

UNIVERSITY ARCHIVES  
J. EUGENE SMITH LIBRARY  
EASTERN CONNECTICUT STATE UNIVERSITY



Library Collection  
1940–present

mss.4.21.library

Arranged and Described  
By  
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with C. Reed, L. Lawrence, A. Poulin, M. Clark

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March, 2004  
Willimantic, Connecticut

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## BRIEF DESCRIPTION OF THE COLLECTION

Name	J. Eugene Smith Library.
Title	Library Collection, 1940-present.
Extent	21 linear feet. 23 boxes.
Arrangement	The Smith Library material is divided into 9 series. Series III-Committees is arranged alphabetically by the name of committee and chronologically within each committee's material. All other series are arranged in chronological order.
Provenance	The main body of the collection was created by the archives staff from materials collected from 1985-1998. In the spring semester of 2003 a group of documents was donated by library director Tina Fu. The bulk of this material was interfiled within existing series but new material required the creation of two new series: Buildings and Blueprints. In 2005, documents and personal papers were donated by former director Oliver Hayes and in the fall of 2010, library director Patricia Banach added material to the collection.
Finding Aid	Printed finding aid available in repository. Electronic version: <a href="http://ecsu.archives.s3-website-us-east-1.amazonaws.com/">http://ecsu.archives.s3-website-us-east-1.amazonaws.com/</a>
Preferred Citation	[Series, Date, Folder description], Library Collection, 1940-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	J. Eugene Smith Library (Eastern Connecticut State University) Teachers college libraries. Collection development (Libraries). Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	Access to papers in Series VIII – Student Research Awards may be restricted by the author.
Document types	Correspondence. Publications. Press releases. School Records. Fliers. Photographs. Blueprints.

### **SCOPE AND CONTENT NOTE:**

The library collection contains material that documents the libraries of the College/University from 1940 to the present. The earliest libraries: first in the rented rooms of the Willimantic Savings Bank and next in the Willimantic State Normal School building predate this collection and are therefore only marginally represented. The collection includes correspondence, annual reports, committee minutes, procedural information, photographs and building information for Shafer Hall (1949-1970), the first J. Eugene Smith Library (1970-1998) and the current J. Eugene Smith Library (1999-present).

### **SERIES DESCRIPTION:**

#### Series I – Correspondence

This series is arranged in chronological order. It includes general correspondence and information on issues such as changes in procedures, staffing, special events, programs & training, faculty status of librarians, the LIB 100 course, gifts, problem patrons, collection development and services.

#### Series II – Policy & Procedures

This series includes information on collections, borrowing, equipment use, opening/closing, travel and employee handbooks.

#### Series III – Committees

This series contains minutes and correspondence from various committees that the library has formed over the years. The folders are in alphabetical order by title of the committee. Committees include: Collection Development, Friends of the Library, Library Advisory, Public Relations, Professional Staff and Full Staff meeting information.

#### Series IV – Events

This series includes library-sponsored events as well as significant events which took place within the library. These include book exhibits, dedication and opening ceremonies, tours, workshops, highlighted collections and donor events.

#### Series V– Publications

This series include fliers, guides, hours, staff lists, manuals, statistics, newspaper articles and samples of library web pages. The *Library Newsletter* is available electronically or in print, shelved separately with university publications.

#### Series VI – Reports

This series includes administrative and departmental annual reports dating from 1944 to present. It offers reports on disaster planning, preservation, budget/acquisitions, library instruction, computer technology, staffing & organizational structure, strategic planning and customer satisfaction.

### Series VII – Photographs

This series includes photographs of the library buildings, staff and events through the years. These include formal and informal pictures of its buildings during construction and use; events such as library dedications & anniversaries; staff activities like retirement parties, Bowl-a-thon teams and participation in the 4<sup>th</sup> of July Boombox Parade. It also includes photographs of art prints which were part of the library's circulating collection.

### Series VIII – Student Research Awards

This series offers information on award requirements plus copies of the application and paper submitted by each applicant. The material is organized first by date with award winning papers listed first, followed by the papers, listed in alphabetical order by the student's last name. This program was started in 2010.

### Series IX - Buildings

This series contains information about the two J. E. Smith Library buildings. These include correspondence, early diagrams, floor plans and reports related to the planning and progress of these major building projects. This series also contains copies of blueprints used during the construction of the first and second J. Eugene Smith Library building.

### **BIBLIOGRAPHY:**

N/A

### **RELATED COLLECTIONS:**

Related information may be found in the Facilities Management and Planning material listed under the library name. Other sources of information may be found in the Office of Institutional Advancement and the Print Collection in the Eastern Envoy, catalogs and Campus Lantern as well as oversized maps and blueprints stored in map cases.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I - Correspondence		
1.1	Dedication- Invitation	1949
	Book Exhibit	Spring 1959
	Martha Bartlett- "Rebuilding After the Fire"	6 May 1959
	Library Building Program	Spring 1965
	Long Distance Calls	12 Oct 1965
	Groundbreaking Ceremony Guests	17 May 1968
	Academic Library Building Questionnaire	14 July 1969
	Uni-Kart	4 Nov 1969
	Overdue Books	12 Dec 1969
	Faculty Association Painting Donation	8 Jan 1970
	History Seminar Room	March 1970
	New Library	Spring 1970
	General	Fall 1970
	Library Building Program	Fall [1970]
	Library Agreement with C F Willey	21 Jan 1971
	Journal Funds	15 Mar 1971
	Library Dedication Ceremony	Spring 1971
	General	Fall 1971
	New Book List	17 Aug 1971
	Budget Curtailment	5 Jan 1972
	Seminar for Library Builders	14 Mar 1972
	General	Spring 1972
	Air Conditioning	13 July 1972
	Gifts	8 Jan 1973
	Librarian Salary	April 1973
	Faculty Status of Librarians	Spring 1973
	Faculty Status of Librarians	Fall 1973
	General	Fall 1973
	UConn- Oliver Hayes	Fall 1973
	Security	26 Oct 1973
	General	Spring 1973
	Inventory Results	28 Jan 1974
	Personnel Policies	4 Feb 1974
	Center for Professional Studies	March 1974
	UConn – Oliver Hayes	Spring 1974
	Faculty Status	Spring 1974
	General	Spring 1974
	Oliver Hayes	6 Sept 1974
	Air Conditioning	28 Oct 1974
	Faculty Status	Fall 1974
	Library 100 Course	Fall 1974
	Budget	Spring 1975

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Series I - Correspondence		
1.1	General	Spring 1975
	Librarians & Faculty Status	Spring 1975
	Oliver Hayes – Acknowledgements	Spring 1975
	General	Fall 1975
	State Budget	Fall 1975
	Promotion Evaluation	5 Feb 1976
	Center for Professional Studies	5 April 1976
	General	Spring 1976
	Consortium with SCSU	25 June 1976
	General	Fall 1976
	J.E. Smith Gifts	Fall 1976
	ECSC Audio-Visual Program	19 Jan 1977
	General	Spring 1977
	Classifications of Archives (1)	12-19 July 1977
	Classifications of Archives (2)	21-29 July 1977
	Classifications of Archives (3)	3-15 Aug 1977
	General	Fall 1977
	Gifts	Spring 1978
	General	Spring 1978
	General	Fall 1978
	Gifts	Fall 1978
	Ackerman Book Foundation	Fall 1978
	Gifts Total	Fall 1978
	Ackerman Book Foundation	Spring 1979
	Book Order	Spring 1979
	Depository Library Program	Apr 1979
	“The Gem Kingdom”	June 1979
	Comprehensive Collection Development Policy	13 Jul 1979
	College Archives	15 Aug 1979
	Ackerman Book Foundation	Fall 1979
	Gifts	21 Dec 1979
	Thank you	Spring 1980
	Budget	8 July 1980
	General	28 Aug 1980
	Thank You	Fall 1980
	General	Spring 1981
	Gifts	Summer 1981
	General	Fall 1981
	Development of the Archives	1981-1986
	J.E. Smith Fund	5 Jan 1982
	General	Spring 1982
	Acupuncture Texts	Spring 1982
	Book List	4 Aug 1982

