Descriptive Summary

Collection Title: University Records

Series Title: Library Administration

Collection Number: 10

Series Number: 250

Extent: 6 boxes and 30 bound volumes; 11 linear feet

Abstract: The materials in this collection are related to the history of the University of St. Francis Library and its administration. They include Annual Reports of the Librarian from 1935-1968, materials from grants received for the Library, materials from the Library Science minor program at CSF, and Bound Condensed Accession Books listing acquisitions from 1924-1995.

Physical Location: G12 – Section 17 – Shelves 1-4

Language: English

Processor: Linnea Knapp, Archives Librarian

Administrative Information

Restrictions on use and reproduction: All rights held by the University of St. Francis. For permission to reproduce, distribute, or otherwise use materials, please contact Archives Staff.

Restrictions on access: Box 5 is CLOSED. Permission to view collection must be obtained from the President's Office
Provenance / Source of acquisition: Library Administration

Scope and Content Note

Types of material: Reports, Brochures, Bound Volumes, Correspondence, Publications, Handbooks.

Dates: 1923-2010

Container Listing

Box 1:
Folder 1 – Library Beginnings – 1923-1943
Folder 2 – Library Beginnings – Books Bought for the St. Francis College Library – January 1924-September 1924
Folder 3 – Annual Report of the Librarian – 1935-1936
Folder 4 – Annual Report of the Librarian – 1936-1937
Folder 5 – Annual Report of the Librarian – 1937-1938
Folder 6 – Annual Report of the Librarian – 1938-1939
Folder 7 – Annual Report of the Librarian – 1939-1940
Folder 8 – Annual Report of the Librarian – 1940-1941
Folder 9 – Annual Report of the Librarian – 1941-1942
Folder 10 – Annual Report of the Librarian – 1942-1943
Folder 11 – Annual Report of the Librarian – 1943-1944
Folder 12 – Annual Report of the Librarian – 1944-1945
Folder 13 – Annual Report of the Librarian – 1945-1946
Folder 14 – Annual Report of the Librarian – 1946-1947
Folder 15 – Annual Report of the Librarian – 1947-1948
Folder 16 – Annual Report of the Librarian – 1948-1949
Folder 17 – Annual Report of the Librarian – 1950-1951
Folder 18 – Annual Report of the Librarian – 1951-1952
Folder 19 – Annual Report of the Librarian – 1952-1953
Folder 20 – Annual Report of the Librarian – 1953-1954
Folder 23 – Annual Report of the Librarian – 1956-1957
Folder 35 – Archive Listings – ca. 1969
Folder 40 – Budget Request Summary Packets and Explanatory Remarks Concerning Budget Requests Packets – 1990-1995 (2)
Folder 41 – CSF Library Memberships – 1938-1963
Folder 43 – CSF Library Current Periodicals – 1939-1951
Folder 45 – CSF Library Current Periodicals – 1951-1969 (2)
Folder 46 – Circulation Record Book (Bound) – September 1931-November 1937
Folder 47 – Circulation Record Book (Bound) – January 1938-November 1947
Folder 48 – Lilly Endowment, Inc. Grant – ca. 1990-1994 (1)
Folder 49 – Lilly Endowment, Inc. Grant – ca. 1990-1994 (2)
Folder 50 – General Library Materials – ca. 1966-1967
Program – Ground Breaking for College Library – April 14, 1966 (2 copies)
New Library – Level Maps (2 copies)
Folder 51 – W. K. Kellogg Foundation Grant – 1962-1965

