

Virginia Tech University Libraries, Records of

Records of the Virginia Tech University Libraries
1925-2006



Title Statement

Virginia Tech University Libraries, Records of
RG.23

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Profile Description

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Descriptive Summary

Unit ID

RG.23

Unit Date

1925-2006

Accession

RG 23

Accession

RG 23/3

Language

The materials in the collection are in English.

Abstract

This collection includes minutes, correspondence, meeting notes, and more from departments, committees, and individuals in the Virginia Tech University Libraries.

Creator

Robb, Seymour, 1901-1961

Creator

Rudolph, Gerald A.

Creator

Shirk, Frank

Creator

Bechanan, H. Gordon

Creator

Brown, Ralph Minthorne, 1878-1958

Creator

Gherman, Paul M.

Creator

Virginia Polytechnic Institute and State University. University Libraries

Creator

Virginia Polytechnic Institute and State University. University Libraries. Special Collections Department

Extent

174.6 Cubic Feet 207 boxes

Physical Location

Please note: This collection is located in off-site storage and may require 2-3 days notice for retrieval. Contact Special Collections and University Archives for more information.

Repository

Special Collections and University Archives, Virginia Tech

Administrative Information

Conditions Governing Access

The collection is open for research, except for RG 23h/13 which is restricted due to potential confidential material. Contact Special Collections and University Archives for more information.

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Source of Acquisition

The Records of the Virginia Tech University Libraries were transferred to Special Collections and University Archives over numerous accruals from the 1960s onwards.

Processing Information

The description of Records of the Virginia Tech University Libraries was completed in June 2017. Additional items were integrated into RG 23h/6/1 in September 2019.

Preferred Citation

Researchers wishing to cite this collection should include the following information: [identification of item], [box], [folder], Records of the Virginia Tech University Libraries, RG 23, Special Collections and University Archives, Virginia Tech, Blacksburg, Va.

Administrative History

When the college began in 1872, V.E. Shepherd was appointed as librarian (as well as treasurer, secretary of the faculty and Board of Visitors, and to teach foreign languages). The library started with 500 volumes, which were primarily gifts from congressmen, publishers, and government agencies. Students supervised the library from 1875 until Mary Lacy was appointed as the first full-time librarian in 1903. She was followed by her sister, Ethel Lacy, from 1910-13, and then Eleanor Jones, 1913-23. After two years of acting librarians, Ralph M. Brown was appointed in 1925 and served until 1946. He was succeeded as director by Seymour Robb (1947-61), Frank Shirk (1961-70), Gerald Rudolph (1970-74), Gordon Bechanan (1974-84), Paul Gherman (1985-92), and Joanne Eustis (interim, 1992-94). Eileen Hitchingham began her term as Dean of Libraries in 1995.

The first branch library was established in 1907 in Agriculture Hall (now Price). In 1955, a new building was opened and named for Carol M. Newman, a professor of English at Virginia Tech for 38 years. At that time, two branch libraries (Agriculture and Engineering) and about twenty departmental collections closed and were integrated into the main collection. During Rudolph's tenure, two new branches were created: Geology (1972) and one in Reston, Virginia, for the Northern Virginia Graduate Program.

Scope and Content

The University Archives contains a large volume of the records of the University Libraries. This collection continues to grow on almost a daily basis. Records of each department within the library, committees, taskforces, the faculty association, and the staff association are included in this collection. Since the records of past library directors are central to this collection, their descriptions are given below.

See the box-level inventory of these materials.

Separated Materials

The University Archives also holds newspaper clippings, publications, annual reports, and photographs concerning the library, which have been separated to the Rare Books Collection, Virginia Tech Buildings Architectural Collection, RG 6/3/2e, Record Group Vertical Files, and Historical Photograph Collection.

Keywords

Faculty and staff

University Archives

University History

Virginia Polytechnic Institute and State University. University Libraries. Special Collections Department

Virginia Polytechnic Institute and State University. University Libraries

Virginia Agricultural and Mechanical College and Polytechnic Institute (1896-1944)

Virginia Polytechnic Institute (1944-1970)

Virginia Polytechnic Institute and State University (1970-)

Accruals

Additional materials will be added to the finding aid as they are received and processed.

Rights Statement for Archival Description

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Arrangement

The collection is divided by RG subgroup number.

