

Earl Gregg Swem Library records

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1920-2024

Title Statement

Earl Gregg Swem Library recordsGuide to the Earl Gregg Swem Library records UA 32

Author: William & Mary Special Collections Staff

Publication Statement

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Profile Description

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Language Usage: English

Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

UA 32

Unit ID

/repositories/2/resources/9252

Unit Date

1920-2024

Language

English

Creator

Swem Library

Creator

Cook, Margaret C.

Creator

Currie, Clifford W.

Creator

Haskell, John D.

Extent

255.00 Linear Feet

Repository

Special Collections Research Center

Administrative Information

Conditions Governing Access:

Acc. 1985.084 is restricted. Portions of Acc. 2008.147 are restricted. Material protected by privacy laws is also restricted. Consult a staff member for assistance. All other portions of the collection are available to researchers.

Conditions Governing Access

Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia. § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

Conditions Governing Use:

Portions of this collection may be restricted for privacy reasons. Consult a staff member for assistance. Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia. § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

Acquisition Information:

Acc. 1980.010 Public Services Assembly Records, acquired 02/04/1980; Acc. 1980.133 Library Records on Planning, Construction, and Dedication of Swem Library, acquired 12/08/1980; Acc. 1981.015 Librarian's General Correspondence, acquired 02/12/1981; Acc. 1982.035 Swem Library Self-Study, acquired 06/10/1982; Acc. 1983.071 Library Administration Records, acquired 11/01/1983; Acc. 1987.039 Library Faculty Association Records, acquired 04/23/1987; Acc. 1988.006 Swem Library Re-dedication Records, acquired 02/08/1988; Acc. 1989.126 Library Stacks Reorganization Records, acquired 09/05/1989; Acc. 1998.055 transferred during 1995; Acc. 2007.006 Audiovisuals, acquired 2007; Acc. 2007.008, construction records, transferred 5/25/07 from Kay Domine; Acc. 2007.042, 2004 scrapbook transferred 6/13/2007 from Cynthia Sadler; Acc. 2007.92 transferred 12/21/2007 from Carol McAllister; Acc. 2008.14 transferred 2/5/2008 from Kay Domine; Acc. 2008.147 accessioned from the backlog on 12/11/2008; Acc. 2008.216 accessioned from the backlog on 5/26/2010; Acc. 2009.081 was received on 11/8/1988; Acc. 2009.082-.083, Acc. 2009.085-.087 were received prior to 2007; Acc. 2009.110 was received on 10/16/1987; Acc. 2009.220 was received on 6/1/2009 via Connie McCarthy. Information about acquisitions received after 7/13/2009 is available by consulting a Special Collections Research Center staff member.

Processing Information:

Acc. 2008.147 was accessioned from the backlog on 12/11/2008 by Amy C. Schindler, University Archivist. All 2009 accessions were described by Steven Bookman, University Archives Specliaist,. Acc. 2010.519 was accessioned and minimally processed by Steven Bookman, University Archives Specliaist, in 9/2010. Acc. 2010.695 was accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 11/11/2010. Acc. 2010.708 was accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 11/17/2010. Acc. 2011.069 accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 2/14/2011. Acc. 2011.598 accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 9/22/2011. Acc. 2012.152 accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 4/23/2012. Acc. 2012.423 accessioned and minimally processed by Steven Bookman, University Archives Specialist, on 12/20/2012.

Preferred Citation:

Earl Gregg Swem Library records, Special Collections Research Center, William & Mary Libraries.

Historical Note:

Earl Gregg Swem Library is located on Landrum Drive (formerly Old Campus Drive), across new campus from Andrews Hall. The library is named for Earl Gregg Swem, College Librarian from 1920-1944.

Detailed discussions of plans for the library were held in 1963 and the groundbreaking ceremonies were held

later that year on October 11, 1963 at Phi Beta Kappa Hall. The actual groundbreaking occurred a few weeks after the ceremonies. The cornerstone of the library was laid on October 22, 1964 and the building was scheduled for completion around December 1965. The building officially opened on January 4, 1966 although it was not fully complete. The official dedication ceremony for the library was held on Charter Day, February 12, 1966. The Tucker-Coleman Room of the library was dedicated on November 11, 1966.

