional Studies, which began at NDSU in 1975, and the Germans from Russia Heritage Collection, which is housed within the Institute Room, have records dating from 1975-1998 and include correspondence, reports of studies, exhibits, flyers, brochures, newsletters, a small paperback book written by Ruth Kusler, and information regarding a tour of the Ukraine in 1996.

The 8<sup>th</sup> Series consists of MSUS/PALS information. Minitex, the corporation that provides online access to bibliographic information, provides the university with the Minnesota State University System / Project for Automated Library Systems (MSUS/PALS). PALS, which is currently still in use, began here in 1981.

The 9<sup>th</sup> Series focuses on the Branch Libraries of Architecture, Chemistry, and Pharmacy, which came under library administration in 1969. The records include general information, correspondence, meeting minutes, and studies and reports dating from 1969-1988. The branch libraries were also called Academic Resource Centers during part of Janacek's leadership.

The 10<sup>th</sup> Series consists of the purpose, budget, director's meeting minutes, annual reports, grant proposals, and the shuttle service of the Tri-College University aspect of the libraries, which consists of NDSU, Moorhead State University, and Concordia College. A daily shuttle service transports materials to and from each university, giving library patrons easy access to all three systems. The records date from 1975-1988.

The 11<sup>th</sup> Series consists of the History and Reports of the NDSU Library. Included are reports, news articles, and clippings regarding the library's history, goals and objectives of the library, tables of

organization, instructional services, including slide and tape programs, and two surveys done about the library (Hegis Survey in 1982; Communications 484 Survey in 1983). In 1988, Beecher supervised a reorganization of the library, and the departmental and final reports are included here. Also included are individual studies about the library, including an early report of the NDAC library in 1957, an undergraduate thesis written in 1966, a report done by a student in 1972, a presentation to the Expanded Academic Council in 1992, and a Charles Bailey Consultant report on team effectiveness in 1996. Other items include long range planning information from 1977-1984, statistics reports from 1976-1990 (gaps), and information on grants from 1979-1988. Also incorporated into the series are incident and accident reports, automation reports, equal opportunity information, salary comparisons, and information regarding the FCC and court matters in 1985 and 1987. The syllabi and manuals for the Introduction to Library Research course in 1980-1981 are included, as well as the State of the Libraries reports from 1988-1993. The new addition to the library was dedicated in 1980, and included in this series are the proposal and justification, the building committee and the dedication committee meeting minutes and correspondence, a faculty questionnaire, four drafts of the addition report, and newsclippings and programs from the dedication in 1980.

The 12<sup>th</sup> Series is comprised of various [Correspondence](#), ranging from complaints and suggestions about the library, gifts and contributions to the library, letters to Washington regarding the copyright law of 1975 (and information about the copyright law), and correspondence with President Loftsgard and the Vice Presidents of Academic Affairs. Also included are the North Dakota State Library correspondence and reports from 1975-1989, and correspondence about the Experiment Station. The correspondence of the three directors of the library is included in the 5<sup>th</sup> Series.

The [American Library Association \(ALA\) and its Affiliates](#) comprise the 13<sup>th</sup> Series. Included are meeting minutes and information of the various organizations that are part of the ALA, including the ARC, ACRL, LAMA/LOMS, the NDLA (North Dakota Library Association), and the MPLA (Mountain Plains Library Association). Included in this series is the correspondence with both Janacek and Beecher regarding the NDLA. These records date from 1972-1992.

[Publications](#) comprise the 14<sup>th</sup> Series, which includes the Library *Booklist*, which was a publication that listed new books and periodicals that were recently acquired (1948, 1949, 1956-1958, 1967, 1968, 1969, 1987, and 1988). The *Library Letter* also began in 1948, and this publication included recent happenings in the library as well as book and periodical lists. These records date from 1948-1960. Also included in this series are NDSU library *Factsheets* dating from 1974-1998, and *Bibliobits*, which was a quarterly publication intended to give an update to the university community on the development of the libraries (1987-1995). In 1986, the library staff met on Fridays to discuss recent events in the library, and they published their meetings under the name of *TGIF* (1986-1997 with gaps). *The SEC Payday* newsletter was published bimonthly for a year.

The series also includes library guides, which were reference publications for differing departments. These records date from 1968-1976, and include separate reference manuals for life sciences, botany, entomology, education, legislative tracing, pharmacy, United States federal documents, agriculture, media, engineering, nursing, architecture, business, foreign language dictionaries, and writing the scientific paper. A general guide is also included from 1981.

Also included are a library department brochure, which was published for alumni and friends about various programs to help the library, the *Advocate*, which was a newsletter for the campus and community about the library (1996-1997), and the *Libraries News*, which was recently begun to provide news for the university community and elsewhere (1998-1999 and on going).

The 15<sup>th</sup> Series contains [Manuals and Instruction Books](#) for both library staff and library patrons. This series includes a library directory from 1980-1981, librarian assistants' manual from 1968-1994 (gaps), Order Department Manuals from 1966, and Handbooks from 1953, 1965, and 1974. The Handbook changed its name to Library Instruction Book from 1982-1993, and to Library Information Book from 1994-1998. The records are only missing 1984, and the book used in 1997 was also used in 1998 with only changes in binding.

