The Finding Aid for the Pepperdine University Libraries Records 0076

Jamie Henricks and Kelsey Knox
The processing of this collection and the creation of this finding aid was funded by the generous support of the National Historical Publications and Records Commission.
Pepperdine University, Special Collections and University Archives.
February 2013
24255 Pacific Coast Highway
Malibu 90263-4786
specialcollections@pepperdine.edu
URL: https://library.pepperdine.edu/collections/boone-special-collections-university-archives.htm
Language of Material: English
Contributing Institution: Pepperdine University. Special Collections and University Archives.
Title: Pepperdine University Libraries Records
Identifier/Call Number: 0076
Physical Description: 7.3 Linear Feet (8 boxes)
Date (inclusive): 1937-2013
Abstract: The collection contains materials produced by or about Pepperdine libraries between 1937 and 2013. The libraries represented are the George Pepperdine College Library (Los Angeles campus); Payson Library and the School of Law library (Malibu campus); and the Orange County Center library. Items include correspondence and memos, subject files, photographs, library newsletters, annual reports, and audiocassettes.
Pepperdine University. Special Collections and University Archives.
Language of Material: Materials are in English.
Storage Unit: Box 1 - 15
Conditions Governing Access
Advance notice required for access.
Conditions Governing Use
Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.
Preferred Citation
[Box/folder# or item name], Pepperdine University Libraries records, Collection no. 0076, Special Collections and University Archives, University Libraries, Pepperdine University.
Immediate Source of Acquisition
Materials were gathered from University Archives files.
Historical note
When George Pepperdine College opened in the fall of 1937, there was no library building and no librarian. The registrar, J. Herman Campbell, purchased the initial order of books, which faculty chose by selecting titles from Charles Shaw's A List of Books for College Libraries. The basement of the President's home on campus served as a staging area for library book processing, and two rooms in the administration building served as the library for the first school year, 1937-1938.
Marian Wright was the first librarian at George Pepperdine College during the school year 1937-1938. After resigning in June, 1938, she was replaced by David Otis Kelley. Kelley stayed from 1938 until approximately 1945, when his duties as Librarian were temporarily taken over by other campus library staff including Pearl Ward and Marian Pedigo. Robert Broadus was the librarian from approximately 1947 to 1953. A library building was eventually built on the Los Angeles campus, and the library staff published their own newsletter to broadcast information to faculty and students (the George Pepperdine College Library Bulletin, and later Views and Previews From Your George Pepperdine College Library).
Other staff at various times included Harold Holland (as a librarian in the 1950s, and as Library Director from 1981 to 1989), Dorothy W. Moore (a librarian and eventual Library Director), Terry Leung (a librarian), Robert (Bob) Sanders (an archivist), Herbert (Herb) Gore (an archivist), and James Smythe (an archivist). As of 2013, the current Dean of Libraries is Mark Roosa.
A library at the Pepperdine University campus in Malibu (Payson Library) was dedicated on October 15, 1972, in the fall of the first year students came to the Malibu campus. There are also other libraries on campus in Malibu, libraries on satellite campuses, and libraries at study abroad locations.
Scope and Content
The collection contains primarily correspondence, printed material, and photographs produced by or about the Pepperdine libraries. The libraries represented are the George Pepperdine College Library (on the Los Angeles Campus); Payson Library and the School of Law library (Malibu campus); and the Orange County Center library. Items in the collection include correspondence and memos to and from library staff, subject files, administrative files, multiple newsletters written for distribution to students and library stakeholders, annual reports, and audiocassette recordings of librarian meetings.
Materials range in date from 1937 to 2013.
Arrangement
The collection is arranged in the following five series:
Series 1: Correspondence Series 2: Subject Files Series 3: Bulletins and Newsletters Series 4: Annual Reports Series 5: Audiocassettes Series 6: Photographs
The Finding Aid for the
Pepperdine University Libraries
Records 0076

Processing Information note
The collection was arranged and described by Jamie Henricks in February, 2013. Photographs were added to the collection by Kelsey Knox in July, 2015.