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Series I - Correspondence		
1.1	Oliver Hayes Memo	18 Aug 1982
	General	Fall 1982
	J.E. Smith Fund	Fall 1982
	Gifts	Oct 1982
	Gifts	Spring 1983
	Picture Identification	May-June 1983
	Gifts	Fall 1983
	General	Fall 1983
	General	Spring 1984
	Library "News + Notes"	23 Jan 1984
	Gifts	Fall 1984
	Periodicals	13 Sept 1984
	General	Fall 1984
	Willey Collection – "Popular Culture"	25 Jan 1985
	General	Spring 1985
	Francis Willey	Spring 1985
	Special Collections/Willey Room	Apr-Aug 1985
	Special Collections Room	Aug 1985
	Francis Willey	Summer 1985
	General	Fall 1985
	Gifts	Fall 1985
	General	Spring 1986
	Gift- Class of 1986	22 May 1986
	Gifts	Spring 1986
	Gifts	Fall 1986
	Circulation Desk	Fall 1986
	Faculty Complaints	8 Aug 1986
	History 375 (Spring 1987)	20 Aug 1986
	General	Fall 1986
	Librarian Status	Fall 1986
	Overdue Fines for Faculty	Fall1986-Spr1987
	C.F. Willey Book Collection	Spring 1987
	General Gifts	Spring 1987
	Overdue and Lost Books	11 May 1987
	Library Addition	26 May 1987
	Back-Up Data	17 Aug 1987
	Environmental Issues	1 Dec 1987
	Reorganization	15 Mar 1988
	CSU-AAUP Contract	28 March 1988
	Connecticut Studies	Spring 1988
	Book Allocations	Spring 1988
	Gifts	Spring 1988
	General	Spring 1988



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Series I - Correspondence		
1.1	University Assistant	11 Apr 1988
	Collection Development	13 Apr 1988
	Curriculum Center	26 Apr 1988
	Expenditures	21 June 1988
	End of Day Circulation Services	Fall 1988
	General	Fall 1988
	Disaster Planning	31 Oct 1988
	Smoking Signs	11 Nov 1988
	Identification of Computing Needs	10 Feb 1989
	Gifts	Spring 1989
	General	Spring 1989
	Gifts	Fall 1989
	Summary of Allocations	23 Jan 1990
	Gifts	Spring 1990
	Residual Willey Book Collection	Spring 1990
	Allotments	Fall 1990
	Gifts	Fall 1990
	Library Clerk Job	1991
	Book + Periodical Formula Funding	6 Mar 1991
	Gifts	Spring 1991
	Institutional Assessment Plan	Spring 1991
	Recent Layoffs	16 Apr 1991
	Air Filters	31 May 1991
	Automation Project	24 June 1991
	Meeting Notes	28 June 1991
	Automation	25 October 1991
	Annual Report Letter	Fall 1991
	Non Library Rooms	8 January 1992
	1992/1993 Budget	Spring 1992
	New Building Plan	Spring 1992
	Gifts	Spring 1992
	Gifts	Fall 1992
	New Building Plan	Fall 1992
	Long Range Administration Computing Plan	1 February 1993
	Library Design	February 1993
	Circulation Questions	25 Mar 1993
	Director's Office – Building Notes	Apr 1993
	Serial Interfaces	May 1993
	Construction on New Library	3 June 1993
	Boombox Parade	5 July [1993]
	Impact on Community	21 July 1993
	Dewey Retention and Disposal	22 July 1993
	Building Memorandums	August 1993

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Series I - Correspondence		
1.1	Canadian Consulate General	August 1993
	Gifts	24 August 1993
	Library Building Program – Study Committee	27 August 1993
	Budget Allocations	2 Sept 1993
	New Library - Memorandum	September 1993
	New Library Memorandum	September 1993
	Staffing Plan	September 1993
	Library Transition Staffing Plan	20 September 1993
	Library Diagram Memorandum	October 1993
	Blue Ribbon Commission	Fall 1993
	New Library Memorandum	Fall 1993
	New Library Memorandum	January 1994
	New Library Memorandum	February 1994
	New Library Memorandum	March 1994
	Blue Ribbon Commission	28 March 1994
	Quebec Studies	30 March 1994
	Quebec Government	Apr – May 1994
	General	Spring 1994
	General	May 1994
	Staffing	Jun-Aug 1994
	“First Search”	Jun- Aug 1994
	General	June 1994
	Federal Depository	July 1994
	Building Notes	Summer 1994
	Interlibrary Loan	4 August 1994
	New Library Memorandum	August 1994
1.2	General	September 1994
	Federal Depository	7 September 1994
	Noise	21 September 1994
	Library Allocations	12 October 1994
	Canadian Documents Collection	24 October 1994
	New Library Memorandum	October 1994
	Bowl-A-Thon	24 October 1994
	Canadian Documents Collection	29 November 1994
	New Library To Be Built	November 1994
	General	December 1994
	Gifts	22 December 1994
	Position Requests	3 March 1995
	General	Spring 1995
	New Library Memorandum	Spring 1995
	General	July 1995
	Baseball Complex	5 Sept 1995

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Series I - Correspondence		
1.2	Director Letter	2 Oct 1995
	Library Closing Memo	7 March 1994
	Federal Depository	5 Oct 1994
	Budget Allocation	14 Oct 1994
	Budget Information	Spring 1995
	Transitions and Developments in the Library	9 Sept 1995
	Library Development Grant Request	7 Oct 1995
	Library Materials Allocations	Oct 1995
	Director's Office – Gifts	Fall 1995
	General	Fall 1995
	New Library Memorandum	Fall 1995
	Library Retreat	Dec 1995
	New Library Memorandum	Jan – Feb 1996
	Library Staffing Plan	22 May 1996
	Bowl-A-Thon	25 Nov 1996
	Library Focus Groups	Jan- Mar 1997
	Alpha Migration	3 march 1997
	General	Apr – June 1997
	New Library Memorandum	Aug 1997
	Systems Focus Group	4 Sept 1997
	Bowl-A-Thon	11 Sept 1997
	General	Fall 1997
	Library Infrastructure	Dec 1997
	Library Retreat	1997
	General	Spring 1998
	New Library Memorandum	Spring 1998
	Library Security and Printers	Fall 1998
	General	Fall 1998
	Budget Information	Fall 1998
	Relocation Bid Award	16 Oct 1998
	Transition to the New Library	23 Dec 1998
	Move to new building	December 1998
	General	Fall 1998
	General	Spring 1999
	Invitation	4 Jan 1999
	Library Planning Committee	19 Jan 1999
	Service to the University Award Nomination	23 Mar 1999
	ACRL Presentation-Tina Fu	Apr 1999
	Creative Advance	15 July 1999
	Conference Room	15 July 1999
	Choice Issue	27 Aug 1999
	Library Hours	Fall 1999
	Library Retreat	1999

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Series I - Correspondence		
1.2	Social Work Education Self Study	23 Feb 2000
	Library Hours	April 2000
	Building feature: "American Libraries"	4 April 2000
	Connecticut Journal	14 Apr 2000
	Budget Information	Spring 2000
	Budget Information	Fall 2000
	General	Fall 2000
	Staff	Fall 2000
	Service Systems Results	4 Dec 2000
	Library Retreat	2000
	Equipment Use	8 Jan 2001
	Anniversary of Grand Opening	10 Jan 2001
	2 <sup>nd</sup> Anniversary "Library As Place"	January 2001
	Budget Information	Spring 2001
	New Staff	Spring 2001
	Count Use Statistics	Spring [2001]
	Budget Authorization	22 June 2001
	General	Fall 2001
	Library Facilities	Fall 2001
	Library Retreat	2001
	Information Literacy	Spring 2002
	Budget Information	Spring 2002
	General	Fall 2002
	ECSU Author Event	24 Sept 2002
	Information Literacy	Fall 2002
	Slogan Contest	20 Nov 2002
	Library Retreat	2002
	Plagiarism	13 Jan 2003
	Library Retreat	May 2003
	Budget Information	Spring 2003
	Information Literacy	Spring 2003
	Retirement Announcement	Spring 2003
	GEPC Report	17 Apr 2003
	Retirement – Fu, Tina	15 Jul 2003
	General	Summer 2003
	Information Literacy	Spring 2004
	Oliver Hayes	Spring 2004
	General	Spring 2004
	Information Literacy	Fall 2004
	Thank You	[2004]
	Thank You	30 Jul 2004
	Censorship of Literature	Fall 2004
	Advance Retreat	16 Aug 2004