[Reserve Checkout Books](#) comprise the 16<sup>th</sup> Series, and these records date from 1932-1951 (1940-1946 are missing). Some of the records indicate student use and overnight use.

[Guest Books](#) make up the 17<sup>th</sup> series. The series contains record books from general library use (1950), the new building dedication (1950), the national library week open house (1970), the LAO meeting (1970), and the institute founder's day (1975).

The 18<sup>th</sup> Series consists of [Newspaper Articles and Clippings](#) about the library from the following years: 1906, 1920s, 1930s, 1949, 1950 (two folders about the new building and the new building dedication), 1952, 1963, 1966-1978 (separate folders), 1981-1982, 1986, 1990s, and those with no dates.

The 19<sup>th</sup> series consists of the [Memorabilia](#) associated with the library, and includes the following items: two electric erasers and a cordless electric eraser, a stylus and electric stylus, three se-lin tape cutters (one homemade), two NDSU Library embossers, stylus tape, sleeve protectors, two paper/gummed gift plates and reference, an ink outfit used for inking books and hand written cards, a speedroller labeled N.D.S.U. Library used on the spine of books, two label moisterers for pregummed pockets and labels, a ROM reader microfilm tape, and accessioner, one of the first OPAC terminals (c. 1980), and a card sorter for the Dewey Decimal System and Library of Congress.

The last series consists of [Building Material](#) that was removed during the 2015 renovation. The metal "LIBRARY" letters had been placed on the front of building during the 1980 renovation. The slab of green Vermont marble had been a part of the circulation desk. The marble was used in the original construction.

## BOX AND FOLDER LIST

### Box/Folder

#### Accessions

1/1	Books Classified According to Authors – 1898-
1/2	Author List – 1 <sup>st</sup> Accession Book –
1/3	Accessions – October, 1890-October, c.1898 – No. 1-5000
1/4	Accessions – November, 1898-November, 1906 – No. 5001-10000
1/5	Accessions – November 7, 1906-January 4, 1912 – No. 10001-23100
1/6	Accessions – No. 10100-18243
1/7	Accessions – No. 14680-14779 & No. 18244-18999
1/8	Accessions – January 10, 1912-January 24, 1919 – No. 23101-28100
2/1	Accessions – January 24, 1919-November 1921 – No. 28101-33100
2/2	Accessions – December 1, 1921-c. November, 1924 – No. 33101-38100
2/3	Accessions – November 13, 1924-December 22, 1927 – No. 38101-43100
2/4	Accessions – December 22, 1927-c. January, 1931 – No. 43101-48200
2/5	Accessions – January 17, 1931-June 1, 1932 – No. 48201-51250

2/6 Accessions – June 22, 1932-September 17, 1933 – No. 51251-53250  
 2/7 Accessions – September 30, 1933-April 1, 1936 – No. 53251-56650  
 2/8 Accessions – April 7, 1936-July 1, 1938 – No. 56651-59600  
 2/9 Accessions – July 5, 1938-June 21, 1940 – No. 59601-62550

3/1 Accessions – July 1, 1940-June 10, 1942 – No. 62551-65900  
 3/2 Accessions – July 1, 1942-May 2, 1944 – No. 65901-69100  
 3/3 Accessions – July 1, 1944-June 4, 1946 – No. 69101-74500  
 3/4 Accessions – July 1, 1946-May 13, 1948 – No. 74501-81000  
 3/5 Accessions – May 17, 1948-June 20, 1950 – No. 81001-85800  
 3/6 Accessions – July 1, 1949-July 20, 1950 – No. 85801-92300  
 3/7 Accessions – July 28, 1950-November 30, 1959 – No. 92301-131958  
 3/8 Accessions – December 1, 1959-October 6, 1967 – No. 131959-184069  
 3/9 Accessions – October 6, 1967-October 16, 1975 – No. 184070-282061  
 3/10 Accessions – 1976-1986

### **Annual Reports**

4/1 Annual Report – 1944-1945  
 4/2 Annual Report – 1945-1946  
 4/3 Annual Report – 1949-1950  
 4/4 Annual Report – 1952-1953  
 4/5 Annual Report – 1962-1963  
 4/6 Annual Report – 1966-1967  
 4/7 Annual Report – 1967-1968  
 4/8 Annual Report – 1969-1970  
 4/9 Annual Report – 1970-1971  
 4/10 Annual Report – 1974  
 4/11 Annual Report – 1974-1975  
 4/12 Annual Report – 1975-1976  
 4/13 Annual Report – 1976-1977  
 4/14 Annual Report – 1977-1978  
 4/15 Annual Report – 1978-1979  
 4/16 Annual Report – 1979-1980  
 4/17 Annual Report – 1980-1981  
 4/18 Annual Report – 1981-1982  
 4/19 Annual Report – 1982-1983  
 4/20 Annual Report – 1983-1984  
 4/21 Annual Report – 1984-1985  
 4/22 Annual Report – 1985-1986  
 4/23 Annual Report – 1986-1987  
 4/24 Annual Report – 1986-1987 (abridged)  
 4/25 Annual Report – 1987-1988  
 4/26 Annual Report – 1988-1989  
 4/27 Annual Report – 1988-1989 (abridged)