At the time of its completion, the ground floor of Swem Library contained the Botetourt Gallery, an auditorium, the Institute of Early American History and Culture offices, a rare book room, an honors room, a museum, an audio/visual department, a film preview room, and a faculty lounge. The first floor contained a reserve room, an after-hours reading room, a reference department, and typing and meeting rooms. The second floor contained administration rooms, conference rooms, and stacks.

There was a fire in the Botetourt Theater in 1972 that destroyed a projection booth. A Micro Computer Lab opened in the library on February 13, 1984.

Construction officially began on an addition to the front of the library on March 3, 1986 to provide extra stack space, reading areas, administrative offices, and a 24-hour study room and snack area. The addition was dedicated on February 5, 1988. A seven-year renovation was officially completed on February 5, 2005, with rededication ceremonies occurring during Charter Day weekend.

Scope and Contents

This collection includes both processed series and unprocessed accessions of records created by the Earl Gregg Swem Library at the College of William and Mary including those from component offices and individual staff members. A majority of the collection contains correspondence from the dean of the libraries and library administration. Inventories for some series and accessions are available in the Special Collections Research Center and links to PDFs of those inventories can be provided when available.

Separated Materials:

Acc. 2008.216 was accessioned as part of the backlog in manuscripts and was added to this collection on 6/8/2010.

Acc. 2009.081 was separated from Acc. 1988.114 on 3/17/2009; Acc. 2009.110 was separated from Acc. 1980.132 on 3/23/2009.

The audiovisual material included with Acc. 2010.312 was pulled from this collection and was added to the University Archives Audiovisual Collection on 5/21/2010.

The audiovisual material included with Acc. 2010.336 was pulled from this collection and was added to the University Archives Audiovisual Collection on 6/16/2010.

Correspondence between Earl Gregg Swem and Howard Chapin were separated from Acc. 1980.115 and were added to the SCRC donor files in July 2010.

The photographs included with Acc. 2010.519 were pulled from this collection and were added to the University Archives Photograph Collection on 9/27/2010.

Acc. 2011.069 was previously part of the College Papers Collection and was integrated into this collection in February 2011.

Two compact discs of images from the Preston Hall fire book recovery and water damage in Swem Library were pulled from Acc. 2011.210 and were added to the University Archives Audiovisual Collection (UA 58) in April 2011.

Architectural plans and drawings that were once part of Acc. 2007.008 were separated from this collection and added to the Facilities Management Records (UA 29) in 2011.

Related Materials:

Facilities Planning, Design and Construction Records (UA 29); University Archives Artifact Collection (UA 13); University Archives Audiovisual Collection (UA 58); University Archives Photograph Collection (UA 8).

Architectural plans and drawings that were once part of Acc. 2007.008 were separated from this collection and added to the Facilities Management Records (UA 29) in 2011.

Keywords

Correspondence

Minutes
Photographs
Press releases
Reports
Scrapbooks
Slides (photographs)
Speeches
Transcripts
Williamsburg (Va.)--Library
Buildings and Grounds--Old Library (1908)
Buildings and Grounds--Swem Library
College of William and Mary--Swem Library--Richard Cornish Fund
Library catalogs
Library employees
Visitors to Campus--Queen Elizabeth II (1957)
American Library Association
College of William and Mary. Swem Library
Self Study
Special Collections Research Center, Swem Library, College of William and Mary.

Accruals:

Future accruals expected.

Custodial History:

Acc. 1999.20 Library Personnel Files destroyed 9/2007; two cubic feet of non-permanent correspondence was destroyed on 3/12/2008; T1990.11 was destroyed on 2/12/2008; Acc. 1990.3, Acc. 1989.130, and Acc. 1992.25 Library Personnel files are scheduled for destruction on 4/8/2009; Acc. 1988.114, 1988.88, and Acc. 1980.132 are scheduled for destruction on 4/8/2009. Acc. 1984.014 was deaccessioned on 7/11/2012 and is set for destruction on 8/8/2012 according to GS 111 101080.