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Series I - Correspondence		
1.2	Campus Lantern	Oct 2004
	General	Spring 2005
	General	Fall 2005
	Milton Anderson Gift	Fall 2005
	Blogging	22 Feb 2005
	Great Explorations in Science and Math	13 Apr 2005
	University website	1 July 2005
	General	Spring 2006
	Freshman Orientation Follow-up	28 Nov 2006
	Public Service	13 Oct 2006
	General	Fall 2006
	General	Spring 2007
	General	Fall 2007
	Responsibilities of Mike Berlin	Fall 2007
	General	Spring 2008
	Leisure Reading Collection	10 June 2008
	General	Fall 2008
	General	Spring 2009
	General	Fall 2009
	General	Spring 2010
	Michael Leonard Obituary	4 June 2010
	General	Summer 2010
	Library Equipment Request	Summer 2010
	General	Spring 2012
	Research Award Winners	May 2012
	General	Summer 2012
	General	Fall 2012
	Research Award Winners	June 2013
	General	Spring 2013
	General	Summer 2013
	General	Fall 2013
	Faculty/Library Liaison Luncheon	Fall 2013
	General	Spring 2014
	Library Research Awards	7 May 2014
	General	Summer 2014
	General	Fall 2014
	Staff News	Spring 2015
	Welcome Vasean Daniels	23 March 2015
	The Author Series	6 April 2015
	North Windham Elementary School Career Day	10 April 2015
	Friedenfeld & Schweitzer Retirement	28 April 2015
	Library Research Award Winners	6 May 2015
	Graduating Senior & Library Student Assistants	14 May 2015

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Series II – Policy and Procedures		
2.1	Library Obligations	25 May 1959
	Book Orders	1967-1968
	Policy Statement- Quality Service	1 February 1971
	Staff Organization	September 1971
	Order/Replacement	1971-1972
	Library Staff Manual (1 of 4)	June 1972
	Library Staff Manual (2 of 4)	June 1972
	Library Staff Manual (3 of 4)	June 1972
	Library Staff Manual (4 of 4)	June 1972
	Directors Office-Goals	1973-1974
	Acquisition Policy Proposal	October 1974
	Periodicals Budget	Fall 1975
	Circulation	November 1975
	Acquisitions- Purchase and Payment	[1975]
	Management Paper- Hayes, Oliver	[1975]
	Electronic Detection System	[1975]
	Library/Department Liaisons	Spring 1977
	Director's Office Policy and Procedure	1982
	Master Plan	1982-1987
	Collection Development	January 1983
	Book Allocation Formula	August 1983
	Guidelines for Librarians	August 1983
	Guidelines for librarians Working with Faculty	[1984]
	Library Organization Chart	1984
	Library Goals, Priorities, Objectives	Spring 1987
	Purchase of Library Materials	January 1988
	Reorganization Plan	1988
	Smoking Policy	Fall 1988
	Plan for Emergency Evacuation (Wheelchairs)	31 October 1988
	Snow Emergencies	1 December 1989
	Cashier Reports	7 March 1990
	Collection Policy- Center for Conn Studies	December 1990
	Requesting Barcodes	September 1994
	Manual	1995
	Collections Disaster Plan	July 1997
	Collection Development	30 July 1997
	Food and Drink	1998
	Public Workstations	[1999]
	Use of Computer and Internet	September 1999
	Public Bulletin Boards	Fall 1999
	Closing Statement	[Spring 2000]
	Printing	Spring 2000
	Faculty Printing and Copying	Spring 2000

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<b>Series II – Policy and Procedures</b>		
2.1	User Conduct	August 2000
	Guidelines for Builders	September 2000
	Guidelines for Liaisons	September 2000
	Room Assignments	May 2001
	Fire Drills	[April 2000]
	Bindery Shipment	[September 2000]
	Archives	[2002]
	Key Policy	November 2002
	Withdrawal and Weeding	December 2002
	Lost Items	[December 2002]
	Library Staffing Plan	January 2003
	Masters Thesis - Binding	May 2003
	Collection Development	June 2003
	Special Event Checklist	July 2004
	Tech Services-Book Repair	September 2004
	Fire Emergency Procedure	21 January 2005
	Food and Drink	3 March 2005
	Exhibits	September 2005
	Travel Policy	September 2005
	Gifts	November 2005
	Library Organization	November 2005
	Community/Alumni Cards	April 2006
	CONSULS	16 November 2006
	Library Literacy Sessions	December 2006
	Gifts	March 2007
	Unattended Children	[February 2008]
	Withdrawal Procedure	November 2009
	Wireless Web Access	Fall 2009
	Mission Statement	2010
	General	Spring 2010
	Vacation Leave Request	Dec. 2013
	Travel Requests	2014
	Position Request	n.d.
	Resume	n.d.
	Guidelines for Circulation	n.d.
<b>Series III – Committees</b>		
3.1	Accessibility Focus Group	Sept 1998
	All Staff	Spring 1970
	All Staff	Fall 1970
	All Staff	Spring 1972
	All Staff	1972-1973
	All Staff	Fall 1973

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Series III – Committees		
3.1	All Staff	Fall 1974
	All Staff	1975-1976
	All Staff	Fall 1976
	All Staff w/ Merolli and McGrory	June/July 1981
	All Staff	Fall 1985
	All Staff	Spring 1987
	All Staff	Fall 1987
	All Staff	Spring 1988
	All Staff	Fall 1988
	All Staff	Spring 1989
	All Staff	Fall 1989
	All Staff	Spring 1990
	All Staff	Fall 1990
	All Staff	1991-1992
	All Staff	Fall 1992
	All Staff	Spring 1993
	All Staff	Fall 1993
	All Staff	Spring 1994
	All Staff	1994-1995
	All Staff	1995-1996
	All Staff	1996-1997
	All Staff	1997-1998
	All Staff	Fall 1998
	All Staff	Spring 1999
	All Staff	Fall 1999
	All Staff	Summer 2000
	All Staff	Spring 2001
	All Staff	Fall 2001
	All Staff	29 Aug 2002
	All Staff	2003-2004
	All Staff	2005-2006
	All Staff	2006-2007
	All Staff	2007-2008
	All Staff	2008-2009
	All Staff	2009-2010
	All Staff	Fall 2010
	All Staff	Fall 2011
	All Staff	Spring 2012
	All Staff	Fall 2012
	All Staff	Spring 2013
	All Staff	Spring 2014
	All Staff	Fall 2014
	All Staff	Spring 2015



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Series III – Committees		
3.1	AAUP Library Faculty By-Laws	24 January 2002
	AAUP Library Faculty	Fall 2004
	AAUP Library Faculty	Spring 2005
	AAUP Library Faculty	Fall 2005
	AAUP Library Faculty	Spring 2006
	AAUP Library Faculty	Fall 2006
	AAUP Library Faculty	Fall 2008
	AAUP Faculty Meeting	28 Jan 2014
	AAUP Faculty Meeting	Spring 2015
	Artwork Committee	Fall 1999
	Audio-Visual	December 1973
	Collection Development	28 May 1980
	Collection Development	Sept 1997
	Collection Development	Feb-May 1999
	Collection Development	Fall 1999
	Collection Development	Jan- May 2000
	Collection Development	June-Aug 2000
	Collection Development	Sept- Dec 2000
	Collection Development	Jan 2001
	Collection Development	May 2002
	Collection Development	Spring 2004
	Collection Development	Fall 2004
	Collection Development	Spring 2005
	Collection Development and Public Service	June 2005
	Collection Development	2005-2006
	Collection Development	2007-2008
	Collection Development	2008-2009
	College Library By-Laws	1978
	College Library Minutes	14 Oct 1982
	College Library Minutes	Fall 1982
	College Library Minutes	1983
	College Library Minutes	1984
	College Library Minutes	1986
	Computer Advisory and Liaison	Spring 1995
	CONSULS Resource Sharing Committee	29 September 1994
	CONSULS	Spring 1997
	CONSULS	1999-2000
	CONSULS	2001-2002
	CONSULS	2002-2003

