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10-29-2013

## **20131029: Special Collections' Curator's Files, 1972-2013**

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**MARSHALL UNIVERSITY ARCHIVES  
INVENTORY**

<b>Collection Name</b>	Special Collections Curator's Files
<b>Record Group</b>	Libraries
<b>Date Received</b>	October 29, 2013
<b>Accession #</b>	20131029
<b>Processed by</b>	Mallory Stanley on March 16, 2023
<b>Date Range</b>	1972-2013
<b>Extent (cubic ft.)</b>	7
<b>Processing note:</b>	

<b>Box # 1 of 7</b>	<b>Description</b>
	Web Publishing CT 212
	American Bindery East (Books)
	Weaver, C. Map Collection
	Strategic Planning
	Book Orders after July 1, 1991
	Stater Collection – Bank Drafts
	Performance Evaluations
	Greenbottom Baptist Church Records
	Guyandotte Civil War Days
	MU/WVU Funding by BOT
	Mormon-L@byuvm.bitnet
	Library Mangt GRP
	1992-93 Books to Order
	WV Historical Database
	Morrow Trip 1992
	Job Descriptions (current)

	Book Replacements
	Library Teaching Comm
	Byron Morris Donations
	Strategic Planning
	Local Authors Night
	WSAZ-TV Arthur Company
	Library Management Group
	LTA Position
	FPC Multicultural Campus Plan
	DOT Policy Bulletins
	Building Survey Sheets
	Remodeling Proposal
	VTLS-92 Release Committee
	Weaver Map Guide 1993
	Buffalo Creek Flood – A Survey of Sources
	Ohio Valley Seminar
	Carter Woodson Program
	Pittsburgh Regional Library Center
	Lib Circulation Sub-Committee Policy
	Questionnaires
	Policy & Procedures
	Lib Building Comm - Minutes
	WV Warriors Seminar
	User Education Search Committee
	Library Management Group 1993
	Budget & Academic Policy Committee

	Misc. Cabell W. Va. 1971
	Lib Presentation Script
	Annual Summary 92.93
	Budget and Academic Policy Committee
	Historic Records Commission
	Remodeling Morrow Library
	LFRC
<b>Box # 2 of 7</b>	<b>Description</b>
	Memos from J.F.
	Muse
	Technical Services
	Gifts
	Grants
	Drinko Library Murals
	Jem Multimedia Presentation
	Technology Committee
	Bruce Larry Collection
	Faculty Raises – Procedures
	History Records Advisory BD
	MU Information Technology
	VILS User Conference 1997
	Palinet 1997
	Lib. Relocation Planning T.F. July 1996
	Library Management Group 1996
	Libraries Directors Council 1997
	MU Library Associates

	Roof Leaks
	Carter Woodson Foundation
	CT 212 Publishing on Internet Spring 1998
	WordPerfect
	Web Frames
	CAD Programs
	Director 4.0
	Lisle Brown – Vita
	Directors Council 1998
	JEM Library / MU Comp. Center
	WV Library Commission
	Systems & Automation
	User Education Comm 1996
	MU John Marshall Center 1998
	Oral History Adv Council
	MU Senate Executive Committee 1997-1998
	MU Multimedia Workshop –APR 1997
	MU Travel Regulations
	MU Budget & Academic Policy
	Policy Bulletin 36 Revision
	Library Faculty Review Comm.
	MU Senate Exec. Council 1997-1998
	Related Years of Experience
	John Jones Donation 1998
	Staff Meetings
	CT 242

	Dixon Research Fund
	Judith Health Fund Pro.
	Directors Council 1999
	MU Faculty Personnel Committee 1999-2000
	Prospectus Documents
	Hoffman Cataloging Stuff
	Timecards
	Archives
	Annual Report 92-93
	Preservation
	Hours
	USS Huntington
	Questionnaires
	Oral History
	Interns
	Microform Reader/Print
	Hoffman Collection
	Black Sides
	Department Meeting
	Equipment Requests 93-94
	Letters
	Annual Report 96-97
	Fontographer
	Symmetrica
	Deltacad
	SAA-WV Key Contact 1998

