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COLLECTION OVERVIEW

Call Number     WSU.0013
Repository      Archives and Special Collections, Worcester State University
Location        Learning Resource Center, L-328A
Title           Worcester State University Library Collection
Date range      1878-2019; Bulk 1972-2010
Extent:         16 linear feet (29 boxes)
Creator(s)      Worcester State University
Language(s)     English

Abstract        Worcester State Library materials detailing library programs and activities including acquisition and catalog records, annual reports of both the Library as a department, as a part of the larger Learning Resource Center (LRC) structure. Collection includes campus-wide memos, policies and procedures of the library, and materials from Academic Policies Committee (APC).

ACCESS AND USE INFORMATION

Physical Access Materials are available for use only in the Archives Reading Room (L-328A). Users must handle materials with clean hands.

Copyright and ownership Materials are copyright to Worcester State University, or to the author(s) when listed. Researchers are responsible for obtaining appropriate permissions before republishing copyrighted materials.

Citation format [Box/folder] Worcester State University Library Collection, Archives and Special Collections, Worcester State University Library, Worcester State University.

ACQUISITION AND PROCESSING INFORMATION

Accession number(s) Pre2015.0011, 0012, 0013, 0032, 0034, 0065; 2015.007, 008, 009.
Provenance

Materials were acquired or created by library and university personnel between 1878 and 2018.

Processing information

Inventory completed and processed by Zachary Washburn, Graduate Student Archival Assistant. Materials were placed into archival folders and boxes arranged into series. Some items were removed from binders. Items containing confidential personnel information and student information were removed.

Biographical and historical information

The library of Worcester State University is housed in the LRC which opened in 1971. Prior to this, the library was housed in the gymnasium building (1958-2014), and prior to that on the fourth floor of the Shaughnessy Administration Building. Before the campus moved to its current location, the library was in the main building of the college on Saint Anne’s Hill. Until 1971 the library was under the leadership of a designated head librarian. From 1971 to the early 1990s, the library fell under the umbrella of the LRC administration. In 1999, the library saw its first director under the current leadership model.

SCOPE AND CONTENT

The Worcester State University Library Collection features materials relating to collections, operations, and personnel of the Worcester State University library from 1878 to the present. Present are detailed annual reports from the early 1960s to 2018 and include reports from both the LRC and the library. Records from the Technical Services department include annual reports and drafts, and statistical data from the early 1960s to 2014. Print and non-print accessions, cataloging, and conversion records can be found in the series on library holdings.

ARRANGEMENT

This collection is arranged in 10 series.

Series I  Learning Resource Center and Library Administration, 1933-2018
Contains LRC and Library handbooks, memos, along with general correspondence.

Series II  Annual Reports of the Library and LRC, 1961-2014
Contains annual reports of the Library and LRC. Drafts and materials relating to the annual reports can also be found in this series.

Series III **Technical Services, 1971-2014, n.d.**
Contains materials relating to the Technical Services department. Materials include department annual reports and drafts, and statistical reports.

Series IV **Archives and Special Collections, 1993-2019, n.d.**
Contains inventories of the archives and special collections, along with general archive information and patron log.

Series V **Library Holdings, 1878-2005, n.d.**
Contains materials on the library holdings including accession records, cataloging records for both print and non-print, discarded and deleted materials, and converted media records.

Contains librarian-led classroom demonstration records, reference service materials and Dialog account information.

Contains policies for several intra-library departments.

Series IX **Worcester State Materials, 1975-2012, n.d.**
Contains general campus-wide memos and campus policies.

Series X **Academic Policies Committee (APC) Materials, 2007-2010 [closed]**
Contains APC meeting agendas, minutes, and correspondences, along with materials relating to the APC Library Subcommittee. Series is closed for 50 years from date of creation.

**ACCESS POINTS**
Terms below correspond to Library of Congress name or subject headings.

**People**
Das Gupta, Krishna (1924-)
Joyce, William Dudgeon

**Organizations**
Worcester State Teachers College
Worcester State College
Worcester State University
### General Subject
Worcester (Mass) – History

### Terms
- Teachers Colleges – Massachusetts – History
- Worcester State Teachers College – Library
- Worcester State College – Library
- Worcester State College – Learning Resource Center
- Worcester State University – Library

### RELATED COLLECTIONS
WSU.0001 Worcester State University Course Catalogs

### DESCRIPTIVE INVENTORY

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21.18 Searching WorldCat Reference Card, n.d.

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23.1 Acquisitions Policy, 1982
23.3 Cross Borrowing Policy, n.d.
23.11 Emergency Guide Supplement, 2019
23.4 IMS Policy, 1979
23.5 Interlibrary Loan (ILL) Policies, 1997
23.6 Phonodiscs Policy and Procedures, 1974
23.7 Reserve Policies, 2005
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24.2 AFSCME Memos, 1985
24.1 AFSCME Holiday and Snow Day Memos, 1977
24.3 AIDS Handouts, n.d.
24.4 Alcohol and Drugs Memo, 2012
24.5 Attendance Reporting and Banked Time, 1975-2009
24.6 Campus Memos, n.d.
24.7 Commonwealth of Massachusetts Employee Handouts, 1986, 2012
24.9 Council of Women in Public Higher Education Conference, 1974
24.11 Emergency Response Plan for the College Community, 2006
24.12 Holidays and Snow Days Memos, 1976-2011
24.13 IT Fax Cover Sheets, n.d.
24.14 Vacation time Memo, 1997
27.11 One Card information, n.d.
24.16 Payroll Calendars and Memos, 1991-2012
24.17 Sick Time Donation Memo, 2000
24.18 Strategic Priorities for WSU, FY 2004-2009
24.20 Worcester State Campus Memos, 1984-2000
24.23 WSC Letterhead, n.d.
24.24 WSU Sexual Assaults and Harassment Handouts, n.d.
24.26 WSC Center for the Study of Human Rights Symposium 1985
24.27 WSC Phone System Instructions, n.d.
24.28 WSU Theme Semester Bookmark, 2011

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Academic Policies Committee (APC) Materials, 2004-2010 [closed]

25.1 APC 2007-2008
25.2 APC, Academic Honesty, 2008
25.3 APC Emails, 2007-2010
25.8 APC IT Subcommittee Emails, 2005
26.1 APC Library Survey, 2005
26.2 APC Library Subcommittee folder 1, n.d.
25.4 APC Meetings, 2004-2005
25.5 APC Minutes and Agendas, 2006
25.6 APC Minutes and Agendas, 2008-2009
25.7 APC Minutes and Agendas, 2009-2010 Includes Related