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Series III – Committees		
3.1	CONSULS	2003-2004
	CONSULS	2003-2005
	CACC – CT Automation Coordination Committee	Fall 1980
	CSU- CT State University Libraries	2 Feb 1989
	Counting, Statistics, and Tech Services	Spring 1986
	Database Committee	Fall 1990
	Emergency Planning Focus Group	July 1997
	Emergency Planning Focus Group	Aug 1999
	Emergency Planning Focus Group	Dec 1999
	Emergency Response and Salvage Wheel	Summer 1998
	Faculty Search	Fall 1998
	Friends of the Library	1971
	Friends of the Library	1972
	Friends of the Library	1973
	Friends of the Library	1974
	Friends of the Library	1975
	Friends of the Library	1976
	Friends of the Library – Membership	1976-1977
	Friends of the Library	1977
	Friends of the Library – Membership	1978-1979
	Friends of the Library	1978
	Friends of the Library By-Laws (Draft)	8 Nov 1998
	Friends of the Library	Sept 2000
	Flextime Committee	[August 1983]
	Information/Technology	Spring 1996
	ILL Task Force Minutes	1995-1996
	Library Advisory Committee	Spring 1971
	Library Advisory Committee	Fall 1971
	Library Advisory Committee	Spring 1972
	Library Advisory Committee	Fall 1972
	Library Advisory Committee	Spring 1973
	Library Advisory Committee	Fall 1973
	Library Advisory Committee	1974
	Library Advisory Committee	1978
	Library Advisory Committee	Spring 1982
	Library Advisory Committee	Spring 1984
	Library Advisory Committee	Spring 1991
	Library Advisory Committee	Fall 2007

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Series III – Committees		
3.1	Library Builders & Library Committee	6 September 1985
	Library Building Planning	Summer-Fall 1992
	Library Building Planning	Jan-Feb 1993
	Library Classroom Building	1965-1966
	Library Committee	Spring 1948
	Library Committee	Fall 1948
	Library Committee	Fall 1949
	Library Committee	1950
	Library Committee	1951
	Library Committee	1953
	Library Committee	1954
	Library Committee	1955
	Library Committee	1956
	Library Committee	1957
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	Library Committee	1960
	Library Committee	1961
	Library Committee	1962
	Library Committee	1963
	Library Committee	1964
	Library Committee	1965
	Library Committee	1966
	Library Committee	1967
	Library Committee	1968
	Library Committee	1969
	Library Committee	Spring 1970
	Library Committee	Fall 1970
	Library Committee	1970-1971
	Library Dedication Committee	Spring 1971
	Library Planning	30 Sept 1991
	Library Planning	June 1992
	Library Planning	Feb 1996
	Library Personnel Committee	December 1975
	Library Study Committee	1973
	Library Study Committee	Spring 1975
	Library Study Committee	Fall 1975
	Library Study Committee	Spring 1976
	Library Study Committee	Fall 1976
	Library Study Committee –Report	Spring 1977
	Library Study Committee	Oct 1992

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Series III – Committees		
3.1	Maintenance Focus Group	July 1996
	Maintenance Focus Group	Fall 1998
	Maintenance Focus Group	Nov 1998
	Maintenance Focus Group	3 June 1999
3.2	Professional Staff	Summer 1973
	Professional Staff	Fall 1973
	Professional Staff (Union Issues)	Fall 1973
	Professional Staff	Spring 1974
	Professional Staff (Union Issues)	Spring 1974
	Professional Staff	1974-1975
	Professional Staff (Union Issues)	Spring 1975
	Professional Staff	1975-1976
	Professional Staff (Union Issues)	Spring 1976
	Professional Staff	Spring 1977
	Professional Staff	1980 -1981
	Professional Staff	Spring 1985
	Professional Staff	Fall 1985
	Professional Staff	Spring 1986
	Professional Staff	Fall 1986
	Professional Staff	Spring 1987
	Professional Staff	Fall 1987
	Professional Staff	Spring 1988
	Professional Staff	Fall 1988
	Professional Staff	Spring 1989
	Professional Staff	Fall 1989
	Professional Staff	Spring 1990
	Professional Staff	Fall 1990
	Professional Staff	Spring 1991
	Professional Staff	Fall 1991
	Professional Staff	Spring 1992
	Professional Staff	Fall 1992
	Professional Staff	Spring 1993
	Professional Staff	Fall 1993
	Professional Staff	Spring 1994
	Professional Staff	Fall 1994
	Professional Staff	Spring 1995
	Professional Staff	Fall 1995
	Professional Staff	Spring 1996
	Professional Staff	1996-1997
	Professional Staff	Fall 1997
	Professional Staff	Spring 1998
	Professional Staff	Spring 1999

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3.2	Professional Staff	Fall 1999
	Professional Staff	Spring 2000
	Professional Staff	Fall 2000
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	Professional Staff	Fall 2001
	Professional Staff	Spring 2002
	Professional Staff	Fall 2002
	Professional Staff	Spring 2003
	Professional Staff	Fall 2003
	Professional Staff	Fall 2004
	Professional Staff	Spring 2005
	Professional Staff	Spring 2006
	Professional Staff / Librarians	2009-2010
	Professional Staff / Librarians	Spring 2011
	Professional Staff / Librarians	Fall 2011
	Professional Staff / Librarians	Spring 2012
	Professional Staff / Librarians	Fall 2012
	Professional Staff / Librarians	Spring 2013
	Professional Staff / Librarians	Fall 2013
	Professional Staff/Librarians	13 Aug 2013
	Professional Staff / Librarians	Spring 2014
	Professional Staff / Librarians	2014-2015
	Professional Staff/Librarians	Fall 2014
	Professional Staff/Librarians	Spring 2015
	Public Relations Correspondence	1999-2000
	Public Relations Correspondence	2000-2001
	Public Relations Correspondence	2001-2002
	Public Relations Correspondence	2003-2004
	Public Relations Events	2002-2003
	Public Relations Event: Frankenstein	Mar 2004
	Public Relations Exhibits	2004-2005
	Public Relations Guidelines	1994-1995
	Public Relations Minutes	1996-1997
	Public Relations Minutes	1997-1998
	Public Relations Minutes	1998-1999
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	Public Relations Recipe Book	2001
	Public Relations T-Shirt Project	Oct 1995
	Public Service Minutes	[1988]
	Public Service Minutes	Oct 2001

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Series III – Committees		
3.2	Public Service	Jan 2006
	Public Service	2007
	Reference Group	1999
	Reference Group (1 of 2)	2000
	Reference Group (2 of 2)	2000
	Room Assignment Focus Group	Fall 1998
	Security	1973-1974
	Security	1974
	Security	1998
	Security	July 1999
	Strategic Planning	Nov 1995
	Strategic Planning	2007-2008
	Support Programs, Task Force on	Spring 1995
	Support Programs, Task Force on	Feb 1996
	Systems Focus Group	Spring 1996
	Systems Focus Group (1 of 2)	Fall 1996
	Systems Focus Group (2 of 2)	Fall 1996
	Systems Focus Group	Spring 1997
	Systems Focus Group	Fall 1997
	Systems Focus Group	Fall 1998
	Systems Manual	June 1999
	User Services	Fall 2000
Series IV – Events		
4.1	Spring Book Exhibit	19 April 1955
	Book Exhibit & Conference	8 April 1959
	Groundbreaking-New Library	23 May 1968
	Smith Library Dedication- Invitations (3)	Spring 1971
	Presentation of Smith Portrait	8 May 1971
	Smith Library Dedication - Ceremony (3)	12 June 1971
	Smith Library Dedication - Speeches (4 + 1 photo)	12 June 1971
	Smith Library Dedication- Guest book & list of attendees	12 June 1971
	Thrye Bjorn, author (1 photo)	Fall 1971
	Federal Repository & OCLC Resources Celebration	20 April 1981
	1st CT State College Professional Conference	21 November 1981
	1 <sup>st</sup> Teleconference “Computer Networks”	30 September 1993
	Library Retreat	4-5 January 1995
	Masquerade Ball Fundraiser	1 April 1995
	Groundbreaking-New Library (4 + 1 photo)	22 September 1995
	Retreat I	4-5 January 1996