Box 2:
Folder 3 – Archives List – 13 pages – ca. 1980
Folder 4 – Library Correspondence – 1944-1950
Folder 5 – Library Correspondence – 1950-1953
Folder 7 – Materials Related to Gifts – ca. 1941-1984
Folder 8 – Miscellaneous Catholic Library Correspondence and Materials – ca. 1942-1943, 1947
Folder 9 – Library Correspondence – 1954-1957
Folder 10 – Library Correspondence – 1958-1964
Folder 11 – Publications by Sister M. Elvira Bredel – 1937-1954 (1)
Folder 12 – Publications by Sister M. Elvira Bredel – 1937-1954 (2)
Folder 13 – Department of Library Science Materials – 1939-1994
Folder 14 – Faculty Library Committee – 1960-1965
Folder 16 – National Catholic Education Association – 1937-1953
Folder 17 – Audio-Visual Center Materials – 1962, 1969
Folder 18 – Library Science Department – 1964-1969
Folder 21 – Use of Curriculum Lab in Library by Diocesan School System – August 1969
   Art – Student degree projects (faculty also)
Folder 24 – Art Department – Exhibit Space and Fliers – 1969-1971
Folder 26 – Mrs. Claire Hannon – Staff Member – August 1967-May 1970
Folder 27 – Library Administration Materials – 1979-1993
Folder 28 – Certificate of Recognition presented to the Library – Open House 1981
   State Teacher Certification Visitation Team – April 15-17, 1985
Folder 31 – College Library Hours – January 1986
Folder 34 – Library Notes RE: Department Chairperson Meeting – March 4, 1986
Folder 36 – Donated Books – February 1986
Folder 37 – Donated Books – March 1986
Folder 38 – Donated Books – April 1986
Folder 39 – Donated Books – May 1986
Folder 40 – Donated Books – June 1986
Folder 41 – Donated Books – July 1986
Folder 42 – Donated Books – August 1986
Folder 43 – Donated Books – September 1986
Folder 44 – Donated Books – October 1986
Folder 45 – Donated Books – November 1986
Folder 46 – Donated Books – December 1986 and June-December 1985 Totals List
Folder 47 – Donated Books – June 1985
Folder 48 – Donated Books – July 1985
Folder 49 – Donated Books – August 1985
Folder 50 – Donated Books – September 1985
Folder 51 – Donated Books – October 1985
Folder 52 – Donated Books – November 1985
Folder 53 – Donated Books – December 1985
Folder 54 – Library Job Descriptions – 1986-1987
Folder 56 – LIBRAS Information – 1995
Folder 57 – CSF Library Handbook for Assistants – ca. 1982
   - Library Skills: A Self-Directed Course in the Use of the Library of the College of St. Francis
     by Kathleen B. Chilton – ca. 1978 (2 copies)
   - CSF Library Orientation Tours – n.d.
   - Library Practicum Agenda – ca. 1991
Folder 59 – Student Library Handbooks – 1981-1990
   - 1981-1982 (2 copies)
Folder 60 – Student Library Handbooks – n.d.
   [Possibly 1984-1989 or 1990-1995]
Folder 61 – Student Library Handbooks – 1995-1996 (4 copies)
Folder 62 – CSF at its sweetest! – Dessert Recipes Booklet – February 14, 1992
Folder 63 – CSF Faculty Library Handbooks – ca. 1989-1995
   - n.d.
   - n.d. (2 copies)
   - 1989-1990
   - 1990-1991
   - 1991-1992 (2 copies)
   - 1992-1993
   - 1994-1995
Folder 64 – Library Administration Resources – 1943-1974
   - Librarians in Higher Education: Their Compensation Structures for the Academic Year 1972-1973 – Donald F. Cameron and Peggy Heim – April 1974
   - School Libraries for Today and Tomorrow – American Library Association – 1945
   - Standards for Accreditation – American Library Association - 1972

