Guide to the San José State University Special Collections and Archives Records MSS-2017-10-17

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Language of Material: English  
Contributing Institution: SJSU Special Collections & Archives  
Title: San José State University Special Collections and Archives Records  
Identifier/Call Number: MSS.2017.10.17  
Physical Description: 2 boxes (2 linear feet)  
Date (inclusive): 1958-2015  
Abstract: Records of San José State University Special Collections Department from the 1960s to 2015.  
Arrangement  
Biographical / Historical  
The San José State University Department of Special Collections and Archives acquires, preserves, and provides access to primary resources and rare materials that support the diverse teaching and research needs of undergraduates, graduates, faculty, staff, and the larger community. The Special Collections and Archives collects and houses maps, periodicals, manuscripts, art, photographs, film, rare books, and sound records materials related to the history, politics, and literature of the city of San José. The department also collects faculty publications, administrative records, photographs associated with the history of San José State University.  
Conditions Governing Access  
The collection is open for research.  
Conditions Governing Use  
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Preferred Citation  
San José State University Special Collections and Archives Records, MSS-2017-10-17, San José State University Library Special Collections & Archives.  
Processing Information  
Scope and Content  
The San José State University Special Collections and Archives Records collection is comprised of documents written, collected, and used by Special Collections and Archives Librarians between 1958 and 2015. The materials in this collection primarily reflect and document the daily operations of the Special Collections department. This collection consists of newspaper clippings, booklets, preliminary statements, newsletters, policies, and department procedures. Series I consists of records created and maintained by the librarians who were in charge of the department between 1958 and 1985. Materials in Series II primarily relate to the years 1980 to 1991, when Cathy Bissell was head of the department. Series III primarily consists of materials created, collected, and used by Jack Douglas, who was Special Collections Librarian from 1986 to 2000. Series IV consists of a binder of procedural manuals, and a MPLP processing manual, both created under Danelle Moon, who was Special Collections Librarian from 2004-2015.  
Related Materials  
San José State University and the San José Public Library System Joint Library Project Records, MSS-2009-08-05  
San José State University Library Records, MSS-2009-03-03  
Subjects and Indexing Terms  
San José State University -- Special Collections & Archives  
San José State University -- Library
Series I. Department Records 1958-1985

Scope and Contents
This Series contains newsletters, articles, preliminary statements, department correspondence, policy, and procedures related to the Special Collections and Archives Department between 1958-1985.

Arrangement
This Series is arranged chronologically.

Box 1, Folder 1  San Jose State College 1958-1968
Box 1, folder 2  Society of American Archivists Symposium 1964
box 1, folder 3  Records Disposition Schedule for California 1965-1981
Box 1, folder 4  San Jose State College Records Disposition 1966
Box 1, folder 5  Records Transfer List 1967-1970
Box 1, folder 7  San José State University Preliminary Statement 1968-1974
Box 1, folder 8  Paperwork Management Report 1968-1978
Box 1, folder 9  New College Newsletters 1970-1978
Box 1, folder 10  Records Transfer List 1971-1974
Box 1, folder 11  Articles Written by Jack Douglas 1973-1979
Box 1, folder 12  Conservation and Restoration Correspondence 1974-1983
Box 1, folder 13  Records Transfer List 1976-1980
Box 1, Folder 14  CSU Archives System 1977-1982
Box 1, folder 15  Archives Policy and Procedure 1977-1985
Box 1, Folder 16  Records Transfer List 1979-1981
box 1, folder 17  CSUC Archives Dedication Ceremonies 1980-1981
Box 1, Folder 18  Annual Report 1980-1981


Scope and Contents
This Series contains advisory board minutes, annual reports, disaster guidelines, archives agreements, newspaper clippings, records management, and correspondence of the Special Collections and Archives records under the Librarianship of Cathy Bissell between 1980-1991.

Arrangement
This Series is arranged chronologically.