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Series IV – Events		
4.1	Retreat I (Final Report)	4-5 January 1996
	Retreat II- Part I	9-10 January 1997
	Retreat II (Final Report)	9-10 January 1997
	Topping Out Ceremony (8)	25 July 1997
	Retirement - Moorehead, Newmyer, Wolf	21 November 1997
	Research Workshops	1997-1998
	Retreat III- Part I	8-9 January 1998
	Retreat III-Final Minutes	8-9 January 1998
	Mini-Retreat (3)	25 September 1998
	Tour of the new J. Eugene Smith Library	7 October 1998
	“Passing the Book” Ceremony	10 December 1998
	New Library Dedication (5)	26 January 1999
	Library Ready for Students	January 1999
	ECSU 109 <sup>th</sup> Commencement	23 May 1999
	Retreat IV	3-4 June 1999
	Tea with the Library Director	22 September 1999
	Paul E. Johnson, Sr. Dedication	28 October 1999
	Curran Family Dedication (4)	13 November 1999
	Workshop “Amazed by the Web”	3 February 2000
	CSU Distance Learning Workshop	4 April 2000
	National Library Week	12 April 2000
	Retreat V	12-13 June 2000
	John J. DelMonte Room Dedication (2)	27 September 2000
	*Collin Bennett Caribbean Collection & Conference	7 October 2000
	2 <sup>nd</sup> Anniversary “Celebrating Library as Place”	26 January 2001
	2 <sup>nd</sup> Anniversary “Healing Curtains” Program (3)	26 January 2001
	Naming Opportunities Ceremony	[2001]
	Student Appreciation Party	8 May 2001
	Retirement - Welchman	10 May 2001
	Cheng Study Room (2 w/photo)	1 June 2001
	Retreat VI	5-6 June 2001
	Faculty Appreciation Luncheon	16 November 2001
	Student Party	11 December 2001
4.2	Book Sale	April 2002
	Retreat VII	3-4 June 2002
	Author Display Case Dedication	7 November 2002
	Student Party	10 December 2002
	ECSU Author Event (Anderson, Close)	6 February 2003
	Lunch & Learn (Herzog, Butler)	26 February 2003
	Teaching Excellence (Herzog)	3 April 2003
	Information Literacy Conference	25 April 2003
	Night Owl Snack Packs	2 May 2003
	Retreat VIII	30 May 2003

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4.2	Retreat VIII- Final Minutes	30 May 2003
	Retirement- Director Tina Fu	15 July 2003
	Banned & Challenged Literature Event	25 September 2003
	Freshman Orientation CD	Fall 2003
	Freshman Orientation PDF	Fall 2003
	ECSU Author Event (Torockio, Tucker)	21 October 2003
	University Hour-Art (LaHaie)	22 October 2003
	Welcome-new Director Patricia Banach	10 November 2003
	ECSU Author Event (Arroyo, Close, Mama)	12 February 2004
	Frankenstein Exhibit	17 March 2004
	Banned & Challenged Literature Event	29 September 2004
	Student Party	14 December 2004
	Lunch & Learn (Coburn, Herzog, Moore, Wilson)	20 April 2005
	Faculty-Liaison Luncheon	3 October 2005
	ECSU Author Event (Cooper, Ayeni)	16 March 2006
	Retreat IX –Workbook (Braithwaite)	18 May 2006
	Teaching Excellence (Cook)	4 October 2006
	Lunch & Learn (Wilson)	18 October 2006
	ECSU Author Event (Dugan, Perez, Jackson)	Fall 2006
	Instructional Workshop-Blogs (Herzog)	29 March 2007
	Teaching Excellence (Cook)	12 April 2007
	Library Retreat X	14 June 2007
	Reyna Grande, author	26 September 2007
	Faculty-Liaison Luncheon	1 October 2007
	Research & Creativity Forum (Coates)	27 November 2007
	Faculty-Liaison Luncheon	6 October 2008
	Alexander Taylor, bust unveiling	19 November 2008
	Carl Lutz Exhibit	26 February 2009
	Wednesday Seminar-Plagiarism (Herzog)	29 April 2009
	Library Retreat XII	2 June 2009
	Retreat (Hall)	2 June 2009
	Retirement-Gamzon	19 June 2009
	All Staff Picnic	5 August 2009
	Faculty-Liaison Luncheon	14 October 2009
	Memorial-Leonard	June 2010
	Retreat (Shepard) XIII	3 June 2010
	Library Retreat XV	12 June 2012
	Strategic Planning Day	16 July 2012
	The Big Read 2012	Fall 2012
	Latino Appreciation Week	October 2012
	Celebrate Black History Month	Feb 2013
	Statistics for Snapshot Day	16 April 2013
	Library Retreat XVI - Schedule	20 August 2013



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5.1	Library Rules	June 1955
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	Library Rules	1961-1962
	“Beyond the Stacks”	Fall 1962
	Library Rules (2)	1962-1963
	Librarian Salaries-Article	5 December 1966
	News clippings- Lincoln Assassination	25 April 1967
	News clippings- New Library	1967-1968
	News clippings-New Library	Fall 1969
	News clippings- Smith Portrait	[1970s]
	News clippings	Spring 1970
	Library Handbook (3)	1970-1971
	Library Factsheet	May 1971
	News clippings- Dedication	Summer 1971
	Friends of the Library- Brochure (2)	Fall 1971
	News clipping – Smith portrait	Fall 1971
	Resource Guide	[1971]
	Job Descriptions	1972
	Staff Manual	June 1972
	News clippings-“The Library Says”	March 1973
	News clippings	Fall 1973
	News clippings	1974
	Papers - Director Oliver Hayes	1973-1974
	“Reference Department”-Article	24 October 1974
	Job Descriptions	1974-1975
	News clippings - Library Freeze	Jan-Feb 1975
	Papers - Director Oliver Hayes	June 1975
	Library Guides (2)	1976
	News clippings	1976-1977
	Job Descriptions	1977-1978
	Flyers and Guides	[1978-1979]
	Papers - Director Oliver Hayes	10 August 1978
	Guide to College Writing Skills	Fall 1979
	News clippings- Welchman	[1970s]
	News clippings- Audio Service	Feb 1980
	News clippings- Computerized Catalog	21 April 1981
	News clippings- Beckert “Archives”	23 April 1981
	News clippings- Budget Cuts	Spring 1982
	News clippings	Spring 1983

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5.1	News clippings	Fall 1983
	1 <sup>st</sup> Archives brochure (2)	[1983]
	Library News Notes	March 1984
	Hermann Beckert- memorial	Dec 1985
	Hours/Calendar	1987-1988
	News clippings- “Pictures of the Past”	Fall 1988
	Hours/Calendar	1988-1989
	News clippings-Regional Archive	May 1989
	News clipping – “EUGENE” new online circ. system	29 January 1990
	Hours/Calendar	1991-1992
	News clippings- Reaccreditation	[1991]
	ACRL Presentation- Tina Fu	April 1992
	Job Descriptions	1992
	Hours/Calendar	Spring 1993
	News clippings	Fall 1993
	Directory	1993-1994
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	News clippings	Fall 1994
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	Guide to CONSULS	Spring 1996
	News clippings	Fall 1996
	Hours/Calendar	1996-1997
	Guide to Services (4)	1996-1997
	Web Pages- Design	January 1997
	Web Page Development	April 1997
	News clippings	Spring 1997
	Web Page Development	April 1997
	Web Page Documentation	May 1997
	Web Page Content	May 1997
	Hours/Calendar	1997-1998
	Topping Out Ceremony	25 July 1997
	News clippings	Fall 1997
	Annual Report of Donors (cover photo)	1997-1998
	Guide to Services (3)	1997-1998
	Fundraising- Wall of Honor	1998
	News clippings	Spring 1998
	Web Page Information on New Library	May 1998