Description of Subordinate Components

RG 23 - Virginia Tech University Libraries

Unit ID RG 23

box 1-85

Extent 70 Cubic Feet85 boxes

RG 23/1 - Virginia Tech Office of the Dean of the University Libraries

Unit ID RG 23/1

RG 23/1/1 - Ralph M. Brown, Library Director, Records**Unit ID** RG 23/1/1**Unit Date** 1925-1947**box** 1-2**Language** English.**Extent** 0.8 Cubic Feet2 boxes**Biographical Note**

Ralph Minthorne Brown was appointed as librarian in 1925. During his tenure, the library collection doubled in size. Brown retired in 1946.

Scope and Content

This collection includes budget material (1943-52), statistics (1928-45), proposed library plans (1935-40), Library Committee material (1925-26), and correspondence (1925-47).

Related Archival Materials

See Brown's personal papers in the Ralph Minthorne Brown Papers, Ms1970-002.

RG 23/1/2 - Seymour Robb, Library Director, Records**Unit ID** RG 23/1/2**Unit Date** 1947-1961**box** 1-2**Language** English.**Extent** 0.6 Cubic Feet2 boxes**Biographical Note**

Seymour Robb succeeded Brown in 1947. In an effort to correct some of the deficiencies of the library, Robb called for a library survey. Funds were received in 1949 for a survey to be conducted by Maurice Tauber of Columbia University Library School and William Jesse of the University of Tennessee Library. Their conclusions led to immediate improvement in funding for the library. Beginning in 1951, funds were sought from various sources for the construction of a new library building. Carol M. Newman Library was completed in 1955. After fourteen years of service, Robb died in office in 1961.

Scope and Content

This collection includes correspondence (1947-61), the Library Survey (1949), and records relating to the construction of Newman Library.

RG 23/1/3 - Frank Shirk, Library Director, Records**Unit ID** RG 23/1/3**Unit Date** 1955-1970**box** 1-3**Language** English.**Extent** 4.2 Cubic Feet3 boxes**Biographical Note**

Frank Shirk assumed the duties of head of the library upon Seymour Robb's death in 1961. Shirk had been with the library since 1948 and had been Associate Library Director since 1955. Accomplishments of his tenure included an increased book budget, beginnings of automation, and adoption of the Library of Congress classification system to replace the Dewey Decimal system. Shirk stepped down in 1970.

Scope and Content

This collection contains budget material (1961-70), gifts and memorial funds (1960-71), Library Committee minutes (1962-70), Library Committee self-study reports and memoranda (1966-68), memoranda to faculty (1964-68), policy statements (1965-69), VPI Interschool Library Committee report (1961), and correspondence dealing with the VPI Archives (1949-70). Also included are the correspondences of the Associate Library Director (Frank Shirk, 1955-61, and Robert Stephenson, 1964-70).

RG 23/1/4 - Gerald A. Rudolph, Library Director, Records**Unit ID** RG 23/1/4**Unit Date** 1970-1974**box** 1-2**Language** English.**Extent** 2.8 Cubic Feet2 boxes**Biographical Note**

Gerald Rudolph became Library Director in 1970. Accomplishments of his administration included: creation of a subject-divisional organization for the library with separate reference desks for science, social sciences, and humanities; formation of two branch libraries (Geology and Northern Virginia); and approval of an addition to Newman Library.

Scope and Content

This collection includes annual reports (1970-72), budget material (1970-72), correspondence (1970-74), Daily Bulletin Notices (1970-71), various committee reports (1970), memoranda concerning automated library system (1971), questionnaires on library (1969-70), student surveys and reports on library system (1971), organizational charts and policy revisions (1970), and correspondence and reports of Dr. Stuart Forth (Library Consultant, 1970). Also included are: State Council of Higher Education Library Advisory Committee material (1968-70); Report of the Subcommittee for Renovation and Addition to the Library (13 October 1970); "A Research Proposal Submitted to Virginia Polytechnic Institute and State University" by G.A. Rudolph and M.H. Agee; "The Redesign of Technical Services for Carol M. Newman Library" by G.W. Creasy, W.L. Root, and A.G. Yates (submitted 6 March 1972).