### **Budget Reports**

4/28 Budget Report – 1966-1967  
 4/29 Budget Report – 1967-1968  
 4/30 Budget Report – 1968-1969  
 4/31 Budget Report – 1969-1970  
 4/32 Budget Report – 1970-1971

4/33	Budget Report – 1971-1972
4/34	Budget Report – 1972-1973
4/35	Budget Report – 1975-1976
4/36	Budget Report – 1976-1977
4/37	Budget Report – 1977-1978
4/38	Budget Report – 1978-1979
4/39	Budget Report – 1979-1980
4/40	Budget Report – 1980-1981
4/41	Budget Report – 1982-1983
4/42	Budget Report – 1983-1984
4/43	Budget Report – 1984-1985
4/44	Budget Report – 1986-1987
4/45	Budget Data Summary –1965-1987 (gaps)

### **Circulation Records**

5/1	Circulation Record – 1914-1915
5/2	Circulation Record – 1915-1916
5/3	Circulation Record – 1916-1917
5/4	Circulation Record – 1917-1918
5/5	Circulation Record – 1918-1919
5/6	Circulation Record – 1919-1920
5/7	Circulation Record – 1920-1921
5/8	Circulation Record – 1921-1922
5/9	Circulation Record – 1922-1923
5/10	Circulation Record – 1923-1924
5/11	Circulation Record – 1924-1925
5/12	Circulation Record – 1925-1926
5/13	Circulation Record – 1926-1927
5/14	Circulation Record – 1927-1928
5/15	Circulation Record – 1928-1929
5/16	Circulation Record – 1929-1930
5/17	Circulation Record – 1930-1932
5/18	Circulation Record – 1932-1934
5/19	Circulation Record – 1935-1937
5/20	Circulation Record – 1938-1939
5/21	Circulation Record – 1940-1941
5/22	Circulation Record – 1942-1943 (students)
5/23	Circulation Record – 1942-1943 (faculty)
5/24	Circulation Record – 1943-1944 (students)
5/25	Circulation Record – 1943-1944 (faculty)

### **Director's Office**

#### Janacek files

5/26	Janacek-Summary Report – 1974
5/27	Janacek-Correspondence with Quentin Burdick – 1975-1985
5/28	Janacek-General Correspondence – 1975
5/29	Janacek-Testimony before North Dakota Legislature – 1975
5/30	Janacek-General Correspondence – 1976
5/31	Janacek-General Correspondence – 1977
5/32	Janacek-General Correspondence – 1978
5/33	Janacek-Office of the President – 1977-1978

- 5/34 Janacek-Expanded Library Services Report; building committee – 1977-1978
- 5/35 Janacek-General Correspondence – 1979
- 5/36 Janacek-Public Library Planning Committee – 1979-1983
- 5/37 Janacek-General Correspondence – 1980-1986

Beecher files

- 5/38 Beecher-Annual Reports – 1986-1990
- 5/39 Beecher-General Correspondence – 1986-1988
- 5/40 Beecher-Self Evaluation of Library – c. 1988
- 5/41 Beecher-Correspondence with Richard Torblaa – 1988
- 5/42 Beecher-Correspondence with Congress – 1989-1991
- 5/43 Beecher-Correspondence – 1990-1992
- 5/44 Beecher-United States Agricultural Information Network – 1990-1992
- 5/45 Beecher-Anne Lipow Visit – 1992
- 5/46 Beecher-Paul Peters Visit – 1993
- 5/47 Beecher-North Dakota Legislature – 1993
- 5/48 Beecher-General Correspondence; mission statement & strategic themes – 1993
- 5/49 Beecher-General Correspondence – 1994
- 5/50 Beecher-General Correspondence – 1995
- 5/51 Beecher-General Correspondence – 1996
- 5/52 Beecher-General Correspondence – 1997
- 5/53 Beecher-Forum Article on Resignation – 1997

Bovard files

- 5/54 Bovard-General Correspondence – 1997-1998

Director Search

- 5/55 Position opening - c. Fall 1999

Director's Council

- 6/1 Director's Council Meeting Minutes – 1986
- 6/2 Director's Council Meeting Minutes – 1987
- 6/3 Director's Council Meeting Minutes – 1988
- 6/4 Director's Council Meeting Minutes – 1990
- 6/5 Director's Council Meeting Minutes – 1991
- 6/6 Director's Council Meeting Minutes – 1992
- 6/7 Director's Council Meeting Minutes – 1993
- 6/8 Director's Council Meeting Minutes – 1994
- 6/9 Director's Council Annual Report – 1994-1995
- 6/10 Director's Council General Correspondence – 1928-1934
- 6/11 Director's Council Memos and Correspondence – 1970-1989