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5.2	Library Newsletter- <i>Shelved in Univ. Print Collection</i>	Spring/Summer 1998
	Staff Directory	Fall 1998
	Hours/Calendar w/bookmarker	1998-1999
	Flyers/Guides	1998-1999
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	News clippings – Move to new building	Nov-Dec 1998
	News clippings – New Library Dedication	January 1999
	“J Eugene Smith Library Guide” (2)	[January 1999]
	Write up- New Library	March 1999
	Guide to Library Services- Brochure- (2)	Spring 1999
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	News clippings – New Library	Spring 1999
	News clippings-Wall of Honor	June 1999
	Guide to Library Services	August 1999
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	Archives & Curriculum Center Brochures	January 2000
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	<i>Choice</i> (cover photo)	March 2000
5.3	<i>Choice</i> (full copy)	March 2000
	<i>American Libraries</i>	April 2000
	Staff Listing	August 2000
	Research Guides (2)	Fall 2000
	News Clippings	Fall 2000
	Smith Library Postcards (3)	2000-2001
	<i>Architecture Yearbook</i> –Article	2000
	News Clippings	Spring 2001
	Library Guides (2)	October 2001
	Collections- “Afro-American Authors”	[Fall 2001]
	Press Release-Open Positions	8 November 2001
	Naming Opportunities	[2001]
	“The Curriculum Connection”	Spring 2002
	Web Pages-Sample	May 2002
	Hours and Calendar	Fall 2002
	“The Curriculum Connection”	2002-2003
	“Pictures from the Past”	2002-2003
	News Clippings	Spring 2003
	“Banned/Challenged Collection”- CD (Cook)	10 March 2003
	Curriculum Center- Web Info	July 2003
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	Announcement, New Director	November 2003
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	Curriculum Center Brochure	12 May 2004
	Employee Directory	2004-2005
	“The Curriculum Connection”	2004-2005
	Information Literacy Handouts	2004-2005
	Job Descriptions	Fall 2005
	Wireless Access (banner sample)	Spring 2007
	“The Curriculum Connection”	Fall 2007
	Job Descriptions	Fall 2007
	“Highlights @ Your Library”	Spring 2008
	Library Guide & quick guides (2)	August 2008
	“Highlights @ Your Library”	2008-2009
	Mayflower Bible- Article (Coates)	December 2008
	Holiday- Flyer	19 December 2008
	Curriculum Center - brochure	October 2010
	“Self-Guided Tour” (2)	Fall 2010
	Library Newsletter	Fall/Winter 2010
	Highlights @ Your Library	2012
	Highlights @ Your Library	April 2012
	News Clippings	5 January 2013
	The Curriculum Connection	Fall 2013
	Library Newsletter	2013-2014
	“Highlights @ Your Library”	Spring 2014
	“Highlights @ Your Library”	2014-2015
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6.1	<i>Moon’s Birthday</i> – 1 <sup>st</sup> library book accessioned	1933
	Accessions Book	Sep 1943-Jul 1944
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	Annual	1957-1958
	Annual	1958-1959
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	Archives	1984
	Director’s Office – Budget	1984
	Five Year Automation Plan	Feb. 1984
	Five Year Plan CSU Libraries	[1984]
	Book Funds	1984-1985
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	Cortez Report	1984-1985
	Director’s Office – Reports	1984-1986
	Gift- Professor John Dierst	[1984]
	Director’s Office – Report	1985
	Periodicals	18 Oct 1985
	Automation	1985-1986
	Director’s Office – Committees	1986

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6.7	Outline - Principal Activities	1 Jul-21 Dec 1986
	Director's Office – Planning and Goals	1986-1987
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	Goals and Objectives	7 Feb. 1987
	Working Papers	Fall 1987
	Book Expenditures	1987-1988
	Director's Office – Planning and Goals	1987-1988
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	J. Eugene Smith Library Goals	[1987]
	Education Plan – Handicapped	1988
	Staff Recognition	1988
	Librarians' Reorganization Plan	20 April 1988
	Strategic Plan	9 May 1988
	Handicap Evaluation Plan	31 Oct. 1988
	Library Goals	1988-1989
	Self-Study	1988-1989
	Automation Plan	1989
	Proposed Regional Archive	April 1989
	Outline of Potential Programs	1 May 1989
	Library Self Study	12 Sept. 1989
	NEASC Sub-Committee	11 Dec. 1989
	Director's Office – Goals	1989-1990
	Goals and Objectives	1989-1990
	Academic Master Plan	1990
	Director's Office – Duty Analysis (1 of 4)	1990
	Director's Office – Duty Analysis (2 of 4)	1990
	Director's Office – Duty Analysis (3 of 4)	1990
	Director's Office – Duty Analysis (4 of 4)	1990
	Director's Office – Librarian Status	1990
	Systems - 5 Year Automation Plan (1 of 3)	1990
	Systems – 5 Year Automation Plan (2 of 3)	1990
	Systems – 5 Year Automation Plan (3 of 3)	1990
	Library Faculty Bylaws	20 Dec. 1990
	Director's Office – Budget	1990-1991
	Acquisitions	1991
	Director's Office – Outcome Assessment	1991
	Automation Plan- Tech Services	1991-1993
	Systems	[1991-1993]
	Director's Office - Budget Request	29 February 1992
	III Automation System Contract	1992
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	Director's Office CEO Report	1993
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	Library Program Profile	1993-1994
	Director’s Office - Planning and Goals	1994
	Preservation Planning Survey	January 1994
	Library Goals and Objectives	7 June 1994
	Final Report LSCA Title III Grant 163-PS-94	7 Nov. 1994
	Systems – Consuls Weekly Reports	1995
	Library Questionnaire	11 Dec. 1995
	Systems – Consuls Monthly Reports	1995-1996
	Systems Focus Group	1996
	Final Report – Blue Ribbon Commission – Fu, Tina	Apr. 1996
	Strategic Choices	4-5 June 1996
	Library Budget	1996-1997
	IPEDS	26 Oct 1996
	Emergency Planning	13 Dec. 1996
	Systems Focus Group	1997
	Systems Report	1997
	Marketing Report – Fu, Tina	May 1997
	Administrative Systems	11 July 1997
	Systems Report	30 July 1997
	Systems	Summer 1997
	Systems	Fall 1997
	Director’s Office - Budget	1997-1998
	New Equipment – Systems	1997-1998
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	Library Growth	1998
	Director’s Office – Systems	1998
	Room Assignments	1998
	Transition to New Smith Library	1998
	New Library Proposal Document	15 July 1998
	New Library Proposal	15 Sept 1998
	Director’s Office - Maintenance	Nov. 1998
	Director’s Office – Room Assignment	Nov. 1998
	Mail Focus Group	[Nov. 1998]
	Relocation Project	16 Dec. 1998
	Director’s Office – Statistics	1999
	Technology Update	21 July 1999
	Director’s Office – Statistics	[1999]
	Director’s Office Program Statement	Sept. 2000
	Director’s Office – Staff List	Fall 2000
	Curriculum Center Information	2000-2002
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6.7	Information literacy	2001
	Library Grant Requests	2001
	Dr. Carter Overview of Library	6 Nov 2002
	Academic Libraries Survey	30 Jan 2003
	General Mission Statements	29 May 2003
	Grant Request Forms	2003–[2004]
	LIBQUAL 2006 Survey Preview	2006
	List of Directors, 1989-Present	Fall 2006
	Mission and Vision Statement	2008-2009
	Strategic Plan	2008-2011
	ECSU Library Customer Satisfaction	May 2010
	NEASC Self Study	29 Sept. 2010
	Annual Report	28 April 2010
	Annual Report	26 July 2011
	Annual Report	27 July 2012
	Annual Report	2013
	Strategic Plan	07 January 2014
	Annual Report	16 July 2014
<b>Series VII – Photographs</b>		
7.1	Library in Shafer Hall (3)	1950-1952
	Interior- Library in Shafer (3+4)	[1954]
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	J.E. Smith I- Groundbreaking (9+1)	May 1968
	J.E. Smith I- Early construction (5+1)	Spring 1968
	Moving Day (4)	March 1970
	J.E. Smith I – Exterior (11)	[1970s]
	Director, Helen Sill with J. Eugene Smith	12 June 1971
	Librarians Nick Welchman & Ken Moorhead	[1975]
	J.E. Smith I – Interior Views (10)	1978-1982
	J.E. Smith I- Staff (2)	31 May 1979
	J.E. Smith I – Exterior (2)	[1980]
	J.E. Smith I – Interior Views (2)	1984
	Library Staff (5)	[1985]
	Dr. Carter- Welcome (3)	Spring 1988
	Library Staff (2)	1989-1990
	Library Director- Tina Fu (8)	1993-1995
	Library Staff (6)	1993-1995
	CONSULS- Inaugural Celebration (14)	October 1993
	New building plans (6)	Spring 1994
	Interior views (4)	1994-1995
	Computer Training (3)	Fall 1994
	Staff Halloween (3)	[31 October 1994]