Physical Characteristics or Technical Requirements:

A portion of this collection is stored offsite. Consult a staff member for details.

Arrangement of Materials:

The collection is arranged into 20 series: Series 1: Librarians' General Correspondence; Series 2: Library Administration; Series 3: Library Accounting; Series 4: Acquisitions Department; Series 5: Bibliographic Services; Series 6: Circulation Department; Series 7: Development; Series 8: Reference Department; Series 9: Special Collections; Series 10: Library Construction; Series 11: Exhibits and Special Events; Series 12: Library Materials; Series 13: Self-Study Records; Series 14: Classified Staff Association; Series 15: Library Faculty Association; Series 16: Library Committees and Projects; Series 17: Serials; Series 18: Publications; Series 19: Science Libraries; and Series 20: Accession 2023.111 Memoriam to Carol S. Linton.

Description of Subordinate Components

Series 1: Librarian's General Correspondence

Unit ID id287818

Unit ID /repositories/2/archival_objects/491381

Unit Date circa 1920-1991

Scope and Contents

This series contains the correspondence of the Librarians and Deans of the Library.

Subseries 1.1: Earl Gregg Swem Correspondence (Acc. 1980.115; 26 Boxes)

Unit ID id287823

Unit ID /repositories/2/archival_objects/491401

Unit Date 1920-1952

Scope and Contents

This subseries contains the correspondence of Earl Gregg Swem while Librarian at William & Mary.

Subseries 1.1 Box 1, Abbatt, William - Asser, Sir John

Unit ID /repositories/2/archival_objects/491519

Mixed materials Subseries 1.1 Box 1 (Box)

Subseries 1.1 Box 2, Atherton, Percy Lee - Blakey, Roy

Unit ID /repositories/2/archival_objects/491520

Mixed materials Subseries 1.1 Box 2 (Box)

Subseries 1.1 Box 3, Blanchard, Edith R. - Bryan, Guy M.

Unit ID /repositories/2/archival_objects/491521

Mixed materials Subseries 1.1 Box 3 (Box)

Subseries 1.1 Box 4, Bryan, John Stewart - Byrne, F. J.

Unit ID /repositories/2/archival_objects/491522

Mixed materials Subseries 1.1 Box 4 (Box)

Subseries 1.1 Box 5, Bushnell, David L. - Chandler, J. A. C.

Unit ID /repositories/2/archival_objects/491523

Mixed materials Subseries 1.1 Box 5 (Box)

Subseries 1.1 Box 6, Chandler, J. A. C. - Charter Day Gifts - Alumni

Unit ID /repositories/2/archival_objects/491524

Mixed materials Subseries 1.1 Box 6 (Box)

Subseries 1.1 Box 7, Chatelain, Verne E. - Craft, Mrs. J. B.

Unit ID /repositories/2/archival_objects/491525

Mixed materials Subseries 1.1 Box 7 (Box)

Subseries 1.1 Box 8, Crafton, Mrs. C. M. - Duke, Charles J., Bursar

Unit ID /repositories/2/archival_objects/491526

Mixed materials Subseries 1.1 Box 8 (Box)

Subseries 1.1 Box 9, Duke, Charles J. Jr., Bursar - Farish, H D.

Unit ID /repositories/2/archival_objects/491527

Mixed materials Subseries 1.1 Box 9 (Box)

Subseries 1.1 Box 10, Farrington, Frank - Fust, Mrs. Charles G.

Unit ID /repositories/2/archival_objects/491528

Mixed materials Subseries 1.1 Box 10 (Box)

Subseries 1.1 Box 11, Gable, Hazel - Goodwin, W. A. R.

Unit ID /repositories/2/archival_objects/491529

Mixed materials Subseries 1.1 Box 11 (Box)

Subseries 1.1 Box 12, Goodwin, W. A. R. - Harrison, Mrs. E. J.

Unit ID /repositories/2/archival_objects/491530

Mixed materials Subseries 1.1 Box 12 (Box)

Subseries 1.1 Box 13, Harrison, Fairfax - Hudson, M.

