Title: Library. Technical Services Department. Administrative files.
Identifier/Call Number: University Archives Record Series 497
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 2.8 linear ft. (7 boxes)
Date: 1946-1989
Abstract: Record Series 497 contains the administrative files of the UCLA Library Technical Services Department.
Creator: University of California, Los Angeles. Library. Technical Services Department.
Access
COLLECTION STORED OFF-SITE AT SRLF: Open for research. Advance notice required for access. Contact the UCLA Library Special Collections Reference Desk for paging information.
Publication Rights
Property rights to the physical object belong to the UCLA Library Special Collections. Literary rights, including copyright, are retained by the creators and their heirs. It is the responsibility of the researcher to determine who holds the copyright and pursue the copyright owner or his or her heir for permission to publish where The UC Regents do not hold the copyright.
Preferred Citation
[Identification of item], Library. Technical Services Department. Administrative files (University Archives Record Series 497). UCLA Library Special Collections, University Archives.
Scope and Content
Record Series 497 contains the administrative files of the UCLA Library Technical Services Department. Files regard acquisitions; cataloging; procedures; policies/codes; library support of academic programs; library automation; branch libraries; facilities and equipment; Senate Library Committee; technical processes; reorganization; student employees; and other operational and administrative functions. Materials include correspondence, reports, drafts of reports, meeting minutes, newsletters, and invoices.
This is an inactive record series; no additional University records are expected to be added.
UCLA Catalog Record ID
UCLA Catalog Record ID: 3466965

Box 1, Folder 1  Acquisitions Policy. 1946-1962.
Scope and Contents note
Contains general codes, policies, and related materials regarding acquisitions, as well as specific codes, policies, and materials relating to acquisitions of materials in the fields of Chinese sciences, religion, Italian manuscripts, law, Los Angeles history, medieval studies, Yugoslavian materials, and xeroxed copies of books.

Box 1, Folder 2  Air Conditioning. 1964-1974.
Scope and Contents note
Regarding problems with air conditioning in URL (University Research Library, renamed the Charles E. Young Research Library, known as YRL, in 1998).

Box 1, Folder 3  American Indian Culture Center Library. 1973.
Scope and Contents note
Regarding the handling of invoices.


Box 1, Folder 5  Architecture and Urban Planning Library. 1966-1972.

Box 1, Folder 6  Art Library. 1966-1970.

Box 1, Folder 7  Asian American Studies. 1970.

Box 1, Folder 8  Automation. 1966-1970.
Scope and Contents note
Regarding the automation/mechanization of library processes.
Box 1, Folder 9  Book Trade information. 1965; 1969.
Box 1, Folder 10  Cary Fund. 1966-1969.
  Scope and Contents note
  Regarding the Thomas Gill Cary fund for “books ... in the field of the application of psychology to engineering.”

Box 1, Folder 11  CatSup (catalog supplement?) and new book shelf procedures. 1979.
Box 1, Folder 12  Caughey Foundation. 1968.
Box 1, Folder 13  Census of India. 1966.
  Scope and Contents note
  Regarding the acquisition of the Census of India.

Box 1, Folder 14  Center for Research Libraries. 1966-1974.
Box 2, Folder 1  Clark Library. 1955-1966.
Box 2, Folder 2  Collection description. 1965-1970.
  Scope and Contents note
  Regarding additions to the Near Eastern Collection.

Box 2, Folder 4  Collection - Slavic. 1965-1967.
  Scope and Contents note
  Regarding additions to the Slavic Collection.

Box 2, Folder 5  Comparative Literature. 1969-1970.
  Scope and Contents note
  Regarding library support of a proposed program in comparative literature.

  Scope and Contents note
  Regarding placement of disabled employees under the Comprehensive Employment and Training Act (CITA) Program.

Box 2, Folder 7  Convenio Fund. 1967.
Box 2, Folder 8  Cut off dates. 1977-1980.
  Scope and Contents note
  Regarding deadlines for receipt of book orders.