Related Archival Materials
There are materials related to the library in the Harold E. Holland papers 0035 (from when Holland was Director of Libraries from 1981 to 1989). Photographs, negatives, and slides related to the libraries can also be found in the Pepperdine University Archives Photographs, Negatives, and Slides 0031, or online via the Pepperdine Digital Collections, in the University Archives Photograph Collection (http://pepperdine.contentdm.oclc.org/cdm/).

Subjects and Indexing Terms
Newsletters
Photographs
Los Angeles (Calif.) -- History
Malibu (Calif.) -- History
Brochures
Clippings
Correspondence
Fliers (Printed matter)
Audiocassettes
Annual reports
Administrative records
Library administration -- California -- History
Leung, Terry
Moore, Dorothy W.
Pedigo, Marian
Kelley, David Otis
Ward, Pearl Lewis
Smythe, James Erwin
Broadus, Robert N.
Baxter, Batsell Barrett
Hinckley, M.P.
Gore, Herbert (Herb)
Pepperdine University
Pepperdine University. Pepperdine University Libraries
Wright, Marian
Pepperdine College
Holland, Harold E.

box 1

ARL Statistics 1999-2000
### Scope and Content

The series contains correspondence to and from library staff between 1937 and 2006, with the bulk of the material from 1937 to 1959. Letters are primarily concerned with library affairs, such as buying books, library policies, and other topics. Correspondents include Batsell Baxter (the first president at George Pepperdine College), Marian Wright, David Otis Kelley, M.P. Hinckley, Marian Pedigo, Pearl Ward, Robert Broadus, Dorothy W. Moore, Terry Leung, Robert Sanders, Harold Holland, Herbert Gore, and James Smythe.

### Arrangement

Files are arranged chronologically.

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Correspondence -- to/from Batsell Baxter (College President) and Marian Wright (Librarian)</td>
<td>1937 August-September</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1938-1939</td>
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<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1939-1940</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1940-1941</td>
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<tr>
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<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1941-1942</td>
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<tr>
<td>1</td>
<td>Correspondence -- from M.P. Hinckley (Cataloger) to authors regarding proper forms for name authority files</td>
<td>1941-1942</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1942-1943</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1943-1944</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from David Otis Kelley (Librarian)</td>
<td>1944 May-1945 June</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from Marian Pedigo (Acting Librarian), Pearl Ward (Order Librarian), and other staff</td>
<td>1945 August-1946 August</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from Pearl Ward (Librarian) and Robert Broadus (Librarian)</td>
<td>1946 June-1947 July</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
<td>1947 July-December</td>
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<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
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<td>1948 August-December</td>
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<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
<td>1949 January-August</td>
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<td>1</td>
<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
<td>1949 August-December</td>
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<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
<td>1950 January-March</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from Robert Broadus (Librarian)</td>
<td>1950 April-September</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from Pearl Ward (Librarian)</td>
<td>1953 June-October</td>
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<tr>
<td>1</td>
<td>Correspondence, memos, and notices -- to/from Harold Holland (Librarian)</td>
<td>1959</td>
</tr>
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<td>1</td>
<td>Correspondence -- to/from Dorothy W. Moore (Librarian)</td>
<td>1967-1972</td>
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<tr>
<td>1</td>
<td>Correspondence -- to Terry Leung (Librarian)</td>
<td>1979-1988</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from Robert (Bob) Sanders (University Archivist)</td>
<td>1983-1985</td>
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<tr>
<td>1</td>
<td>Correspondence -- to/from Robert (Bob) Sanders (University Archivist)</td>
<td>1983-1987</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence and notes -- to/from Robert (Bob) Sanders (University Archivist)</td>
<td>1987</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to/from Harold Holland (Special Collections Librarian and Archivist)</td>
<td>1990, 1991</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence and notes -- to/from Herbert (Herb) Gore (Archivist)</td>
<td>1996-2000</td>
</tr>
<tr>
<td>1</td>
<td>Correspondence -- to James Smythe (Archivist) from Leonard Strauss</td>
<td>1997 September 24</td>
</tr>
<tr>
<td>1</td>
<td>Email Correspondence -- to/from James Smythe (Archivist)</td>
<td>2004-2006</td>
</tr>
</tbody>
</table>
Scope and Content
The series contains subject files on various topics related to Pepperdine libraries, primarily the George Pepperdine College Library on the Los Angeles campus, and Payson Library on the Malibu campus. Subjects include articles about archives and archival request forms, book order information and budgets, files related to donations to the library, the Friends of the Library group, library book plates, manuals and information about the library for faculty and students, accreditation and committee meetings, library staff, a memoir written by Robert Broadus, reports and studies, a visitor log for the rare books room, records management suggestions, books recording library fines, and other topics. Materials range in date from approximately 1937 to 2006.