**Committees**

Division Heads

- 6/12 Division Heads Meeting Minutes – 1979
- 6/13 Division Heads Meeting Minutes – 1980
- 6/14 Division Heads Meeting Minutes – 1981
- 6/15 Division Heads Meeting Minutes – 1982
- 6/16 Division Heads Meeting Minutes – 1983
- 6/17 Division Heads Meeting Minutes – 1984

- 6/18 Division Heads Meeting Minutes – 1985
- 6/19 Division Heads Meeting Minutes – 1986

Library Staff

- 6/20 Library Staff Meeting Minutes – 1967
- 6/21 Library Staff Meeting Minutes – 1968
- 6/22 Library Staff Meeting Minutes – 1969
- 6/23 Library Staff Meeting Minutes – 1970
- 6/24 Library Staff Meeting Minutes – 1971
- 6/25 Library Staff Meeting Minutes – 1972
- 6/26 Library Staff Meeting Minutes – 1973
- 6/27 Library Staff Meeting Minutes – 1974
- 6/28 Library Staff Meeting Minutes – 1975
- 6/29 Library Staff Meeting Minutes – 1976
- 6/30 Library Staff Meeting Minutes – 1977
- 6/31 Library Staff Meeting Minutes – 1978
- 6/32 Library Staff Meeting Minutes – 1979
- 6/33 Library Staff Meeting Minutes – 1980
- 6/34 Library Staff Meeting Minutes – 1981
- 6/35 Library Staff Meeting Minutes – 1982
- 6/36 Library Staff Meeting Minutes – 1983
- 6/37 Library Staff Meeting Minutes – 1984
- 6/38 Library Staff Meeting Minutes – 1985
- 6/39 Library Staff Meeting Minutes – 1986
- 6/40 Library Staff Meeting Minutes – 1987
- 6/41 Library Staff Meeting Minutes – 1988
- 6/42 Library Staff Meeting Minutes – 1989
- 6/43 Library Staff Meeting Minutes – 1990
- 6/44 Library Staff Meeting Minutes – 1991
- 6/45 Library Staff Meeting Minutes – 1992
- 6/46 Library Staff Meeting Minutes – 1995
- 6/47 Library Staff Meeting Minutes – 1996
- 6/48 Library Staff Meeting Minutes – 1997
- 6/49 Library Staff Meeting Minutes – 1998
- 6/49a Library Staff Meeting Minutes – 1999
- 6/49b Library Staff Meeting Minutes – 2000
- 6/49c Library Staff Meeting Minutes – 2001
  
- 6/50 Liaison Librarians – 1981-1992
- 6/51 Librarians Meeting Minutes – 1987-1992
  
- 6/53 Library Staff Development Committee - 1993-1996
  
- 6/53 Library Staff Association/Social Committee – 1974-1997
- 6/54 Library Staff Association/Social Committee Meeting Minutes – 1968-1984
- 6/55 Library Staff Association/Social Committee Annual Reports – 1968-1997 [gaps]
- 6/56 Library Staff Association/Social Committee Balance Sheets – 1973-1997 [gaps]
- 6/57 Library Staff Association/Social Committee Financial Statements – 1972-1997
  
- 6/58 Grievance Committee – 1981-1990 (gaps)
- 6/59 Promotion Committee – 1973-1974

- 6/60 Projects Review Committee – 1987-1990
- 6/61 Bindery Meeting – 1986
- 6/62 Formula Committee – 1970
- 6/63 Orientation Committee – 1977
- 6/64 Program Evaluation Committee – 1981
- 6/65 Barcode Meeting – 1986

#### Library Advisory Council (LAC)

- 7/1 LAC Proposal and Purpose – 1980-1995
- 7/2 LAC Committee Meeting Minutes – 1980
- 7/3 LAC Committee Meeting Minutes – 1981
- 7/4 LAC Committee Meeting Minutes – 1982
- 7/5 LAC Committee Meeting Minutes – 1983
- 7/6 LAC Committee Meeting Minutes – 1984
- 7/7 LAC Committee Meeting Minutes – 1985
- 7/8 LAC Committee Meeting Minutes – 1986
- 7/9 LAC Committee Meeting Minutes – 1987
- 7/10 LAC Committee Meeting Minutes – 1988
- 7/11 LAC Committee Concerns – 1982-1987
- 7/12 LAC Committee Memos – 1979-1988

#### University Library Advisory Council (ULAC)

- 7/13 ULAC Committee Meeting Minutes – 1982
- 7/14 ULAC Committee Meeting Minutes – 1983
- 7/15 ULAC Committee Meeting Minutes – 1984
- 7/16 ULAC Policy Manual – [1984]
- 7/17 ULAC Policy Manual – 1987
- 7/18 ULAC Changes/Additions to Policy Manuals – 1980-1987