Unit ID /repositories/2/archival_objects/611150

Mixed materials Subseries 1.1 Box 13 (box)

Subseries 1.1 Box 14, Hudson, R. - Juchoff

Unit ID /repositories/2/archival_objects/491531

Mixed materials Subseries 1.1 Box 14 (Box)

Subseries 1.1 Box 15, Kane - Library Committee; Handbook; Regulations

Unit ID /repositories/2/archival_objects/491532

Mixed materials Subseries 1.1 Box 15 (Box)

Subseries 1.1 Box 16, Library Committee Papers - Library of Congress 1940-1944

Unit ID /repositories/2/archival_objects/491533

Mixed materials Subseries 1.1 Box 16 (Box)

Subseries 1.1 Box 17, Lichtenstein, Gaston - McGregor Plan Correspondence, 1934-1940

Unit ID /repositories/2/archival_objects/491534

Mixed materials Subseries 1.1 Box 17 (Box)

Subseries 1.1 Box 18, McGregor Plan Correspondence, 1941-1947 - Naylor, Muriel A.

Unit ID /repositories/2/archival_objects/491535

Mixed materials Subseries 1.1 Box 18 (Box)

Subseries 1.1 Box 19, Neal, Josephine H. - Poindexter, Mrs. W. G.

Unit ID /repositories/2/archival_objects/611151

Mixed materials Subseries 1.1 Box 19 (box)

Subseries 1.1 Box 20, Pollard, Anne E. - Rose, Mrs. Jack M.

Unit ID /repositories/2/archival_objects/491536

Mixed materials Subseries 1.1 Box 20 (Box)

Subseries 1.1 Box 21, Roseberry, D. B. - Soyars, Mrs. Allan

Unit ID /repositories/2/archival_objects/491537

Mixed materials Subseries 1.1 Box 21 (Box)

Subseries 1.1 Box 22, Spalding, Branch - Swem, Dr. Earl Gregg

Unit ID /repositories/2/archival_objects/491538

Mixed materials Subseries 1.1 Box 22 (Box)

Subseries 1.1 Box 23, Talbot, Edward - Utterback, William I.

Unit ID /repositories/2/archival_objects/491539

Mixed materials Subseries 1.1 Box 23 (Box)

Subseries 1.1 Box 24, Vaden, R. C. Jr. - Virginia Social Science Association

Unit ID /repositories/2/archival_objects/491540

Mixed materials Subseries 1.1 Box 24 (Box)

Subseries 1.1 Box 25, Virginia Star - Wilson, John A.

Unit ID /repositories/2/archival_objects/491541

Mixed materials Subseries 1.1 Box 25 (Box)

Subseries 1.1 Box 26, Wilson, L. R. - Zwicker, Dietrich

Unit ID /repositories/2/archival_objects/491542

Mixed materials Subseries 1.1 Box 26 (Box)

Subseries 1.2: Librarian's Correspondence (Acc. 1981.015; 12 Boxes)

Unit ID id287822

Unit ID /repositories/2/archival_objects/491402

Unit Date 1940-1976

Subseries 1.2 Box 1

Unit ID /repositories/2/archival_objects/491543

Mixed materials Subseries 1.2 Box 1 (Box)

Subseries 1.2 Box 2

Unit ID /repositories/2/archival_objects/491544

Mixed materials Subseries 1.2 Box 2 (Box)

Subseries 1.2 Box 3

Unit ID /repositories/2/archival_objects/491545

Mixed materials Subseries 1.2 Box 3 (Box)

Subseries 1.2 Box 4

Unit ID /repositories/2/archival_objects/491546

Mixed materials Subseries 1.2 Box 4 (Box)

Subseries 1.2 Box 5

Unit ID /repositories/2/archival_objects/491547

Mixed materials Subseries 1.2 Box 5 (Box)

Subseries 1.2 Box 6

Unit ID /repositories/2/archival_objects/491548

Mixed materials Subseries 1.2 Box 6 (Box)

Subseries 1.2 Box 7

Unit ID /repositories/2/archival_objects/491549

Mixed materials Subseries 1.2 Box 7 (Box)

Subseries 1.2 Box 8

Unit ID /repositories/2/archival_objects/491550

Mixed materials Subseries 1.2 Box 8 (Box)