Arrangement
Files are arranged alphabetically.

Box 1
- Archive Request Forms 1990s-2006
- Archives - Retention Schedule codes and abbreviations explanation 1986
- Archives Searching - "Two-Part Archives Thesaural Information Retrieval Program" undated
- Articles about archives and records management -- about or by Robert (Bob) Sanders 1984-1987
- Audio-Visual Library Film-Records Lists 1949 August, 1950 February
- Book order information and list of publishers circa 1937
- Budgets 1940-1957
- Budgets 1975-1989
  Physical Description: (2 folders)
- Budgets 1992-1996
  Physical Description: (4 folders)
- Budgets -- Library Accessions 1961-1969
- Customer Service Handbook
- Donation Files -- Miscellaneous Collections 1971-1972
- Donation Files -- Harvey Bacal Music Collection 1982
- Donation Files -- Claude Carlisle Collection 1981-1982
- Donation Files -- Jack and Ione Douglas Collection 1979-1981
- Donation Files -- Joan and Irvin Eisenberg Collection (on Asian art and architecture) 1960-1965
- Donation Files -- Harnish Collection 1977
- Donation Files -- Jerome Lawrence Collection of Plays 1981-1982
- Donation Files -- Elton Mosher funds to benefit Payson Library 1983-1984
- Donation Files -- Stanley Slotkin 1987-1991
- Donation Files -- William Harvey Taylor, Jr. 1979
- Donation Files -- John Edward Weems 1982-1988
- Donation Files -- James Womack Memorial Collection 1985
- Events -- Surf Film Festival 2007
- Events -- The Hollywood Visionaries and Beyond 2013 Fall
- Exhibits 2012
- Faculty Retention Report (generated by the archives) 1984 April
- Floor Plans: Drescher
- Floor Plans: OCC
- Floor Plans: Payson
- Friends of the Library 1977-2014
  Physical Description: (3 folders)
<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
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<tbody>
<tr>
<td>2</td>
<td>Friends of the Library -- events and photographs 1970s, 2010-2014</td>
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<tr>
<td>2</td>
<td>Friends of the Library -- member list and notes 1972-1997</td>
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<tr>
<td>2</td>
<td>Friends of the Library -- Norman Cousins reception 1982 January 16</td>
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<td>2</td>
<td>George Pepperdine College Library Bookplate Designs undated</td>
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<tr>
<td>2</td>
<td>George Pepperdine College Library Manual (for students) 1958 February</td>
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<tr>
<td>2</td>
<td>George Pepperdine College Library (building) Newspaper Photograph Printing Block undated</td>
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| 2   | George Pepperdine College Library Photographs circa 1940s-1972  
**Physical Description:** (2 folders) |
| 2   | George Pepperdine College Library Supplemental Information and Library Rules circa 1940s |
| 2   | Gifts 1972-1974 |
| 2   | Graduate School of Education and Psychology -- correspondence and book acquisitions 1982-1989 |
| 2   | Hours Open and Holiday Schedules 1961-1986 |
| 2   | *Inner View* articles about Pepperdine Libraries news 1974-1976 |
| 2   | Inventory -- missing books 1968-1973 |
| 2   | Japan Foundation Grant 1989 |
| 2   | Kovar (David) -- portrait of Adela Rogers St. Johns 1981 |
| 2   | Librarians' Handbook 1984-1993 |
| 2   | Librarians, Salaries, and Promotions 1986-1990 |
| 2   | Libraries Poster and Plastic Library Signage (memorabilia) 2014, undated |
| 2   | Library Accreditation 1957-1961 |
| 2   | Library Announcements 1984, 1987 |
| 2   | Library Announcements in Chapel Bulletins 1959-1961 |
| 2   | Library Annual Plan and Meeting 2005,2006 |
| 2   | Library Annual Reports -- Non-Pepperdine examples 1970-1982 |
| 2   | Library Audiocassette Tour -- narration notes 1970s |
| 2   | Library Clippings 1970s-1980s |
| 2   | Library Committee and Staff Reports 1939-1955 |
| 2   | Library Committee -- suggestions for quiet spaces for faculty research 1957 October 30 |
| 2   | Library Committee - meetings, memos, and minutes 1958-1960 |
| 2   | Library Equipment and Machines -- instruction manuals 1960s-1980s |
| 2   | Library Event Flyers and Brochures 1948, 1960s-1970s, 2010-2014 |
| 15  | Library Fine Books 1964-1968 |
| 2   | Library Memos and Announcements 2005-2006 |
| 2   | Library Miscellany 1970s-1990s  
**Physical Description:** (2 folders) |
| 2   | Library Orientation -- Faculty Instructions circa 1960s-1970s  
**Physical Description:** (2 folders) |
| 3   | Library Orientation -- Student Instructions and Tests 1950s-1980s  
**Physical Description:** (3 folders) |
| 3   | Library Professional Staff Members Guidelines 1956 September |
| 3   | Library Publications featuring George Pepperdine College Library 1941, 1947 |
| 7   | Library Seal Metal Embossing Stamp |
| 3   | Library Staff Meeting and Budget Report 1971 |
| 3   | Library Staff and Committee Meetings 1987 |
| 3   | Librarians' Meetings and Fiscal Year 2003 Accomplishments 2003 |
| 3   | Library Statistical Report for Institutions of Higher Education (yearly, about George Pepperdine College, sent to the American Library Association) 1938-1952 |
| 3   | Meetings -- Centers Librarians 1994-2000 |
Meetings -- Coordinators 1994-2000
Meetings -- Librarians 1994-2000
Meetings -- Library Faculty Committee 2005-2006
Memoir of Robert Broadus (Pepperdine student, and librarian from 1947 to 1953) -- Some Things I Remember 1999
Memorial Book Fund -- Donations from Morris and Gladys Pendleton 1957 February-1961 October