RG 23/1/5 - H. Gordon Bechanan, Library Director, Records**Unit ID** RG 23/1/5**Unit Date** 1974-1984**box** 1-21**Language** English.**Extent** 27.4 Cubic Feet21 boxes**Biographical Note**

H. Gordon Bechanan became Library Director in 1974, after serving as an Assistant Director since 1972. Accomplishments during his tenure included: expansion of the microforms and rare books and manuscripts collections; the library's involvement in several cooperative projects with other research libraries; the library's membership in the Association of Research Libraries and SOLINET; construction of an addition to Newman; and development of an on-line catalog (VTLS). Bechanan retired in 1984.

Scope and Content

This collection includes annual reports (1974-84), budget material (1970-85), building plans for addition to Newman (1970-71), Chemistry Branch Library proposal, Council on Library Resources material (1972-84), items concerning space (1973-80), VPI audits (1978-84), branch libraries policies (1971-82), Manuscript Committee materials, and VTLS materials. Also included are materials dealing with the American Library Association (1951-83), Association of Research Libraries (1976-84), Association of Southeastern Research Libraries (1976-83), Southern College and University Libraries statistics, SCHEV, and Virginia Libraries Association (1971-79).

RG 23/1/6 - Paul Gherman, Library Director and University Librarian, Records**Unit ID** RG 23/1/6**Unit Date** 1985-1991**box** 1-9**Language** English.**Extent** 10.6 Cubic Feet9 boxes**Biographical Note**

Paul M. Gherman became Library Director in 1985. In 1991 the title of the position was changed to University Librarian. Gherman stepped down from the position in 1992.

Scope and Content

This collection includes correspondence (1985-91), Library Administrative Council minutes (1989-90), minutes and literature about the International Archive of Women in Architecture (1989-90), memos and reports of the Association for Research Libraries (1985-89), the University Libraries Strategic Plan (1985),

and memos from various departments within the Libraries.

RG 23/1/7 - Eileen Hitchingham, Dean of the University Libraries, Records

box 1-4

Extent 2.6 Cubic Feet4 boxes

Biographical Note

Eileen Hitchingham served as Dean of the University Libraries from 1995 until her retirement on February 1, 2011.

RG 23/3 - VTLS Operations Group Minutes

Unit ID RG 23/3

Unit Date c. 1984-1989

box 1-6

Language English.

Extent 3.8 Cubic Feet6 boxes

RG 23/4 - Virginia Tech Northern Virginia Center Resource Center Records

Unit ID RG 23/4

Unit Date c. 1975-1985

box 1

Language English.

Extent 0.4 Cubic Feet1 box

RG 23/6/1 - Virginia Tech University Libraries Albania Project

Unit ID RG 23/6/1

box 1

Extent 0.4 Cubic Feet1 box

Historical Note

In the early 1990s, the Virginia Tech University Libraries had an employee exchange with a university in Albania.

RG 23b/1 - Virginia Tech Newman Library Renovations and Additions Records

Unit ID RG 23b/1

Unit Date c. 1978-1981, c. 2004-2006

box 1-4

Extent 1.5 Cubic Feet4 boxes

Historical Note

Virginia Tech's Carol M. Newman Library was opened in 1955. An addition was added in 1981. Another major renovation was completed in 2009.

Scope and Content

These records contain files related to the 1981 renovation and addition as well as renovations made in the mid-2000s.

RG 23c - Virginia Tech Library Faculty Association Records

Unit ID RG 23c

Unit Date c. 1990-1991

box 1-4

Extent 3.6 Cubic Feet4 boxes

Scope and Contents

These records contain the files of the Virginia Tech Library Faculty Association Records and its presidents.

RG 23c/1 - Virginia Tech Library Faculty Association's Faculty Affairs Committee Records

Unit ID RG 23c/1

box 1

Extent 0.4 Cubic Feet1 box

RG 23dd - Virginia Tech Friends of the University Libraries Records

Unit ID RG 23dd

box 1-2

Extent 0.8 Cubic Feet2 boxes

RG 23f - Virginia Tech University Libraries Self Study

Unit ID RG 23f

Unit Date 1975-1976

box 1

Extent 1.4 Cubic Feet1 box

RG 23g - Virginia Tech University Libraries Departmental Annual Report

Unit Date 1991-1992

box 1

Extent 0.2 Cubic Feet1 box

RG 23h - Virginia Tech University Libraries Committees and Departments Records

box 1-4

Extent 2.6 Cubic Feet4 boxes

RG 23h/1a - Virginia Tech Library Council Minutes

Unit ID RG 23h/1a

Unit Date 1970-1985

box 1-5

Extent 3 Cubic Feet5 boxes

RG 23h/2 - Virginia Tech Library Administrative Committee Records

Unit Date 1975-1992

box 1-3

Extent 1.2 Cubic Feet3 boxes

Historical Note

Library Administrative Committee was formerly University Libraries Management Committee and formerly Library Advisory Council.