Subseries 1.2 Box 9

Unit ID /repositories/2/archival_objects/491551

Mixed materials Subseries 1.2 Box 9 (Box)

Subseries 1.2 Box 10

Unit ID /repositories/2/archival_objects/491552

Mixed materials Subseries 1.2 Box 10 (Box)

Subseries 1.2 Box 11

Unit ID /repositories/2/archival_objects/491553

Mixed materials Subseries 1.2 Box 11 (Box)

Subseries 1.2 Box 12

Unit ID /repositories/2/archival_objects/491554

Mixed materials Subseries 1.2 Box 12 (Box)

Subseries 1.3: Correspondence of Earl Gregg Swem regarding Fine Arts Collection (Acc. 1985.016; 1 Box)

Unit ID id287825

Unit ID /repositories/2/archival_objects/491403

Unit Date 1925-1951

Scope and Contents

This subseries contains the correspondence of Earl Gregg Swem in his capacity as caretaker of the fine arts collection; includes information about donors, artists, specific works of art, and lists of paintings owned by the college.

Subseries 1.3 Box 1

Unit ID /repositories/2/archival_objects/491555

Mixed materials Subseries 1.3 Box 1 (Box)

Subseries 1.4: Earl Gregg Swem Correspondence regarding Library Building (Acc. 1987.111; 1 Box)

Unit ID id287826

Unit ID /repositories/2/archival_objects/491404

Unit Date 1927-1931

Scope and Contents

This subseries contains correspondence of Earl Gregg Swem with Charles M. Robinson, architect, Art Metal Construction Company, Bozarth Lumber Company, Library Bureau, and Virginia Craftsmen, Inc. concerning the old library, including blueprints and specifications.

Subseries 1.4 Box 1

Unit ID /repositories/2/archival_objects/491556

Mixed materials Subseries 1.4 Box 1 (Box)

Subseries 1.5: Librarian's Chronological Files (Acc. 1988.085, 1 Box)

Unit ID id287821

Unit ID /repositories/2/archival_objects/491405

Unit Date circa 1980-1984

Scope and Contents

This subseries contains the Librarian's chronological files up through 1984.

Subseries 1.5 Box 1

Unit ID /repositories/2/archival_objects/491557

Mixed materials Subseries 1.5 Box 1 (Box)

Subseries 1.6: Librarian's Correspondence (Acc. 1990.007, Box 1)

Unit ID id287820

Unit ID /repositories/2/archival_objects/491406

Unit Date circa 1961-1987

Scope and Contents

This subseries contains the Librarian's correspondence up through 1987.

Subseries 1.6 Box 1

Unit ID /repositories/2/archival_objects/491558

Mixed materials Subseries 1.6 Box 1 (Box)

Subseries 1.7: Librarian's Subjectfiles (Acc. 1995.002, 17 Boxes)

Unit ID id287819

Unit ID /repositories/2/archival_objects/491407

Unit Date 1989-1991

Scope and Contents

This subseries contains subject files from the Librarian's office.

Subseries 1.7 Box 1

Unit ID /repositories/2/archival_objects/491559

Mixed materials Subseries 1.7 Box 1 (Box)

Subseries 1.7 Box 2

Unit ID /repositories/2/archival_objects/491560

Mixed materials Subseries 1.7 Box 2 (Box)

Subseries 1.7 Box 3

Unit ID /repositories/2/archival_objects/491561

Mixed materials Subseries 1.7 Box 3 (Box)

Subseries 1.7 Box 4

Unit ID /repositories/2/archival_objects/491562

Mixed materials Subseries 1.7 Box 4 (Box)

Subseries 1.7 Box 5

Unit ID /repositories/2/archival_objects/491563

Mixed materials Subseries 1.7 Box 5 (Box)

Subseries 1.7 Box 6

Unit ID /repositories/2/archival_objects/491564

Mixed materials Subseries 1.7 Box 6 (Box)

Subseries 1.7 Box 7

Unit ID /repositories/2/archival_objects/491565

Mixed materials Subseries 1.7 Box 7 (Box)