Box 1, folder 19  CSUC Archives Advisory Board Minutes 1980-1983
Box 1, folder 20  Disaster Guidelines 1980-1991
Box 1, Folder 21  Primary Sources of Anti-English Activities in California 1981
Box 1, folder 22  UCLA Special Collections 1981
Box 1, folder 23  San José State University Archival Policy: Initial Correspondence 1981-1982
Box 1, folder 24  Records Transfer List 1981-1983
Box 1, folder 25  Steinbeck Collection Rights 1981-1987
box 1, folder 26  Cataloging 1982
Box 1, Folder 27  Professor Laah Whiting Correspondence 1982-1983
Box 1, folder 28  Beethoven Studies Conservation Plan 1982-1988
Box 1, folder 29  Library Security 1982-1989
box 1, folder 30  CSUC Archival Committee 1983
box 1, folder 31  Santa Clara County Archive Agreement 1983
box 1, Folder 32  Academic Senate Committee Files 1983
Box 1, Folder 33  Society of California Archivists 1983-1984
box 1, folder 34  Annual Report 1983-1984
box 1, folder 35  Records Management 1983-1985
Box 1, folder 36  Annual Report 1983-1987
Box 1, folder 37  Office Procedures 1984
Box 1, folder 38  Fellowship Application 1984
Box 1, Folder 39  'San Jose, Steinbeck Country?' Newspaper Clipping 1984
Box 1, folder 40  Archival Room Rules 1984

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Box 1, folder 41  Academic Senate Handbook 1984-1985
Box 1, folder 42  Special Collections Policy 1984-1985
Box 1, folder 43  Budget Allocations 1984-1986
Box 1, folder 44  Copyright Law Newspaper Clippings 1984-1987
Box 1, folder 45  Special Collections History and Correspondence 1984-1986
Box 1, folder 46  Archives Reorganization Project 1984-1986
Box 1, folder 47  Annual Report 1984-1991
Box 1, Folder 48  University Archives Policies and Procedures 1984-1992
Box 1, folder 49  CSU University Archives Correspondence 1985-1986


Scope and Contents
This Series contains gift policies, collection development policies, newsletters, archives correspondence, brochures, Don Edwards collections, and volunteer informations under the Librarianship of Jack Douglas between 1986-1995.

Arrangement
This Series is arranged chronologically.

Box 2, Folder 1  Beethoven Center Financial Statement 1986
Box 2, folder 2  Manual Versus OLPAC Cataloging Cost Report 1986
Box 2, folder 3  Visifile Print-Outs 1986
Box 2, Folder 4  Steinbeck Collection Publications 1986-1987
box 2, folder 5  Archives Correspondence 1986-1988
Box 2, folder 6  Special Collections Student Assistant Classifications 1986-1988
Box 2, folder 7  Special Collections Newsletter 1986-1990
Box 2, folder 8  Collection Development Policies 1986-1992
Box 2, Folder 9  Gift Policy 1986-1993
Box 2, Folder 10  INNOVACQ Key Standards 1987
Box 2, folder 11  Archival Material Catalog 1987-1988
Box 2, folder 12  Move of Material to Deck Bookstacks 1987-1988
box 2, folder 13  Archives Correspondence 1987-1991
Box 2, folder 14  Exhibit Policy 1987-1991
Box 2, folder 15  Public History Program 1988
Box 2, Folder 16  McAdams Library Space Plans 1989
Box 2, folder 17  New Acquisitions List 1989
Box 2, Folder 18  Society of California Archivists Newsletters 1989
Box 2, Folder 19  Special Collections 1989 Earthquake Damage 1989
Box 2, Folder 20  Floor Plan-Special Collections 1989-1993
Box 2, Folder 21  California State Archives Brochures 1990
Box 2, Folder 22  Friends of the Library 1990-1991
Box 2, Folder 23  San José State University Copyright and Patent Policies 1990-1992
Box 2, folder 24  Preservation Program 1991
Box 2, Folder 25  Archives Correspondence 1991-1993
Box 2, Folder 26  Conference Correspondence 1991-1993
box 2, folder 27  Proposed Steinbeck Center 1992
box 2, folder 28  University Archives Budget Scenarios 1992
Box 2, Folder 29  Volunteer Information 1992
Box 2, folder 30  Edith Smith Emails 1992-1993
Box 2, Folder 31  Special Collections Annual Report 1992-1993
Box 2, Folder 32  Archives Correspondence 1993-1995
Box 2, Folder 33  Arizona State University Archives 1994
Box 2, Folder 34  Proposed Move of Special Collections 1994
box 2, Folder 35  Budget Requests 1994-1995
Box 2, Folder 36  Don Edwards Collection 1994-1995
Box 2, Folder 37  Zoe Lofgren Papers 1995
Box 2, folder 38  The Yellow Book Cover Samples
Box 2, Folder 39  Special Collections Brochure
box 2, folder 40  Southnet News Article: Hidden Treasures at San Jose State Sept. 1986

Scope and Contents

This series contains several manuals combined into a binder. The manuals include mostly obsolete information related to processing, scanning, and student training that occurred under the Librarianship of Danelle Moon.

box 2, Folder 41
Binder of Manuals 2007-2015

box 2, folder 42
MPLP Processing Manual June 2010