	Electronic Theses Committee 1998
	Goals 1996-1997
	Libraries Associates BD 2004
	Captain Mace
	ETDC – WVU
	ETDC - NDLTD
	Virtua
	WVU Electronic Thesis & Dissertation Task Force
	ETDC – University of Waterloo
	ETDC – Virginia Tech
	ETDC – University of South Florida
	ETD
<b>Box # 3 of 7</b>	<b>Description</b>
	Theses & Dissertations Proposal
	Lib – Virtua
	Library Committee
	Greatest Needs 97-98
	Networked Digital Library and Theses and Dissertations (NDLTD)
	Salary Review Comm 1998
	Library Faculty
	DAG 2001
	ITN
	Invoices
	WSAZ TV Box Inventory
	Hechler, Ken – Donation
	Radical Media

	Subpoena
	Darlow - Smithson
	Donation Letters 1997
	Wright Line Tape Cabinets
	Automation Plan 1996
	Digitization Photo Project 1996
	Equipment Requests 1997-98
	Equipment Requests 1997-98 Cont.
	Video – Towers Prod. 1997 (Andrew Holland
	Security – 3 <sup>rd</sup> Floor
	Robert Hinchman PAP's
	Hinchman – CD-ROM Updates
	Independent Television Network (Howard Anderson)
	Special Projects Report 1996-1997
	VTLS Indexing Module
	Gifts 2000
	Gifts – Waterman, Ruth
	FPC – 1999-2000
	Electronic Theses and Dissertations 2002
	Graduate Council
	SAT NET
	MU Keys
	Evaluation 2009
	Chuck Yeager Collection
	Special Collections
	Drinko, John Deaver



	Fors, Marion Vest (Murals)
	Gifts
	Hinchman (Gifts)
	One Room School Grant
	Yeager Collection
	Robert D. Olson Professional Development Fund in Speech Path.
	Display/Exhibit Policy
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	Student Assistants – Training Schedules 1990
	Kudos
	Suggestions
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	MU Performance Evaluation
	Library Technical Asst. II
	Student Training
	RESTRICTED – Personal Employee Info
	Special Collections Job Descriptions
	RESTRICTED – Personal Employee Info
	Applications

	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	Tracey Clark – EBCE, Milton High School
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
	RESTRICTED – Personal Employee Info
<b>Box # 4 of 7</b>	<b>Description</b>
	Time-clock Cards
	Student Assistants Evaluation Forms
	Student Assistant Procedures
	Student Assistants Memorandum
	Student Assistants (Manpower) Reports 1976-1977
	Students Assistants (Work Study) Reports 1976-1977
	Student Assistants Reports 1975-1976
	Student Assistants Reports 1974-1975
	MU Affirmative Action Materials
	MU Alumni College 1983
	MU Annual Leave Policies
	Patronage Fed.
	MU Bomb Threat Policy
	MU Business Office Memo
	MU Classification Project 1991
	MU Computer Center
	MU Jim Comstock Collection
	MU Criminal Justice (O'Hanlon)

	Univ. Curry Affair
	MU Drinko Center '94
	MU EDA Proposals 1993-94
	MU EDNA Duckworth Pro.
	James Edward Will
	MU Degrees Offered
	MU Faculty Consultation 1978
	MU Faculty Constitution 1987
	Faculty Personnel Committee
	MU Faculty Personnel Committee
	Marshall Univ. Faculty Publications
	MU Foundation
	MU Great Books Task Force
	MU Greenbook Revision Committee
	MU Grievance Forms
	MU Maurice Harmon Stuff
	MU Jesse Stuart Tribute Day 1986
	Library Committee
	Library- Leave & Sick Leave Policies
	Library Needs, 1988-1989
	Library Teaching Committee
	MU Maddox – Coal Project
	J.E.M. Library Associates
	MU Libraries Associates
	MU Mission Statement
	Pay Equity Task Force

	Archives Registrar's Office
	Resource Allocation Model 1990
	Quilan Endowment Fund
	BOR Salary Printout 88-89
	MU Sexual Harassment Policy
	Southern Region Education Bd (SREB)
	Student Affairs
	MU Travel Policies 1987
	Yeager Committee
	Yeager Committee Cont.
	MU Society of Yeager Scholars
	Library Administrative Objectives
	Audio-Visual Department
	Automation Request
	Library – Binding Department
	Cataloging Department
	Circulation Policies 1989
	CIO Candidates
	Library Collection /Stats
	Committee 307
	Library Committees
	Computer Needs
	Copiers
	Computer Room
	Data Processing Department
	Copyright Law

