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): 1958-2019
Abstract: Records of San José State University Special Collections Department from the late 1950s to 2019.
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
Copyright has been assigned to San José State University Library Special Collections & Archives. All requests for permission to publish or quote from materials must be submitted in writing to the Director of Special Collections & Archives. Permission for publication is given on behalf of Special Collections & Archives as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained by the reader. Copyright restrictions also apply to digital reproductions of the original materials. Use of digital files is restricted to research and educational purposes.
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, department procedures, and exhibit posters. 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. Series V consists of exhibit posters created under Craig Simpson, who is the Director of Special Collections from 2017-the present.
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


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
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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<td>Special Collections History and Correspondence 1984-1986</td>
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<td>Annual Report 1984-1991</td>
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<td>University Archives Policies and Procedures 1984-1992</td>
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<td>Box 1, folder 49</td>
<td>CSU University Archives Correspondence 1985-1986</td>
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**Series III. Jack Douglas Records 1986-1995**

**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.

Arrangement
This series is arranged chronologically.

Binder of Manuals 2007-2015
MPLP Processing Manual June 2010

Series V: Craig Simpson Records 2017-2019

Scope and Contents
This Series contains four exhibit posters created under the Librarianship of Craig Simpson, Director of Special Collections from Nov. 2017 to the present.

Arrangement
This series is arranged chronologically.

Exhibit Posters 2019

Scope and Contents
This folder contains posters for Special Collections exhibits from 2019: California Flora, curated by SJSU graduate student Monica Keane; Off the Shelves and Out of the Stacks, curated by Craig Simpson; Treasures from the Vault: Medieval Manuscripts and Beyond, curated by graduate student Jacob Rabinowitz; and Personal to Professional: Spotlight on SJSU Faculty, curated by graduate student Fiona Du Brock.