RG 23h/2a - Library Administrative Committee Minutes and University Library Bulletins

Unit Date c. 1991-1995

box 1-2

Extent 0.8 Cubic Feet2 boxes

RG 23h/4 - Virginia Tech University Libraries' Advisory Committees Records

Unit ID RG 23h/4

box 1-6

Extent 3.4 Cubic Feet6 boxes

Scope and Contents

These records contain records from the Virginia Tech University Libraries' Advisory Committees on professional development, InterLibrary Cooperation, and LOCAS.

RG 23h/6 - Virginia Tech University Libraries' Reference Division Records

Unit ID RG 23h/6

Unit Date c. 1975-1980

box 1-3

Extent 1 Cubic Feet3 boxes

RG 23h/6/1 - Virginia Tech Special Collections Records

Unit ID RG 23h/6/1

Unit Date c. 1970s-1980s

box 1-7

Extent 4.6 Cubic Feet7 boxes

Scope and Contents

This collection contains registers and permission forms, which may be restricted, and the files of Glenn McMullen, Wendell Weisand, Tamara Kennelly, and Stephen Zietz.

RG 23h/6/2 - Virginia Tech University Libraries' Humanities/Social Sciences Reference Department Records

Unit ID RG 23h/6/2

box 1-2

Extent 2.8 Cubic Feet2 boxes

RG 23h/7 - Virginia Tech University Libraries' Technical Services Department Records

Unit ID RG 23h/7

box 1-2

Extent 0.8 Cubic Feet2 boxes

Scope and Content

This collection contains the records of the Virginia Tech University Libraries' Technical Services Department, including Staff Affairs Committee, Bibliographic Services Supervisors Meeting, and annual reports from 1970 thru 1997.

RG 23h/7a - Virginia Tech University Libraries' Binding and Preparations Department Records

Unit ID RG 23h/7a

Unit Date c. 1973-1976, undated

box 1-2

Extent 0.8 Cubic Feet2 boxes

Scope and Contents

This collection contains minutes and index for the Preparation Section Supervisors meetings and records for the Public Relations Task Force.

RG 23h/7b - Virginia Tech University Libraries' Cataloging Department Records

Unit ID RG 23h/7b

Unit Date c. 1957-1983

box 1-6

Language English.

Extent 3.4 Cubic Feet6 boxes

Scope and Contents

This collection contains cataloging manuals, statistics, indices, Cataloging Committee on Committees annual reports, and serials information.

RG 23h/8/1 - Virginia Tech University Libraries' CFS/LOCAS Cataloging Systems Records

Unit ID RG 23h/8/1

box 1-11

Extent 12.4 Cubic Feet11 boxes

RG 23h/9 - Virginia Tech University Libraries' Acquisitions Department Records

Unit ID RG 23h/9

Unit Date 1971-1980

box 1-6

Extent 4.4 Cubic Feet6 boxes

Scope and Content

The Virginia Tech University Libraries' Acquisitions Department Records contains the records of the department, including acquisition and gift information from 1976 to 1980 and reports for 1984 and 1994.

RG 23h/12 - Virginia Tech University Libraries' Library Automation Services Department Records

Unit Date c. 1995-1996

box 1-2

Extent 0.8 Cubic Feet2 boxes

Scope and Contents

This collection contains materials related to online search databases, CFS, TULIP project, and librarian Dave Beagle.

RG 23h/13 - Virginia Tech University Libraries' Personnel Services Records

Unit ID RG 23h/13

box 1

Language English.

Extent 1.4 Cubic Feet1 box

Access Restrictions

This collection is restricted due to potential confidential material and needs to be reviewed by an archivist before access can be given. Contact Special Collections for more information.