Box 2, Folder 12  Equipment. 1953-1986.
  Scope and Contents note
  Regarding purchasing and disposition of library equipment.

Box 2, Folder 13  Exotic Language. 1968.
  Scope and Contents note
  Regarding the cataloging of materials in languages such as Sanskrit, Thai, and Armenian.

  Scope and Contents note
  Regarding the assistance of traveling faculty in the acquisition of books.
Box 2, Folder 15  Fanfolds. 1960-1962.
Box 2, Folder 16  Finno-Ugrian. 1965-1968.
  Scope and Contents note
  Regarding the cataloging of Finnish and Hungarian materials.

  Scope and Contents note
  Includes correspondence with Theodore Front of Theodore Front Musical Literature regarding
  blanket purchase orders on behalf of the UCLA Music Library.

Box 2, Folder 18  Grants. 1982.
  Scope and Contents note
  Regarding grant applications.

Box 2, Folder 19  Importation License - China. 1954-1972.

Box 3, Folder 1  Initials-list of TSD (Technical Services Department) staff. 1984.
Box 3, Folder 2  Italian. 1972.
  Scope and Contents note
  Regarding UCLA Library system Employee Relations Study by R.J. Lademann.

  Scope and Contents note
  Regarding the acquisition and cataloging of Latin American materials.

Box 3, Folder 7  Library support of proposed programs. 1970-1971.
Box 3, Folder 10  Mennevee Collection. 1967.
Box 3, Folder 12  National Program for Acquisitions and Cataloging. 1966-1978.
Box 3, Folder 13  Oriental Library. 1970.
Box 4, Folder 3  Public Employment Program (PEP). 1972.
  Scope and Contents note
  Regarding guidelines for supervisors.

Box 4, Folder 4  Punched card procedures. 1952-1964.
Box 4, Folders 5-6  Questionnaires. 1955-1979.
  Scope and Contents note
  Includes questionnaires regarding various aspects of cataloging and related correspondence.

Box 4, Folder 7  Reference. 1953-1969.
  Scope and Contents note
  Regarding reference services within the UCLA Library.

Box 4, Folder 8  Reorganization. 1968-1970.
Box 4, Folder 9  

Box 5, Folder 1  

Box 5, Folder 2  
  
Scope and Contents note
  
Regarding blanket purchase orders.

Box 5, Folders 3-4  

Box 5, Folder 5  
  
Scope and Contents note
  
Regarding the classification of Scandinavian materials and library support for a graduate program in Scandinavian.

Box 5, Folder 6  
Senate Library Committee - Binding Subcommittee. 1965.

Box 6, Folder 1  
Senate Library Committee - replies to questionnaire. 1966-1975.

Box 6, Folder 2  
Senate Committee on Research - purchases made on grant #2499. 1968.

Box 6, Folder 3  
Statistical survey of units. 1979.

Box 6, Folder 4  

Box 6, Folder 5  

Box 6, Folder 6  

Box 6, Folder 7  
Telegrams - desk fax. n.d.
  
Scope and Contents note
  
Regarding the use and potential removal of a fax machine the UCLA Library Acquisitions Department.

Box 6, Folder 8  
  
Scope and Contents note
  
Regarding the cataloging of Thai materials.

Box 6, Folder 9  
Theater Arts. 1972.

Box 6, Folder 10  
  
Scope and Contents note
  
Regarding funding of staff travel for such reasons as conferences, meetings, workshops.

Box 6, Folder 11  
  
Scope and Contents note
  
Regarding publications and services of the system-wide university.

Box 6, Folder 12  

Box 6, Folder 13  
  
Scope and Contents note
  
Regarding student employees participating in the Upward Bound Program (a pre-college preparatory program for high school students from low-income families).

Box 6, Folder 14  
  
Scope and Contents note
  
Regarding blanket purchase orders.

Box 6, Folders 15-16  
Work Study. 1965-1978.
  
Scope and Contents note
  
Regarding work study students.

Box 7, Folders 1-3  

Box 7, Folder 4  