Subseries 1.7 Box 8

Unit ID /repositories/2/archival_objects/491566

Mixed materials Subseries 1.7 Box 8 (Box)

Subseries 1.7 Box 9

Unit ID /repositories/2/archival_objects/491567

Mixed materials Subseries 1.7 Box 9 (Box)

Subseries 1.7 Box 10

Unit ID /repositories/2/archival_objects/491568

Mixed materials Subseries 1.7 Box 10 (Box)

Subseries 1.7 Box 11

Unit ID /repositories/2/archival_objects/491569

Mixed materials Subseries 1.7 Box 11 (Box)

Subseries 1.7 Box 12

Unit ID /repositories/2/archival_objects/491570

Mixed materials Subseries 1.7 Box 12 (Box)

Subseries 1.7 Box 13

Unit ID /repositories/2/archival_objects/491571

Mixed materials Subseries 1.7 Box 13 (Box)

Subseries 1.7 Box 14

Unit ID /repositories/2/archival_objects/491572

Mixed materials Subseries 1.7 Box 14 (Box)

Subseries 1.7 Box 15

Unit ID /repositories/2/archival_objects/491573

Mixed materials Subseries 1.7 Box 15 (Box)

Subseries 1.7 Box 16

Unit ID /repositories/2/archival_objects/491574

Mixed materials Subseries 1.7 Box 16 (Box)

Subseries 1.7 Box 17

Unit ID /repositories/2/archival_objects/491575

Mixed materials Subseries 1.7 Box 17 (Box)

Subseries 1.8: Earl Gregg Swem's Correspondence relating to PBK (Acc. 2011.069, 1 Box)

Unit ID id287824

Unit ID /repositories/2/archival_objects/491408

Unit Date 1925-1937

Scope and Contents

This subseries contains the correspondence of Earl Gregg Swem, College Librarian, related to the Phi Beta Kappa, Alpha Chapter at William and Mary.

Subseries 1.8, Box 1

Unit ID /repositories/2/archival_objects/491576

Mixed materials Subseries 1.8 Box 1 (Box)

Series 2: Library Administration

Unit ID id74798

Unit ID /repositories/2/archival_objects/491382

Unit Date 1922-2010

Scope and Contents

This series contains many different formats and subject areas, that have been arranged for now in the order in which they were received (+ by accession no.) (Acc. Acc. 1983.071, Acc. 1984.053, Acc. 1985.069, Acc. 1988.086, Acc. 1988.114, Acc. 1988.116, Acc. 1989.130, Acc. 1990.003, 1992.025, Acc. 1993. 58, Acc. 1998.048, 1999.041, Acc. 1999.076, Acc. 2009.086, 2009.220, Acc. 2009.404, Acc. 2010.001, Acc. 2010.280, Acc. 2010.312, Acc. 2010.336, Acc. 2010.708, Acc. 2011.xxx, Acc. 2014.209)

Subseries 2.1: Departmental annual reports, budgets, correspondence, library committee reports, self-study reports, and library memos. (Acc. 1983.071; 16 Boxes)

Unit ID /repositories/2/archival_objects/491409

Unit Date 1956-1977

Subseries 2.1 Box 1

Unit ID /repositories/2/archival_objects/491577

Mixed materials Subseries 2.1 Box 1 (Box)

Subseries 2.1 Box 2

Unit ID /repositories/2/archival_objects/491578

Mixed materials Subseries 2.1 Box 2 (Box)

Subseries 2.1 Box 3

Unit ID /repositories/2/archival_objects/491579

Mixed materials Subseries 2.1 Box 3 (Box)

Subseries 2.1 Box 4

Unit ID /repositories/2/archival_objects/491580

Mixed materials Subseries 2.1 Box 4 (Box)

Subseries 2.1 Box 5

Unit ID /repositories/2/archival_objects/491581

Mixed materials Subseries 2.1 Box 5 (Box)

Subseries 2.1 Box 6

Unit ID /repositories/2/archival_objects/491582

Mixed materials Subseries 2.1 Box 6 (Box)

Subseries 2.1 Box 7

Unit ID /repositories/2/archival_objects/491583

Mixed materials Subseries 2.1 Box 7 (Box)