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7.1	Boom Box Parade	4 July 1995
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	Groundbreaking Ceremony (6)	22 September 1995
	Groundbreaking Ceremony (4)	22 September 1995
	Groundbreaking Reception (5)	22 September 1995
	Staff Halloween (3)	31 October 1995
	Library Staff (10)	December 1995
	J.E. Smith Library I- Interior (11)	1995-1996
	Early construction of New Smith Library (5)	Fall 1995-Spring 1996
	Early construction of New Smith Library (2 mounted)	Fall 1995-Spring 1996
	Library Retreat I	4-5 Jan 1996
	Tina Fu- Tapestry Gift	March 1996
	Library Staff (8)	[Spring 1996]
	Boom Box Parade (10)	July 1996
	Technical Services Staff (6)	23 July 1996
	Celebration- Bonding for New Library (6)	August 1996
	Staff Halloween (9)	31 October 1996
	University Meeting (Fu, Moorehead)	January 1997
	Tina Fu- Radio Interview (4)	[February 1997]
	Bowl-A-Thon (13, poster)	Spring 1997
	Early construction- New Library (7)	Spring-Summer 1997
	Boom Box Parade (2)	4 July 1997
	Topping Off Ceremony (8)	25 July 1997
	Early construction- clock tower (7)	Summer 1997
	Early construction- clock tower (1 mounted)	Summer 1997
	Staff-professional (9+2)	1997-1998
	Staff-support staff (11)	1997-1998
	New Library Construction (6)	Fall 1997
	Staff-Halloween (11 + poster)	31 October 1997
	New Library Construction Walk Thru (10)	Fall 1997-Winter 1998
	Clock tower construction (4)	Spring 1998
	Clock tower construction (1 mounted)	Spring 1998
	Sun bench construction (3)	Spring 1998
	Boom Box Parade (7)	4 July 1998
	Clock Tower (3)	Fall 1998
	New Smith Library and Clock Tower (5)	Fall 1998
	Sun bench (1)	Fall 1998
	Sun bench (1 mounted & 1 slide)	Fall 1998
	New Smith Library- Exterior (2 mounted)	Fall 1998
	New Library Atrium (2 mounted)	Fall 1998
	New Library Interior- before move in (6)	Fall 1998
	New Library Interior- before move in (1 mounted)	Fall 1998
	Artwork-“Future for the 21 <sup>st</sup> Century” Painting	Fall 1998

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	Interiors by Ferreira (2)	Fall 1998
	Al Ferreira Prints – building (8)	[1998]
	New Smith Library Conference Room (3 w/4 slides)	Fall 1998
	Staff-Halloween	30 October 1998
	J.E. Smith Library II- tours (2)	November 1998
	Bowl-A-Thon (10 + poster)	14 November 1998
	Book Passing Ceremony	10 December 1998
	J.E. Smith II- Plaque ceremony (5)	[January 1999]
	J.E. Smith II – Grand Opening-1 (10)	26 January 1999
	J.E. Smith II- Grand Opening-2 (5)	26 January 1999
	Thank You Potluck (4)	February 1999
	Staff Birthday Party (3)	June 1999
	Boom Box Parade (11)	4 July 1999
	Tina Fu (2)	[1999]
	Staff-Halloween (12)	29 October 1999
	Bowl-A-Thon (8)	November 1999
	Student Appreciation Luncheon (11)	December 1999
	Staff (5)	Spring 2000
	Bowl-a-thon (10)	[Spring 2000]
	Alumni Association Reception	May 2000
	Student Appreciation Luncheon (10)	May 2000
	Caribbean Collection - Dedication	7 October 2000
	Student Appreciation Luncheon (10)	December 2000
	J.E. Smith II –2 <sup>nd</sup> Anniversary- Wiegand (3)	26 January 2001
	J.E. Smith II –2 <sup>nd</sup> Anniversary- Healing Curtains (2)	26 January 2001
	Bowl-a-thon (6)	Spring 2001
	Friends Book Sale (7)	21 April 2001
	Cheng Family Room - Dedication (2) w/ CD	1 June 2001
	Farewell Party (7)	July 2001
	Boom Box Parade (9)	4 July 2001
	Delmonte Room - Dedication	September 2001
	Library exhibits (2)	October 2001
	Halloween (3)	31 October 2001
	Student Appreciation Luncheon (6)	December 2001
	Haitan Art Reception	Summer 2002
	Library – exterior	[2002]
	Boom Box Parade (8)	4 July 2002
	Halloween (4)	31 October 2002
	SUOAF Merit Reception - Tina Fu (2)	6 November 2002
	Bowl-A-Thon (12)	Spring 2003
	Retirement-Tina Fu	2003
	Going Away Party - Osuba (2)	March 2004



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7.1	Library Staff	2004
	Bowl-A-Thon (2)	Spring 2006
	Tenure Party- Carolyn Coates	Fall 2008
	Library 10 <sup>th</sup> Anniversary	January 2009
	Bill Gamzon Retirement	June 2009
	Bowl-A-Thon	March 2014
	“Congrats Moira”	n.d.
	Ellen Embardo Farewell	n.d.
	Anka Stanley Retirement	n.d.
	Art Prints	
7.2	Bierstadt, Blake, Blish, Bordi, Botticelli, Brueghell	n.d.
	Chagall, Chu, Cropsey, Durer (2)	n.d.
	Escher (5), Gregg	n.d.
	Hokusai, Homer (2), Hopkins, Isolo	n.d.
	Klee, Klimpt, Michelangelo, Monet (2)	n.d.
	Picasso, Pasking, Rembrandt, Remington	n.d.
	Renoir, Rockwell, Russell	n.d.
	“Sailing Ship...Red Emblem”; “Sailing Ship with Bird”	n.d.
	Sisley, Slis, Spitzweg	n.d.
	Art Prints	
	Van Gogh (3), Van Ruysdael	n.d.
	Vermeer, Vichery, Williams, Wood	n.d.
	Wyeth (3)	n.d.
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Series VIII – Student Research Award		
8.1	Award Winners & Guidelines	2011
	Green, Jennifer (F/S Winner) (1)	Spring 2011
	Ruddy, Jessica (J/S Winner) (1)	Spring 2011
	Griffin, Melissa (J/S Honorable Mention) (1)	Spring 2011
	Anderson, Clancy (1)	Spring 2011
	Boice, Adam (1)	Spring 2011
	Cedeno, Jasmine (1)	Spring 2011
	Cinami, Alyssia (1)	Spring 2011
	DeSantis, Rachael (1)	Spring 2011
	Lagasse, Jacqueline (1)	Spring 2011
	Mazzatti, Christina (1)	Spring 2011
	Menard, Nadine (1)	Spring 2011
	Mizak, Meghan (1)	Spring 2011
	Nuzzolilli, Andrew (1)	Spring 2011
	Osiecki, Morgan (1)	Spring 2011
	Pfeffer, Max (1)	Spring 2011
	Robinson, Carrie (1)	Spring 2011

