Guide to the University Archives Directories, Guides & Handbooks Collection

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Guide to the University Archives Directories & Handbooks

Collection number: MSS-2010-05-04

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Finding aid funded by the generous support of the National Historical Publications and Records Commission (NHPRC).

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Date Completed:
2010
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Descriptive Summary

Title: San José State University Archives Directories, Guides & Handbooks Collection
Dates: 1920-1997
Bulk Dates: 1941-1976
Collection number: MSS-2010-05-04
Creator: San José State University
Collection Size: 17 boxes (6.88 linear feet)
Repository: San José State University Library.
San José, California 95192-0028


Physical location: For current information on the location of these materials, please consult the Library's online catalog.
Languages: Languages represented in the collection: English

Access
The collection is open for research.

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**Preferred Citation**
San José State University Archives Directories, Guides & Handbooks Collection, MSS-2010-05-04, San José State University Library Special Collections & Archives.

**Processing Information**

**Project Information**
This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

**Organizational History**
In 1857 the San Francisco Board of Education established Minns’ Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized $200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns’ Normal School is now San José State University, offering more than 134 bachelor’s and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

**Bibliography**

San José State University. *About SJSU*. [Link](http://www.sjsu.edu/about_sjsu/)


**Related Material**
San José State University Faculty Wives Club Records, MSS-2010-03-02. San José State University Library Special Collections & Archives.

**Scope and Content of Collection**
The San José State University Archives Directories, Guides & Handbooks, 1920-1997 (bulk 1941-1976) consists of handbooks and directories targeted to students, faculty, and staff. The directories contain address and telephone lists of students, staff and faculty. The handbooks, mostly produced for student usage, give a comprehensive view of University procedures, resources, and traditions. The records consist of printed materials, bound and unbound guides and handbooks, directories, and pamphlets.

**Arrangement**

**Subject Headings**
The following terms have been used to index the description of this collection in the library's online public access catalog.

- San Jose State Teachers College -- History.
- San José State University -- History.
San Jose State Teachers College -- Directories.
San Jose State College -- Directories.
Education, Higher -- California -- San José.
Universities and College -- California -- San José.

Series I: **Directories 1921-1961**
- Physical Description: 6 boxes
- Series Scope and Content Summary
  The materials in this series include student telephone directories, the *Blue Key* also known as the *Spartan Key*, and faculty & staff directories of varying size and formats.
- Arrangement
  Files are arranged alphabetically by format, and then chronologically within each folder.

| Box 1 | Student and Faculty Directories, Faculty Directory 1921-1961 |
| Box 2 | Student and Faculty Directories, Departmental Telephone Directory 1925-1961 |
| Box 3 | Faculty Directories, alphabetical edition & Office and Department edition, New Faculty addendums, Report on shifts in Faculty and Staff, Student and Faculty Directories 1960-1966 |
| Box 4 | University Telephone Directories, Student Directories 1966-1981 |
| Box 5 | University Telephone Directories 1982-1993 |
| Box 6 | Fifty Year Reunion Directories 1979-1986 |

Series II: **Student Handbooks 1923-1997**
- Series Scope and Content Summary
  This series consists of handbooks that were distributed to the student body. Early examples include the *Campus Compass* and *A Spartan from the Start*. The handbooks describe school regulations, dress codes and provides come context for campus traditions, as well as maps documenting the locations of specific student spots. Also included in this series are pamphlets produced for current and prospective students on financial aid, student activities, and night school.
- Arrangement
  Files are arranged alphabetically by format, and then chronologically within each folder.

| Box 7 | Student Handbooks 1953-1967 |
| Box 8 | Pamphlets 1949-1963 |
Series II: Student Handbooks 1923-1997

Activities Calendars, Pamphlets, Student Handbooks 1942-1979

Box 9

Activities Calendars, Pamphlets, Student Handbooks 1942-1979

Box 10

Student Handbooks 1923-1953

Box 11

Student Handbooks, Pamphlets, Student Newspapers 1966-1996

Series III: Staff Reference Guides 1962-1997

Series Scope and Content Summary
This series consists of reference guides produced for SJSU staff and faculty. The guides provide information on human resources, contact information for departments, emergency safety information, as well as policies and procedures.

Arrangement
Files are arranged alphabetically by format, and then chronologically within each folder.

Box 12

Staff Reference Books, Pamphlet Addendums 1961-1974

Box 13

Staff Reference Books 1971-1977

Box 14

Staff Reference Books, Pamphlet 1985-1997

Box 15

Emergency Handbooks 1989

Series IV: Miscellaneous 1920-1979

Series Scope and Content Summary
This series consists of miscellaneous directories, handbooks, programs, pamphlets and printed matter.

Arrangement
Files are arranged alphabetically by format, and then chronologically within each folder.

Box 16

Faculty and Student Directories, Student Directories, Student Handbooks, Staff Reference Books, Programs, Printed Materials 1921-1969

Box 17

Staff Handbooks, Student Handbooks, Printed Materials, Associated Student Body Constitutions 1920-1997