Subseries 2.1 Box 8

Unit ID /repositories/2/archival_objects/491584

Mixed materials Subseries 2.1 Box 8 (Box)

Subseries 2.1 Box 9

Unit ID /repositories/2/archival_objects/491585

Mixed materials Subseries 2.1 Box 9 (Box)

Subseries 2.1 Box 10

Unit ID /repositories/2/archival_objects/491586

Mixed materials Subseries 2.1 Box 10 (Box)

Subseries 2.1 Box 11

Unit ID /repositories/2/archival_objects/491587

Mixed materials Subseries 2.1 Box 11 (Box)

Subseries 2.1 Box 12

Unit ID /repositories/2/archival_objects/491588

Mixed materials Subseries 2.1 Box 12 (Box)

Subseries 2.1 Box 13

Unit ID /repositories/2/archival_objects/491589

Mixed materials Subseries 2.1 Box 13 (Box)

Subseries 2.1 Box 14

Unit ID /repositories/2/archival_objects/491590

Mixed materials Subseries 2.1 Box 14 (Box)

Subseries 2.1 Box 15

Unit ID /repositories/2/archival_objects/491591

Mixed materials Subseries 2.1 Box 15 (Box)

Subseries 2.1 Box 16

Unit ID /repositories/2/archival_objects/491592

Mixed materials Subseries 2.1 Box 16 (Box)

Subseries 2.2: Departmental annual reports, library memos, minutes of staff meetings, correspondence with other campus offices, and other office records (Acc. 1984.053; 6 Boxes)

Unit ID /repositories/2/archival_objects/491410

Unit Date 1972-1982

Subseries 2.2 Box 1

Unit ID /repositories/2/archival_objects/491593

Mixed materials Subseries 2.2 Box 1 (Box)

Subseries 2.2 Box 2

Unit ID /repositories/2/archival_objects/491594

Mixed materials Subseries 2.2 Box 2 (Box)

Subseries 2.2 Box 3

Unit ID /repositories/2/archival_objects/491595

Mixed materials Subseries 2.2 Box 3 (Box)

Subseries 2.2 Box 4

Unit ID /repositories/2/archival_objects/491596

Mixed materials Subseries 2.2 Box 4 (Box)

Subseries 2.2 Box 5

Unit ID /repositories/2/archival_objects/491597

Mixed materials Subseries 2.2 Box 5 (Box)

Subseries 2.2 Box 6

Unit ID /repositories/2/archival_objects/491598

Mixed materials Subseries 2.2 Box 6 (Box)

Subseries 2.3: General correspondence and office files from Library Administration (Acc. 1985.069; 5 Boxes)

Unit ID /repositories/2/archival_objects/491411

Unit Date 1950-1982

Scope and Contents

Bulk dates: 1977-1982

Subseries 2.3 Box 1

Unit ID /repositories/2/archival_objects/491599

Mixed materials Subseries 2.3 Box 1 (Box)

Subseries 2.3 Box 2

Unit ID /repositories/2/archival_objects/491600

Mixed materials Subseries 2.3 Box 2 (Box)

Subseries 2.3 Box 3

Unit ID /repositories/2/archival_objects/491601

Mixed materials Subseries 2.3 Box 3 (Box)

Subseries 2.3 Box 4

Unit ID /repositories/2/archival_objects/491602

Mixed materials Subseries 2.3 Box 4 (Box)

Subseries 2.3 Box 5

Unit ID /repositories/2/archival_objects/491603

Mixed materials Subseries 2.3 Box 5 (Box)

Subseries 2.4: Subject Files, Library and College Offices (Acc. 1988.086; 3 Boxes)

Unit ID /repositories/2/archival_objects/491412

Unit Date 1977-1984

Subseries 2.4 Box 1

Unit ID /repositories/2/archival_objects/491604

Mixed materials Subseries 2.4 Box 1 (Box)

Subseries 2.4 Box 2

Unit ID /repositories/2/archival_objects/491605

Mixed materials Subseries 2.4 Box 2 (Box)

Subseries 2.4 Box 3

Unit ID /repositories/2/archival_objects/491606

Mixed materials Subseries 2.4 Box 3 (Box)