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8.1	Stravoravdis, Christos (1)	Spring 2011
	Award Winners & Guidelines	Spring 2012
	Sobanski, Anna (F/S Winner) (1)	Spring 2012
	Minikowski, Andrew (J/S Winner) (1)	Spring 2012
	Biatowas, Lauren (1)	Spring 2012
	Brooks, Nicole (1)	Spring 2012
	Cross, Alexander (1)	Spring 2012
	Dwelley, Melissa (1)	Spring 2012
	Foran, Benjamin (1)	Spring 2012
	Holmes, Kira (1)	Spring 2012
	Iafrancesco, Monica (1)	Spring 2012
	Kehoegreen, Katie (1)	Spring 2012
	Tamang, Dorgi Dolma (1)	Spring 2012
8.2	Award Winners & Guidelines	Spring 2013
	Pallis, Margaret (J/S Winner)	Spring 2013
	Kowalsky, Daniel (F/S Winner)	Spring 2013
	Egan Sara	Spring 2013
	Froehlich, Sarah	Spring 2013
	Knieriem, Brandon	Spring 2013
	Lozada, Melanie	Spring 2013
	Muscarella, Olivia	Spring 2013
	Nosal, Melissa	Spring 2013
	Nowak, Kamila	Spring 2013
	Petropoulos, Lisa	Spring 2013
	Scarpace, Lindsey	Spring 2013
	Schuman, Aurora	Spring 2013
8.3	Correspondence	25 April 2014
	Williamson, Shannon (J/S Winner)	Spring 2014
	Komornik, Emily	Spring 2014
	Bradley, Emma	Spring 2014
	Campitelli, Danielle	Spring 2014
	Cannella, Robert	Spring 2014
	Cioe, Vanessa	Spring 2014
	Ehrnfelt, Mae	Spring 2014
	Fuller, Kelsey	Spring 2014
	Kalinowska, Monika	Spring 2014
	Laubach, Amber	Spring 2014
	Montesano, Karlie	Spring 2014
	Plante, Alexa	Spring 2014

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Series VIII – Student Research Award		
8.3	Rainone, Kacey	Spring 2014
	Welebinski, Nicole	Spring 2014
	Wilkerson, Miles	Spring 2014
	Award Winners and Guidelines	Spring 2015
	Green, Nicole (Winner)	Spring 2015
	Lehner, Bryan W. (Winner)	Spring 2015
	Perez-Handler, Laura (Honorable Mention)	Spring 2015
	Allard, Ryan	Spring 2015
	Anderson, Amanda	Spring 2015
	Becher, Emily	Spring 2015
	Boyne, Patrick	Spring 2015
	Casasanta, Christopher	Spring 2015
	Davis, Sabrina A.	Spring 2015
	Duell, Devon	Spring 2015
	Florez, Luisa M.	Spring 2015
	Fuller, Kelsey A.	Spring 2015
	Soendergaard, Nicolai Kousholt	Spring 2015
	Kurnyk, Margaret	Spring 2015
	Love, Alexander	Spring 2015
	Marcinkewics, Christopher	Spring 2015
Series IX - Buildings		
9.1	History – 1 <sup>st</sup> library	Fall 1920
	Library Building I – Draft II	May 1963
	Willimantic State College Master Plan	March 1965
	Library Building Program	May 1965
	Building Program – Director’s Copy	1965-1966
	Library Building Program – Revised	17 Aug 1966
	Library Transfer from Shafer to J. Eugene Smith	1970
	Library Roof Project	Fall 1974
	Library Terrace	1977-1978
	Reports-Air Quality	August 1987
	Terrace Enclosure Project	Summer 1989
	Fire Suppression System	June 1990
	Reports- Construction of New Library	Fall 1991
	Library Construction – Program Planning (1 of 9)	Fall 1992
	Library Construction – Program Planning (2 of 9)	Fall 1992
	Library Construction – Program Planning (3 of 9)	Fall 1992
	Library Construction – Program Planning (4 of 9)	Fall 1992
	Library Construction – Program Planning (5 of 9)	Fall 1992
	Library Construction – Program Planning (6 of 9)	Fall 1992

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9.1	Library Construction – Program Planning (7 of 9)	Fall 1992
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	Library Construction – Program Planning (9 of 9)	Fall 1992
	Report – New Library	October 1992
	Space	Dec 1992 – Jan 1993
	Space	9 April 1993
	Project Minutes	May 1993
	Building Planning Committee (Reports)	Spring 1993
	Building Planning Committee – Requesting Space	Spring 1993
	Project Minutes	July 1993
	Project Minutes	August 1993
	Project Minutes	September 1993
	Project Minutes	October 1993
	Project Minutes	November 1993
	Facility Program (1 of 11)	Fall 1993
	Facility Program (2 of 11)	Fall 1993
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	Facility Program (4 of 11)	Fall 1993
	Facility Program (5 of 11)	Fall 1993
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	Facility Program (7 of 11)	Fall 1993
	Facility Program (8 of 11)	Fall 1993
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	Floor Plans	Fall 1993
	Project Minutes	December 1993
	Public Works Report (1 of 3)	17 Dec. 1993
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	Public Works Report (3 of 3)	17 Dec. 1993
	Project Minutes	January 1994
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	Project Minutes	March 1994
	Project Schedule	March 1994
	Project Minutes	April 1994
	Project Minutes	May 1994
	Design	May 1994
	Project Minutes	June 1994
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	Telecommunications	August 1994
	Project Minutes	September 1994
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9.1	Equipment – Cost Summary	13 Dec. 1994
	Public Works Report: Vol. 1 (1 of 6)	19 Dec. 1994
	Public Works Report: Vol. 1 (2 of 6)	19 Dec. 1994
	Public Works Report: Vol. 1 (3 of 6)	19 Dec. 1994
	Public Works Report: Vol. 1 (4 of 6)	19 Dec. 1994
	Public Works Report: Vol. 1 (5 of 6)	19 Dec. 1994
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	Public Works Report: Vol. 2 (5 of 5)	19 Dec. 1994
	Public Works Report (1 of 2)	19 Dec. 1994
	Public Works Report (2 of 2)	19 Dec. 1994
	Project Mtg. Minutes	1995
	Project Minutes	January 1995
	Telecomm	February 1995
	Report – Tech Specs	February 1995
	Project Minutes	February 1995
	Budget	1995
	Revisions	March 1995
	Naming of J. Eugene Smith Library	1996
	Library Equipment List – Revisions: 1	February 1996
	Library Equipment List – Revisions: 2	February 1996
	Library Equipment List – Revisions: 3	February 1996
	Library Equipment List – Revisions: 4	February 1996
	Contractors Report	August 1997
	Smith Library RFD	10 December 1999
9.2	Artwork – Open Door/ Open Book	1996/1997
	Telecommunications – Wiring	January 1998
	Library and Clock Tower	June 10 1998
	Floor Plans	27 August 1998
	Artwork – Sun Bench	1996-1999
	Artwork – Two Plum Trees in Bloom - Tapestry	1998
	Artwork – Edward Morabito “Oz”	1998
	Artwork – Agnes Nyanhongo “The Rain Ceremony”	1998
	Artwork – David Wilson (Stained Glass)	1998
	Room Master List	Fall 1998
	Space Plan	Fall 1998
	Relocation Project	December 1998
	J.E. Smith Library - Punch List	1999
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	Named Rooms	2000

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9.2	New Library and Clock Tower	2000
	Library Building Facts	2000s
	Artwork – Claudia Widdiss “Healing Curtains”	2001
	Plans – 4th and 2nd Floors	February 2001
	Millwork Renovations	February 2001
	Blueprints	
Mapcase	New Library/ Smith I, Outside View	29 July 1966
	New Library/ Smith I, Floor Plans	11 May 1969
	New Library/ Smith I, Architectural Drawing	1960s
	New Library/ Smith I	1960s
	New Library/Classroom Furniture Layout	11 May 1967
	New Library/Classroom Building	4 May 1970
	J.E. Smith Library I, Reroof	26 September 1974
	J.E. Smith Library I/ Floor Plans	1987
	J.E. Smith Library I/ Renovation Plans	1990
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