Physical Description: (2 folders)

National Archives Workshop -- held at Payson Library 1973 December 14
Newsbank advertisement 1972
Newspaper article from The Graphic -- Fritz Huntsinger's donation of a wooden eagle 1972 October 6
Newspaper clippings circa 1968-1970
Payson Art Exhibit -- Expressions from Maine 1976
Payson Family 1963-1985
Payson Library Brochures, Programs, and Pamphlets 1970s-1980s, 2007-2010
Payson Library -- Churches of Christ Heritage Center announcement flyer circa 2010
Payson Library Dedication 1987 April 26
Payson Library Photographs

Physical Description: (4 folders)

Payson Library Policies and Services 1982 Fall
Payson Library Renovation 1987
Proposal for a Pepperdine University Archives/Records Management Program by Robert (Bob) Sanders 1983 May 31
Records Management -- Retention Schedules and Microfilming Proposal 1985-1987
Report on the University Archives to the Librarians 1984 February 27
School of Business and Management -- statistics and memos 1973-1987
Security and Safety (in the library) 1976-1980
Sentronic (electronic book-theft detection system) -- correspondence, bills, and advertising material 1969-1984
Shelving 1971
Statistics 1959-1987
Strategic Planning 1986-2000

Physical Description: (3 Folders)

Task Force -- Electronic Resources 2005
The Library in our College report to faculty by Harold Holland 1959 November
The Mlynarski Collection: Nineteenth Century Paris -- A Bibliography 1980
Thesis and Dissertations -- instructions for typing, filing, and submitting papers 1980
To-Do Notes undated
Treasure Room visitor log (Special Collections reading room visitor log) 1974-1981
John Tyler Energy Education Resource Center Scrapbook 1979
UCLA Senior Fellows Program 2000-2005

Physical Description: (3 Folders)

University Library Support Network (Interlibrary Loan) undated
University Archives -- Policies and Procedures, and Oral Histories circa 1987
VTLS Users Meeting 1987 February 28
VTLS Appreciation Plaque undated
Irving Wallace (author) visit 1982 May 19
WASC Accreditation -- the library sections 1978
Series 3: Bulletins and Newsletters 1945-2013 bulk