	Dialog
	Employee Evaluation 1973
	Dr. Kenneth Slack
	Marshall University 1988-89 Requests
	Fidler, Josephine Memos
	Morrow Library – Five Year Goals 1978
	Friends of the Library
	Government Documents Department
	Humanities Foundation
	Library – Hours / Schedule
<b>Box # 5 of 7</b>	<b>Description</b>
	JEM Library Staff Association
	Library – Job Applications
	Law Alcove
	Library Administrative Committee
	Library Administrative Committee Cont.
	Library Faculty Salaries 1990-91
	Library Committees
	The Library Connection
	Library Faculty Committee
	Library – Manual (Public)
	Memorandum From Dr. Kenneth Slach from 1974
	Memorandum From Dr. Kenneth Slach from 1973
	No. Central Accred. Comm. (1993-1994)
	OCLC Manuscripts
	Operational Goals – 1988-1989

	Orphan Committee 1990
	Budget Requests (Special Needs)
	Physical Facilities Committee
	Physical Facilities
	Public Relations Committee
	Quinlan Endowment Committee
	Reader Services Committee
	Reference Department
	Request for Leave Forms
	Resources Advisory Committee
	River Museum Group
	Serials Department
	Staff Development
	Staff Association
	Survey Form
	Technology Committee
	Technology Committee Cont.
	Supplies Order Forms
	Temporary Director Memos
	WV Library Association
	Ms. Coll. Dickinson Family Papers
	Ms. Coll. Claude Morgan Papers
	Ms. Coll. American Association of University Women
	Ms. Coll. Cabell-Wayne Historical Society of West Virginia Collection
	Ms. Coll. H. Blennerhassett Papers
	Harry E. Danford Collection

	E. Commetti Collection
	Manuscripts – C.C. Henking Coll.
	Ms. Coll. Catherine Enslow Papers
	Ms. Coll. Royal E. Larson Donation
	Ms. Coll. John G. Morgan Project Charleston Gazette – Oral History
	Ms. Col. WV Association of Colleges & Universities Papers
	Larry M. Vaden Papers
	MU Oral History Collection
	YTLS
	John McKernan Collection
	Archives – Stewart H. Smith Papers
	Archives – VP Academic Affairs
	Inventory Items from Old Main
	Professional Librarian Committee
	Suggested Modification
	MU Division of Professional Librarians
	Library – Faculty Rank Ad Hoc Committee
	Library Review Committee
	Library Review Committee Cont.
	Preservation
	Preservation Digital
	“A” Correspondence
	Aaronson/ Eiland
	“B” Correspondence
	Blake, Rosanna Collection (& Room)
	Rosanna Blake Hulse – Will

	Special Collections – Hulse, Rosanna Blake
	Blake Room – Furnishings
	Blake, R. (Possible Additions)
	Brauchi, Margot L (Long Family Papers)
	Burton, Patricia
<b>Box # 6 of 7</b>	<b>Description</b>
	Bookworm and Silverfish
	“C” Correspondence
	“D” Correspondence
	Spec. Coll. Dowling, C.
	“E” Correspondence
	“F” Correspondence
	“G” Correspondence
	“H” Correspondence
	Spec. Coll. Hanger Estelle L.
	Hayes, Robert
	“I” “J” Correspondence
	“K” Correspondence
	“L” Correspondence
	“M” Correspondence
	Maddox, Robert
	“N” Correspondence
	“O” Correspondence
	“P” “Q” Correspondence
	“R” Correspondence
	Reynolds, W. & M.



