



Smithsonian Institution Archives

Records, 1937-1980

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Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	2

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 84-037
Date:	1937-1980
Extent:	4 cu. ft. (4 record storage boxes)
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Administrative Information

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Descriptive Entry

This accession consists of budget materials, in loose leaf binders and annotated (includes many copies), 1972-1980. Also included are miscellaneous files of memoranda, reports, and other items on various aspects of library policies, 1937-1975.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Library administration
- Library directors
- Museum libraries

Types of Materials:

- Manuscripts

Container Listing

Box 1

Box 1 of 6	Cooper Union Library Reports, 1937-1962
Box 1 of 6	Binding Specifications, 1947-1967
Box 1 of 6	Servicing of the Call for Users, 1955-1972
Box 1 of 6	Library Policies and Procedures, 1960-1968
Box 1 of 6	Appendix, 1965-1973
Box 1 of 6	Task Force, 1972-1973
Box 1 of 6	Library Objective, 1968-1973
Box 1 of 6	Notebooks of Office Memoranda, 1946-1957
Box 1 of 6	Lickert Raw Data
Box 1 of 6	Memoranda Procedures, 1965-1974
Box 1 of 6	Originals and Phys. Library Collections, 1966-1967
Box 1 of 6	MRAP Workshop, 1975
Box 1 of 6	Chesapeake Bay Center for Environmental Studies (CBCES) Action Meetings, 1975
Box 1 of 6	Training, 1975
Box 1 of 6	Implementation, 1970-1973
Box 1 of 6	Microfilm Readers, 1972
Box 1 of 6	General, 1973-1974
Box 1 of 6	Priorities Conference, 1972-1973
Box 1 of 6	Smithsonian Priorities, Policies & Plans, 1972

Box 1 of 6 Task Forces or General Management, 1973

Box 1 of 6 Library Survey Questionnaire, 1963-1964

Box 1 of 6 Monthly Reports, 1970-1972

Box 1 of 6 Procedures of Library, 1964-1972

Box 1 of 6 Acquisitions Division Procedure Manual Notes, 1968

Box 1 of 6 Collection Development Policy, 1965-1969

Box 1 of 6 Bibliography Control Policy, 1969-1972

Box 1 of 6 Organization and Physical Maintenance of Library Collections, 1964

Box 2

Box 2 of 6 Budget, Private, FY 1975-FY 1978

Box 2 of 6 Book and Journal Accounts, FY 1978

Box 2 of 6 Budget Planning, FY 1977

Box 2 of 6 Account Reports, FY 1978

Box 2 of 6 Operating Budget, FY 1978

Box 3

Box 3 of 6 Accounting Reports Details, October 1978-September 1979

Box 3 of 6 Accounting Reports Statement of Accounts, FY 1979

Box 3 of 6 Book and Journal Accounts, FY 1979

Box 3 of 6 Five-Year Plan, FY 1979-FY 1983

Box 4

Box 4 of 6 Budget Proposals, 1973-1975

Box 4 of 6 Salary & Expenses, FY 1980

Box 4 of 6 Telephone Charges, 1975-1976

Box 4 of 6 Federal Budget and Planning, FY 1979

Box 4 of 6 Report of Financial Resources, FY 1980

Box 4 of 6 Purchase Orders (printout), FY 1980

Box 5

Box 5 of 6 Accounting Reports, April 1978-September 1978

Box 5 of 6 Operating Budget, FY 1979

Box 5 of 6 Budget, FY 1980

Box 5 of 6 Planning, FY 1980

Box 5 of 6 Trust Fund, 1980

Box 6

Box 6 of 6 Botany Library, FY 1973-FY 1976

Box 6 of 6 Library Book Fund, FY 1972-FY 1975

Box 6 of 6 Budget Projection System (BPS), 1976-1979