Box 3:
Folder 1 – Library Administration Resources – ca. 1956-1969
   - Standards for School Media Programs – American Library Association – 1969
Folder 2 – Library Administration Resources – 1972
   - Standards for Educational Media (Library and Audiovisual) Programs in Illinois – Library and Media Services Section – Office of the Superintendent of Public Instruction – March 1972
   - Standards for Educational Media (Library and Audiovisual) Programs in Illinois – Library and Media Services Section – Office of the Superintendent of Public Instruction – March 1972 – committee draft, sixth revision
Folder 3 – ‘Our Library’ Publication – Sr. M. Elvira Bredel – ca. 1940 (2 copies)
Folder 4 – CSF Library Booklet – 1967 (2 copies)
Folder 5 – Library Science Minor – Program Evaluation – October 15, 1996
Folder 6 – Sr. Carol Ann Novak Funeral Cards – November 24, 2009
Folder 7 – Library Blue Prints – Small Copies – ca. 1967
Folder 8 – Copies of Cutter pages – n.d.
Folder 9 – Librarian as a Career Pamphlets – 1962-1965
Folder 10 – Audio-Visual Department Materials – ca. 1970s, 2000
   - Second Edition – Book #286
Folder 13 – A List of Catholic-Author Books in the Joliet Public Library – 1943 (2 copies)
Folder 14 – Brochures: Prepare for Librarianship at the College of St. Francis – n.d.
Folder 20 – Audio-Visual Department Report – 1984-1985 (2 copies)
Folder 21 – Audio-Visual Department Report – 1983-1984 with summary reports
Folder 29 – Senior Saturdays Program Materials – 2003-2009
Folder 30 – St. Louis Group Visit – Newspaper article and copy – November 5, 2003; Work
Order – March 1, 2004
Folder 31 – Photograph – Library Front Door – ca. 1970s [00004671.tif] [P]
Folder 33 – Library Newsletters – 2001-2009
Folder 34 – Francisline Newsletter with Routing Slip – November 8, 1973
Folder 36 – Gifts – 1980
Folder 37 – Library Brochures – ca. 1974-1975
Folder 38 – Library Photographs – ca. 1966-1986 [P]
Folder 40 – Library Informational Materials – ca. 1940-2001
  - ‘We’re Growing’ Capital Campaign Brochure – ca. 1965 (2 copies)
  - Prepare for Librarianship at the College of St. Francis Brochure – n.d (2 copies)
  - ‘Our Library’ Faculty Study – Sr. M. Elvira Bredel – ca. 1940 (2 copies)
  - CSF Library Opening Brochure – 1966 (2 copies)
  - Consortium Professor Series 2001 – College Speakers Available for High Schools
Folder 41 – Library History – ca. 1940-1971 [P]

Box 4:
Folder 1 – Library History – Materials Related to New Library Building – 1967-1968 (2) [P]
Folder 2 – Library History – Photographs – 1990-2005 [P]
Folder 5 – Accessions Binder – Book 1: Multiple Items – October 3, 1968-November 2003
  - Kits
  - Audio Tapes
  - 16mm Films
  - Games and Creative Activities
Folder 6 – Accessions Binder – Book 2: Miscellaneous – April 24, 1968-November 1984
- Filmstrips
- Equipment
- Transparencies
- Braille Records
- Storage Records
- Super 8mm Film Loops
- Posters and Art Projects
- Student Projects

Folder 7 – Accessions Binder – Book 3: Records and Compact Discs – March 5, 1968-January 2004
Folder 8 – Accessions Binder – Equipment – August 1971-February 2004
Folder 11 – Title VI Grant Application – November 1972-May 1975
Folder 12 - Title VI Grant Application, Additions, and Corrections – November 1972-May 1975
Folder 13 – Equipment Brochures for Audio-Visual Department – ca. 1975
Folder 14 – Miscellaneous Grants
- Kellogg Foundation Grant – 1961-1962
- CPCU Harry J. Loman Foundation donation – 1991
- Edison Election Institute Library Grant Program – 1978-1979
Folder 15 – Miscellaneous Grants
- Carnegie Corporation of New York – Learning Coordinating Center Grant – August 18th, 1972
- Marathon Oil Grant – 1981-1982
- Sears Roebuck Foundation Grant – 1971-1974
- Association of Colleges and Research Libraries Grant – 1969
Folder 16 – Title II Grant Application – 1972
Folder 17 – Title II Grant Materials – 1973-1982
Folder 18 – Title II Grant Applications – 1970-1981
Folder 19 – List of Books Purchased thru Title II Grant – 1979-1980
Folder 20 – Kellogg Foundation Grant for OCLC Services – 1976-1978
Folder 21 – ILLINET/OCLC Service Program Agreements – 1979-1989
Folder 22 – ILLINET/OCLC Service Program Agreements – 1990-2000
Folder 23 – Book Donation Acknowledgements – 1986-2002
Folder 24 – Gifts Received – June 1976-May 1977
Folder 25 – CSF Library Inventories – 1971-1989
Folder 27 – Policies and Procedures for Library Staff – nd.
- “Sister Carol Ann” floppy disc - .nd
Folder 29 – Senior Saturday Events – 2009-2010
Unlabeled folders: History of the Library display items, digitized items 4,673-4,676
Unidentified items: small mockup of library photo, 3 faculty members with books photos