	RMC Films (Lori English)
	“S” Correspondence
	“T” Correspondence
	“U” “V” Correspondence
	“W” Correspondence
	“X” “Y” “Z” Correspondence
	Colonial Brass Co.
	Applications
	Annual Report 1977-78
	Annual Report 1973-74
	Annual Report 1972-73
	Annual Report 1993-94
	Annual Report 1991-92
	Annual Report 1990-1991
	Inventory of Marshall Art and Works of Art
	Annual Report 1989-1990
	Annual Report 1988-89
	Wilkinson, Walter Evaluation
	Polan, Alberts Book Inventory 1976
	Jim Byrne Appraisal 1987
	Gill Donation – Morrow Lib
	Gill Donation
	Appraisals (Johnson) 1983
	Appraisal (John) 1986
	Appraisals
	Appraisals (Zinn) 1982

	Appraisals (Martin) 1982
	Mrs. Chas. Morris Appraisal
	Appraisals (Coon) 1982
	Marjorie Smith Estate
	Kraybill Donation
	Korstanje Collection
	Shank, Mrs. Lorena (Donation)
	Appraisals (Wallace) 1980
	Durbin Merc. Co. Coll.
	Manual – Special Collections
	Annual Report 1989-90
	History of Special Collections
	Administrative Objectives, 1978-1979
	Archives – Automation Products
	“Always a River”
	Joint Ventures
	Administrative Comm.
	Black Heritage Program
	W.J. Barrow Restoration Shop, INC
	Allocations
	Appalachian Consortium Archives
	Archival Security
	Archival Training Programs
	Black Sides 1994
	Blake Library
	Book Repair/ Conservation

	Book Binders
	Books to Order
	Brochures
	Carbon Paper
	Brown, Mary (Dealer)
	Civil War Soldiers List
	Complaints, Gripes, Etc
	Copyright Info.
<b>Box # 7 of 7</b>	<b>Description</b>
	Curator - Job Survey
	Coal Miners Research Project (Stationery)
	Desktop Publishing System
	Donations – First Congressional Church of Huntington
	Coal Miners Research Project
	Computer Information (General)
	Confederate Documents (NARS)
	Computer Project
	Bill Curry – J. Stuart Books
	Daughters of the American Revolution (DAR)
	Equipment Requests
	Esposito Research Papers
	Evaluation
	Computer (AT&T)
	Field Representative (Jarrett)
	Greenwood Press (Index to Urban Documents)
	Faculty Publications on W. Virginia

	Gifts
	Graduate Study Materials
	Greatest Needs Funds
	Greatest Needs 1993
	Guide, Updates
	Hours/Schedules
	Grants and Fellowships
	Opposes Suggestions
	Hours and Schedules
	International Bookfinders
	Jenkins, Albert Gallitin
	Jesse Stuart Foundation
	Jesse Stuart Foundation (Cont.)
	Key Survey - 1989
	Leather Preservation
	Lettering Materials
	Library of Congress
	Manuscripts Collections, Significant 1975
	MARAC
	Microfilm Readers and Printers
	Mining Your History '95
	Moffett – History of Marshall
	National Inventory of Doc Sources
	National Inventory of Documentary Sources
	News Releases
	Newspapers – Local

	Ohio River Odyssey
	Ohio River Odyssey
	Order List
	Oral History Release Forms
	Marshall University Oral History Collection
	Carbon Paper
	Oral History
	WV Periodical Index
	Photographic Supplies
	Preservation
	PRLC Preservation Committee
	Paper Specifications
	Rare Books
	Rockefeller Film/Video Tape
	SC Security
	Supply Orders 1990
	Register Master
	Salaries
	Security
	Schedule Forms
	Serials
	Society of Am. Archivists
	Sons of Confederate Veterans
	Staff Appraisal
	U.S. Corps of Engineers
	Vertical File Subjects

	WSAZ-TV Video Cassettes – List
	W.V. Code
	WV State Docs Repos
	WV Coll. Development Matrix
	West Virginia Historical Database
	West Virginia Topographic Maps
	WV St. Grant Proposal
	Vertical Files
	West Virginia Code
	WV Collection Inventory 1975
	WV Association of Museums (WVAM)
	WV Historic Pub/Rec Commission
	White House of the Confederacy
	Wheel from USS Huntington
	Work Orders – Completed
	Xerox Machine
	Irvin Dugan Papers
	Bradberry, William
	Teel, Cora
	Steele, Paul Curry Papers
	W.V. Association of Health, Physical Ed, and Recreation
	Hechler, Ken Papers
	Maroney, Michael
	Hill, George Collection
	Film Archives – WSAZ