#### Reference

- 7/19 Reference Seminars – 1973-1974
- 7/20 Reference Sources – 1975
- 7/21 Reference General Correspondence – 1974-1979
- 7/22 Reference Staff Meeting Minutes – 1978-1980
- 7/23 Reference Annual Report – 1984-1985
- 7/24 Reference Staff Meeting Minutes and Annual Report – 1987
- 7/25 Reference Staff Meeting Minutes – 1988
- 7/26 Reference Staff Meeting Minutes – 1989
- 7/27 Reference Staff Meeting Minutes – 1990
- 7/28 Reference Department Brochures – [n.d.]
- 7/29 Reference Guides – 1981
- 7/30 Reference-Psychology – 1960-1961
- 7/31 Reference News – 1987
- 7/32 Reference Collection Lists – 1983-1984
- 7/33 Reference Collection Development Policy – 1978
- 7/34 Reference Collection Development Policy Meeting Minutes – 1978-1984
- 7/35 Collection Management Policies and Objectives – 1972-1982
- 7/36 Collection Development General Correspondence – 1979-1986
- 7/37 Collection Development Committee Meeting Minutes – 1977
- 7/38 Collection Development Committee Meeting Minutes – 1978
- 7/39 Collection Development Committee Meeting Minutes – 1979

- 7/40 Collection Development Committee Meeting Minutes – 1980
- 7/41 Collection Development Committee Meeting Minutes – 1981
- 7/42 Collection Development Committee Meeting Minutes – 1982
- 7/43 Collection Management Committee Meeting Minutes – 1983
- 7/44 Collection Management Committee Meeting Minutes – 1984
- 7/45 Collection Management Committee Meeting Minutes – 1985
- 7/46 Collection Management Committee Meeting Minutes – 1986
- 7/47 Collection Management Committee Meeting Minutes – 1987
- 7/48 Collection Management Coordinating Team Minutes – 1988-1992
- 7/49 Collection Management and Reference Services Division Meeting Minutes –  
1990-1991

## Departments

### Acquisitions

- 7/50 Acquisitions Manual of Policies and Procedures – 1974
- 7/51 Acquisitions Manual of Policies and Procedures – 1973-1984
- 7/52 Acquisitions Annual Report – 1985-1986
- 7/53 Acquisitions Book Ordering and Correspondence – 1975-1979
- 7/54 Acquisitions General Correspondence – 1979-1985
- 7/55 Booklist – 1970
- 7/56 Book Requests – 1977-1982
  
- 7/57 Interlibrary Loan Annual Reports and Correspondence – 1978-1991
- 7/58 Cataloguing—Old Manuals – 1934-1948
- 7/59 Cataloguing Meeting Minutes – 1979
- 7/60 Cataloguing Loan Policies and Annual Reports – 1973-1990
- 7/61 Circulation Department Correspondence – 1975-1982
- 7/62 Circulation Department Team Minutes – 1992-1994

### Public Services Division

- 7/63 Public Services Meeting Minutes – 1978-1988
- 7/64 Public Services Task Force – 1979-1983
- 7/65 Public Services Correspondence – 1982-1987
- 7/66 Public Services Annual Report – 1986-1987

### Technical Services

- 7/67 Technical Services, Goals and Objectives – 1984
- 7/68 Technical Services Staff Meetings – 1978-1980
- 7/69 Technical Services Committee Meeting Minutes – 1981, 1983
- 7/70 Technical Services Annual Report – 1987
- 7/71 Staff Lists – 1973-c.1990
- 7/72 Advisory Council on Libraries – 1982-1987
- 7/73 Travel Policies and Committee – 1973-1980

### Media Center (MC)

- 8/1 MC Media Committees – 1973-1977
- 8/2 MC Services and Brochures – 1979
- 8/3 MC Assessments and Recommendations – 1979-1989
- 8/3a MC Media Guides - 1975, 1976
- 8/4 MC Media Guide – 1977
- 8/5 MC Media Guide – 1978-1979

- 8/6 MC Newsletter – 1979
- 8/7 MC Newsletter – 1980
- 8/8 MC Newsletter – 1981
- 8/9 MC Newsletter – 1983
- 8/10 MC “New Horizons in Educational Media” Conference – 1979
- 8/11 MC Circulation Policy – 1979, 1981
- 8/12 MC Media Supplies – 1979-1984
- 8/13 MC Equipment – 1979-1981
- 8/14 MC Physical Recommendations – 1979-1981
- 8/15 MC Audio-Visual Materials – 1978-1980
- 8/16 MC Annual Report – 1984-1985
- 8/17 MC Financial Records – 1983-1989 (gaps)
- 8/18 MC CETA – 1977-1980
- 8/19 MC Sharing Space – 1990-1991
- 8/20 MC Closing 1992

#### Serials

- 8/21 Serial List, Holding, and Location – [n.d.]
- 8/22 Serial Listing – 1964
- 8/23 Serials Department General Information – 1966-1977
- 8/24 Serials Department General Information – 1980-1983
- 8/25 Serials Department General Information – 1984-1985
- 8/26 Journal/Serials Cancellation Project – 1986
- 8/27 Serials Department General Information – 1986-1989
- 8/28 Serials Department General Information – 1991-1996
- 8/29 Faxon Company – 1990-1992