Scope and Content
The series contains newsletters and bulletins created by George Pepperdine College Library, Payson Library, and the School of Law library. The George Pepperdine College Library Bulletin later became Views and Previews From Your Pepperdine Library, and changed again to Views and Previews From Your Pepperdine Libraries (also included is blank letterhead from Views and Previews and notes and ideas for future article topics). Other newsletters include Library Update; Reader's Guide; The Informant: A Newsletter of the Pepperdine University Libraries, Educational Media Center and Academic Computing; The Book and Beyond, and The Bibliography (from the School of Law). The items range in date from 1945 to 2013, but most items date from 1958 to 1978.

Arrangement
Files are arranged chronologically.

George Pepperdine College Library Bulletin 1945 February-1961 July

Physical Description: (6 folders)

Views and Previews From Your Pepperdine Library 1961 September-1978 May/June

Physical Description: (12 folders)
General
The name of the newsletter changes from Views and Previews From Your Pepperdine Library to Views and Previews From Your Pepperdine Libraries in volume 35, number 5 (April/May 1973).

Views and Previews article ideas and inspiration 1970-1975

The Bibliography 1970 June-August

Library Update 1978 September, 1995-1996

Physical Description: (2 folders)


The Informant: A Newsletter of the Pepperdine University Libraries, Educational Media Center and Academic Computing 1990 Winter

The Book and Beyond 2013

Series 4: Annual Reports 1943-1987

Scope and Content
The series contains annual reports created by the library staff at the end of a school year to highlight events during that year, library statistics (such as numbers of books checked out, bought, or weeded), budgets, and other information. Some folders may also include materials collected from that school year and placed with the annual reports in binders kept by the librarians, including staff and student photographs, newspaper clippings, or flyers. The first library annual report is more of a library historical description, and was never completed. One annual report from the archives is also included.

Arrangement
Files are arranged chronologically.

Library Annual Report (never completed; originally dated July, 1943, with more information added later) 1943 July-1944

Library Annual Report 1949/1950

Library Annual Report 1950/1951

Library Annual Report 1952/1953

Library Annual Report 1953/1954


Library Annual Report 1955/1956

Library Annual Report 1956/1957
series 4: annual reports 1943-1987

box 5

library annual report 1957/1958
library annual report 1958/1959
library annual report 1959/1960
library annual report 1960/1961
library annual report 1961/1962
library annual report 1962/1963
library annual report 1963/1964
library annual report 1964/1965
library annual report 1965/1966
library annual report 1966/1967
library annual report 1967/1968
library annual report 1968/1969
photographs of library staff 1968/1969
library annual report 1969/1970
photographs -- 100,000th book, and staff dinner 1969/1970
library annual report 1970/1971
photographs and newspaper clippings -- staff and earthquake damage 1970/1971
budgets 1971
library annual report 1971/1972
library annual report 1972/1973
library annual report 1973/1974
photographs and ephemera 1973/1974
library annual report 1974/1975
photographs and ephemera 1974/1975
library annual report (biennial) 1975/1977
memos and paper ephemera 1975/1976
photographs, memos, and paper ephemera 1976/1977
library annual report 1977/1978
photographs and paper ephemera 1977/1978
library annual report 1978/1979
pepperdine library system self study for accreditation report 1979 january
library annual report 1981/1982
library annual report 1982/1983

box 6

physical description: (16 audiocassettes)
scope and content
the series contains audiocassette recordings of librarians' meetings from 1983 to 1988.
arrangement
items are arranged in chronological order.

box 7

series 6: photographs 1981-1993
scope and content
this series contains photographs pertaining to the library, such as library events and
photographs of students in and around the library.
arrangement
files are arranged in alphabetical order.

friends of the library- norman cousins 1982 january 16
mr. payson luncheon 1984 june 26
payson open house 1987 april 26
payson library 1976-1987
payson library 1994-1997
payson library - computer labs undated
<table>
<thead>
<tr>
<th>Box 7</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>Seaver Students in Library 1981-1983</td>
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<tr>
<td></td>
<td>Students in Library 1993 May</td>
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<tr>
<td></td>
<td>Students Outside Payson Library 1989</td>
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