Box 5:
Folder 1 – Operating Budgets – 1994-2003
Folder 2 – Operating Budget – 1999-2000
Folder 3 – Operating Budget – 2000-2001
Folder 4 – Budget Reports – 2001-2002
Folder 5 – Deans and Administrators Budget Requests – 2002
Folder 6 – Operating Budget – 2001-2002
Folder 7 – Budget Reports – 2002-2003
Folder 8 – Budget Reports – 2002-2004
Folder 9 – Operating Budget – 2004-2005
Folder 10 – Operating Budget -2004-2005
Folder 12 – Budget Reports – 2005-2006
Folder 13 – Budget Reports – 2006-2007
Folder 14 – Budget Reports – 2006-2007
Folder 15 – Library IRS Form 990 – 2002-2004

Box 6:
Folder 1 – ILLNET/OCLC Reciprocal Agreements – 2002-2006
Folder 2 – Parents Association for Library – 2004
Folder 3 – Library Mission/Vision Statement Committee – 2002
Folder 4 – Information Commons Proposal – 2003
Folder 5 – Library Updates and Space Issues – 2000-2003
Folder 6 – ILLiad Procedures – 2007
Folder 7 – Library Procedures – 2003
Folder 8 – Library/ARC Open House – September 4, 2002
Folder 9 – Library Letterhead
Folder 10 – Receipt for Digital Cameras – 2005
Folder 11 – Library Staff Directory – 2002

Bound Condensed Accession Books:

<table>
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<tr>
<th>Volume</th>
<th>Item Numbers</th>
<th>Dates</th>
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<td>1</td>
<td>1 - 5,000</td>
<td>August 19, 1924 - August 1, 1929</td>
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<td>2</td>
<td>5,001 – 10,000</td>
<td>November 18, 1929 – October 20, 1932</td>
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<td>3</td>
<td>10,001 – 15,000</td>
<td>October 20, 1932 – November 1940</td>
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<td>4</td>
<td>15,001 – 20,000</td>
<td>December 1940 – July 1947</td>
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<td>5</td>
<td>25,001 – 30,000</td>
<td>March 23, 1954 – June 27, 1960</td>
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<td>6</td>
<td>30,001 – 35,000</td>
<td>July 5, 1960 – February 1964</td>
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<td>7</td>
<td>35,001 – 40,000</td>
<td>February 20, 1964 – July 14, 1966</td>
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<td>10</td>
<td>49,100 – 50,175</td>
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<tr>
<td>13</td>
<td>55,001 – 59,875</td>
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<td>14</td>
<td>59,876 – 64,800</td>
<td>January 26, 1972 – May 23, 1973</td>
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<td>64,801 – 69,700</td>
<td>June 18, 1973 – February 18, 1975</td>
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<td>17</td>
<td>79,701 – 84,700</td>
<td>November 14, 1977 – February 20, 1979</td>
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<td>18</td>
<td>84,701 – 89,700</td>
<td>February 21, 1979 – April 10, 1980</td>
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<td>22</td>
<td>104,601 – 109,500</td>
<td>March 10, 1983 – May 2, 1984</td>
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<td>114,501 – 119,500</td>
<td>April 1, 1985 – April 15, 1986</td>
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<td>29</td>
<td>139,501 – 144,450</td>
<td>April 26, 1991 – July 1, 1992</td>
</tr>
<tr>
<td>31</td>
<td>149,501 – 154,500</td>
<td>January 20, 1994, July 12, 1995</td>
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</tbody>
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**Keywords**

Academic librarians
Academic libraries
College of St. Francis
Libraries – Staff manuals
Library administration
Library science
University of St. Francis

**Notes:** Last modified 04/16/2015 by Gloria Hendrickson, Archives Librarian