#### Periodicals

- 8/30 Periodical Listings – 1923, 1940
- 8/31 Periodical Listing – 1945
- 8/32 Periodical Review Committee – 1974-1976
- 8/33 Periodical Memos – 1974-1976
- 8/34 North Dakota Periodicals Indexing Project – 1985-1987

#### Institute for Regional Studies (IRS) [See: **North Dakota Institute for Regional Studies Collection**]

- 8/35 IRS General Information – 1976-1982
- 8/36 IRS Reports of Studies – 1979, 1982
- 8/37 IRS Manuscript Acquisitions Committee – 1975-1976
- 8/38 IRS Reports – 1976-1981
- 8/39 IRS Correspondence – 1976-1985
- 8/40 IRS Exhibits and Flyers – 1990-1998
- 8/41 IRS “Preserving North Dakota’s Collective Memory: A Collaborative Agenda”  
Report – 1995
- 8/42 IRS Book-Tender Hands: Ruth’s Story of Healing – 1998

#### Germans from Russia Heritage Collection (GR)

- 8/43 GR Media Releases – 1997-1998
- 8/44 GR Brochures and Web Pages – 1974-1999
- 8/45 GR Collection News – 1995-1998
- 8/46 GR Symposium – 1990

8/47 GR Tour to Ukraine – 1996

### **MSUS/PALS**

8/48 Correspondence and General Information – 1981-1982  
 8/49 Proposal, Correspondence, and Meeting Minutes – 1985-1993  
 8/50 Deans/Directors Conference Meeting – 1987  
 8/51 Deans/Directors Group – 1987  
 8/52 Deans/Directors Group – April 14-15, 1988  
 8/53 Deans/Directors Group – July 18-19, 1988  
 8/54 Deans/Directors Group – November 3-4, 1988  
 8/55 Deans/Directors Group – April 13-14, 1989  
 8/56 Deans/Directors Group – August 1-2, 1989  
 8/57 Deans/Directors Group – November 1-2, 1989  
 8/58 Meeting with Barnett and Carrison – 1979  
 8/59 Gandolf Equipment – 1984

### **Minitex**

8/60 Agreement with Library – 1976  
 8/61 Correspondence and General Information – 1977-1993  
 8/62 Correspondence to Governor Sinner – 1988-1990  
 8/63 OCLC Agreement – 1992

### **Branch Libraries**

8/64 General Information – 1974-1987  
 8/65 Architecture Library Correspondence of the Establishment of – 1969  
 8/66 Architecture Library Correspondence – 1975-1988  
 8/67 Chemistry Library Meeting Minutes and Correspondence – 1975-1980  
 8/68 Pharmacy Library Studies and Reports – 1979-1982  
 8/69 Pharmacy Library Committee Meeting Minutes – 1979-1982  
 8/70 Pharmacy Library Correspondence – 1975-1982

### **Tri-College University (TCU)**

9/1 TCU Purpose and Budget – 1979-1988 (gaps)  
 9/2 TCU Directors Meeting Minutes – 1975-1985 (gaps)  
 9/3 TCU Annual Report – 1975-1976  
 9/4 TCU Council – 1979-1987 (gaps)  
 9/5 TCU Staff Development Committee – 1983-1987  
 9/6 TCU Grant Proposals – 1976, 1978, 1988  
 9/7 TCU Catalogers Task Force Meeting – 1979-1986  
 9/8 TCU Film Library – 1979-1984  
 9/9 TCU Shuttle Service – 1976-1985  
 9/10 TCU Shuttle Service Directory – 1984-1986  
 9/11 TCU Serials Task Force – 1980-1986  
 9/12 TCU Acquisition Task Force – 1977-1986

### **The History and Reports**

9/13 Library History – 1925-1998  
 9/14 Library History News Articles – 1913-1980  
 9/15 Report of the NDAC Library – 1956-1957

- 9/16 Goals and Objectives – 1974-1985
- 9/17 Table of Organization – 1974-1995 (gaps)
- 9/18 State of the Libraries – 1988-1993, 2000
- 9/19 Instructional Report – 1940
- 9/20 Instructional Services – 1973-1976
- 9/21 Instructional Program – 1977
- 9/22 Instructional Slide/Tape Programs – 1977-c. 1990
- 9/23 Instruction Coordinating Team – 1988-1993
- 9/24 Library Reorganization Notes and Departmental Reports – 1988
- 9/25 Library Reorganization Final Reports – 1988
- 9/26 NDSU Library-Report of a Study by Roscoe Rouse, Jr. – 1972
- 9/27 National Council for Accreditation of Teacher Education – 1978-1981
- 9/28 Long Range Planning – 1977-1984
- 9/29 Collection Statistics – 1978-1986
- 9/30 Annual Statistics Reports – 1976-1990 (gaps)
- 9/31 Hegis Survey – 1982
- 9/32 Communications Course Survey – 1983
- 9/33 Strategic Planning Century II – 1990
- 9/34 Presentation to the Expanded Academic Council – 1992
- 9/35 Strategic Planning Initiative Team – 1994
- 9/36 Consultant's Report on Team Effectiveness – 1997
- 9/37 University Senate Library Report - 1996
- 9/38 Grants – 1979-1988
- 9/39 Introduction to Library Research Course, including manual – 1980-1981; 2<sup>nd</sup>. ed. manual, 1987
- 9/40 Undergraduate Thesis – *An Academic Library: North Dakota State University* - 1966

#### New Library Building (LB)

- 9/41 LB Proposal and Justification – 1973-1974
- 9/42 LB Newsclippings – 1979-1980
- 9/43 LB Committee Meeting Minutes – 1977-1978
- 9/44 LB Committee Correspondence – 1977-1981
- 9/45 LB Faculty Questionnaire – 1977
- 9/46 LB Addition Report-1<sup>st</sup> Draft – 1977
- 9/47 LB Addition Report-2<sup>nd</sup> Draft – 1977
- 9/48 LB Addition Report-3<sup>rd</sup> Draft – 1977
- 9/49 LB Addition Report-Final Draft – 1978
- 9/50 LB Dedication Committee Meeting Minutes, Correspondence, invitation, dedication program – 1980
- 9/51 LB Honorary Doctorates for Beverly Lynch and Quentin Burdick – 1979-1980
- 9/52 Map Collection – 1972
- 9/53 Open House – 1987-1988
- 9/54 Memorandum of Understanding – 1973
- 9/55 Incident Involving Attempted Plagiarism – 1975
- 9/56 Equal Opportunity Information – 1978-1985
- 9/57 Salary Comparisons – 1978-1982
- 9/58 Incident/Accident Reports – 1979-1982
- 9/59 Automation Reports – 1978
- 9/60 Computer Interest/User Group – 1985

- 9/61 Author Series – 1989
- 9/62 Fee-Based Services – 1989
- 9/63 National Endowment for the Humanities Library Program – 1978-1979
- 9/64 Federal Communications Commission and Court Matters – 1985, 1987

### **Correspondence**

- 10/1 General Correspondence, Complaints, and Suggestions – 1975-1985
- 10/2 General Correspondence Regarding Gifts and Contributions – 1979-1985
- 10/3 North Dakota State Library Correspondence and Reports – 1975-1989
- 10/4 Correspondence to Washington Regarding Copyright Law – 1975
- 10/5 Copyright Law Information – 1975-1986
- 10/6 Correspondence with Vice President of Academic Affairs – 1980-1993
- 10/7 Correspondence with Loftsgard – 1975-1981
- 10/8 Correspondence Regarding Building and Grounds – 1985-1988
- 10/9 Correspondence Regarding Custodians – 1985-1987
- 10/10 Correspondence Regarding Agriculture College Experiment Station – 1982-1986

### **American Library Association (ALA) and Affiliates**

- 10/11 ALA Information – 1975-1986
- 10/12 Academic Resources Committee – 1975-1978 (gaps)
- 10/13 Association of College and Research Libraries – 1976-1985
- 10/14 LAMA/LOMS – 1989-1991
- 10/15 North Dakota Library Association (NDLA)-Correspondence with Janacek  
– 1972-1980
- 10/16 NDLA-Correspondence with Beecher – 1990-1992
- 10/17 Mountain Plains Library Association (MPLA) – 1972
- 10/18 MPLA – 1976
- 10/19 MPLA – 1980
- 10/20 MPLA – 1983
- 10/21 MPLA – 1984
- 10/22 MPLA – 1985
- 10/23 MPLA – 1986

### **Publications**

#### Library Booklist

- 10/24 Booklist – 1948
- 10/25 Booklist – 1949
- 10/26 Booklist – 1956-1958
- 10/27 Booklist – 1967
- 10/28 Booklist – 1968
- 10/29 Booklist – 1969
- 10/30 Booklist – 1987
- 10/31 Booklist – 1988

#### Library Letter (LL)

- 10/32 LL – 1948-1949
- 10/33 LL – 1949
- 10/34 LL – 1949-1950
- 10/35 LL – 1950-1951
- 10/36 LL – 1951-1953
- 10/37 LL – 1953-1954

10/38 LL – 1954-1955  
10/39 LL – 1955-1956  
10/40 LL – 1956-1960

10/41 Data Developments – 1987

11/1 Factsheets – 1974-1998  
11/2 Bibliobits – 1987-1995

Thank God It's Friday Newsletter (TGIF)

11/3 TGIF – 1986  
11/4 TGIF – 1987  
11/5 TGIF – January-June, 1988  
11/6 TGIF – July-December, 1988  
11/7 TGIF – January-June, 1989  
11/8 TGIF – July-December, 1989  
11/9 TGIF – January-June, 1990  
11/10 TGIF – July-December, 1990  
11/11 TGIF – January-June, 1991  
11/12 TGIF – July-December, 1991  
11/13 TGIF – January-June, 1992  
11/14 TGIF – July-December, 1992  
11/15 TGIF – January-June, 1993  
11/16 TGIF – July-December, 1993  
11/17 TGIF – January-June, 1994  
11/18 TGIF – July-December, 1994  
11/19 TGIF – January-June, 1995  
11/20 TGIF – July-December, 1995  
11/21 TGIF – 1996  
11/22 TGIF – 1997

The SEC Payday Newsletter

11/22a The SEC Payday Newsletter – 2012-2013

Library Guides (LG)

11/23 LG – 1968-1973  
11/24 LG – Series No. 1, Library Guide, 1974  
11/25 LG – Series No. 2, Life Sciences, 1974  
11/26 LG – Series No. 3, Botany, 1974  
11/27 LG – Series No. 4, Entomology, 1974  
11/28 LG – Series No. 6, Education, 1974  
11/29 LG – Series No. 7, Legislative Tracing, 1974  
11/30 LG – Series No. 8, Pharmacy, 1974  
11/31 LG – Series No. 5, United States Federal Documents, 1975  
11/32 LG – Series No. 9, Agriculture, 1975  
11/33 LG – Series No. 10, Media, 1975  
11/34 LG – Series No. 11, Engineering, 1975  
11/35 LG – Series No. 6, Education, 1976  
11/36 LG – Series No. 10, Media, 1976  
11/37 LG – Series No. 12, Nursing, 1976

- 11/38 LG – Series No. 13, Architecture, 1976
- 11/39 LG – Series No. 14, Business, 1976
- 11/40 LG – Series No. 15, Foreign Language Dictionaries, 1976
- 11/41 LG – Series No. 16, Writing the Scientific Paper, 1976
- 11/42 LG – 1981
  
- 11/43 Library Endowment – [n.d.]
- 11/44 Advocate – 1996-1997
- 11/45 Libraries News – 1998-1999

**Manuals/Instruction Books**

- 12/1 Library Directory – 1980-1981
- 12/2 Assistant’s Manuals – 1968-1994 (gaps)
- 12/3 Order Department Manuals – 1966
- 12/4 Handbook – 1953
- 12/5 Handbook – 1965
- 12/6 Handbook – 1974

**Library Instruction/Information Book (LIB)**

- 12/7 LIB – 1982
- 12/8 LIB – 1983
- 12/9 LIB – 1985
- 12/10 LIB – 1986
- 12/11 LIB – 1987
- 12/12 LIB – 1988
- 12/13 LIB – 1989
- 12/14 LIB – 1990
- 12/15 LIB – 1991
- 12/16 LIB – 1992
- 12/17 LIB – 1993
- 12/18 LIB – 1994
- 12/19 LIB – 1995
- 12/20 LIB – 1996
- 12/21 LIB – 1998 (same book used for 1997 with different color spiral)

**Reserve Checkout Books**

- 12/22 1932-1935
- 12/23 1935-1939
- 12/24 1938-1939 (student usage)
- 12/25 1947-1950 (overnight)
- 12/26 1948-1950 (student usage)
- 12/27 1948-1951 (student usage)

**Guest Books (GB)**

- 12/28 Library GB – 1950
- 12/29 New Building Dedication GB – 1950
- 12/30 National Library Week Open House GB –1970
- 12/31 LAO Meeting GB – 1970
- 12/32 Institute Founder’s Day GB – 1975

**Newspaper Articles/Clippings**

12/33 1906  
 12/34 1920s  
 12/35 1930s  
 12/36 1949  
 12/37 1950 (New Building)  
 12/38 1950 (New Building Dedication)  
 12/39 1952  
 12/40 1963  
 12/41 1966-1967  
 12/42 1968-1969  
 12/43 1970  
 12/44 1971  
 12/45 1972  
 12/46 1973  
 12/47 1974  
 12/48 1975  
 12/49 1976  
 12/50 1977  
 12/51 1978  
 12/52 1981-1982  
 12/53 1986  
 12/54 1990s  
 12/55 no dates

**Memorabilia**

Box 13 – 2 boxes

#1 Electric Eraser (2) and Cordless Electric Eraser  
 #2 Stylus and Electric Stylus  
 #5 Se-Lin Tape Cutters (3) – 1 homemade  
 #6 Embossers – NDSU Library (2)

Box 14 – flat box

#3 Stylus Tape  
 #4 Sleeve Protectors  
 #7 Paper/Gummed Gift Plates and Reference – prior to 1986  
 #8 Paper/Gummed Gift Plates and Reference  
 #9 Ink Outfit – used for inking books and hand written cards  
 #10 Speedroller – N.D.S.U. Library – on spine of books (2)  
 #11 Label Moisterers – for pregummed pockets and labels (2)  
 #12 ROM Reader Microfilm Tape – Author/Title (used after card catalog and before OPAC)  
 #13 Accessioner – up to 300000  
 #14 Card Sorter – Dewey and LC  
 #15 Check-out slip for books taken from the Reading Room, Science Hall [Minard Hall], pre-1950.

**Building Materials**

Box 15

- #1 "LIBRARY" metal letters, 1980
- #2 Slab of Vermont marble, part of circulation desk counter, 1949

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