Subseries 2.5: Subject Files Library and College offices (Acc. 1988.114; 1 Box)

Unit ID /repositories/2/archival_objects/491413

Unit Date 1948-1981

Scope and Contents

Bulk dates 1966-1976

Subseries 2.5 Box 1

Unit ID /repositories/2/archival_objects/491607

Mixed materials Subseries 2.5 Box 1 (Box)

Subseries 2.6: Librarian's files for the State Council of Higher Education and the Virginia Tidewater Consortium (Acc. 1988.116; 2 Boxes)

Unit ID /repositories/2/archival_objects/491414

Unit Date 1976-1982

Subseries 2.6 Box 1

Unit ID /repositories/2/archival_objects/491608

Mixed materials Subseries 2.6 Box 1 (Box)

Subseries 2.6 Box 2

Unit ID /repositories/2/archival_objects/491609

Mixed materials Subseries 2.6 Box 2 (Box)

Subseries 2.7: Correspondence with library departments, other college departments, and individuals (Acc. 1989.130: 6 ? Boxes)

Unit ID /repositories/2/archival_objects/491415

Unit Date 1949-1987

Scope and Contents

Bulk dates: 1984-1986

Subseries 2.7 Box 1

Unit ID /repositories/2/archival_objects/491610

Mixed materials Subseries 2.7 Box 1 (Box)

Subseries 2.7 Box 2

Unit ID /repositories/2/archival_objects/491611

Mixed materials Subseries 2.7 Box 2 (Box)

Subseries 2.7 Box 3

Unit ID /repositories/2/archival_objects/491612

Mixed materials Subseries 2.7 Box 3 (Box)

Subseries 2.7 Box 4

Unit ID /repositories/2/archival_objects/491613

Mixed materials Subseries 2.7 Box 4 (Box)

Subseries 2.7 Box 5

Unit ID /repositories/2/archival_objects/491614

Mixed materials Subseries 2.7 Box 5 (Box)

Subseries 2.7 Box 6

Unit ID /repositories/2/archival_objects/491615

Mixed materials Subseries 2.7 Box 6 (Box)

Subseries 2.8: Librarian's Office files (Acc. 1990.003; 4 Boxes)

Unit ID /repositories/2/archival_objects/491416

Unit Date 1977-1986

Subseries 2.8 Box 1

Unit ID /repositories/2/archival_objects/491616

Mixed materials Subseries 2.8 Box 1 (Box)

Subseries 2.8 Box 3

Unit ID /repositories/2/archival_objects/491617

Mixed materials Subseries 2.8 Box 3 (Box)

Subseries 2.8 Box 3

Unit ID /repositories/2/archival_objects/491618

Mixed materials Subseries 2.8 Box 3 (Box)

Subseries 2.8 Box 4

Unit ID /repositories/2/archival_objects/491619

Mixed materials Subseries 2.8 Box 4 (Box)

Subseries 2.9: Correspondence, minutes, reports, studies, back-up-records, arranged by topic (Acc. 1992.025; 7 Boxes)

Unit ID /repositories/2/archival_objects/491417

Unit Date 1971-1989

Subseries 2.9 Box 1

Unit ID /repositories/2/archival_objects/491620

Mixed materials Subseries 2.9 Box 1 (Box)

Subseries 2.9 Box 2

Unit ID /repositories/2/archival_objects/491621

Mixed materials Subseries 2.9 Box 2 (Box)

Subseries 2.9 Box 3

Unit ID /repositories/2/archival_objects/491622

Mixed materials Subseries 2.9 Box 3 (Box)

Subseries 2.9 Box 4

Unit ID /repositories/2/archival_objects/491623

Mixed materials Subseries 2.9 Box 4 (Box)

Subseries 2.9 Box 5

Unit ID /repositories/2/archival_objects/491624

Mixed materials Subseries 2.9 Box 5 (Box)

Subseries 2.9 Box 6

Unit ID /repositories/2/archival_objects/491625

Mixed materials Subseries 2.9 Box 6 (Box)

Subseries 2.9 Box 7

Unit ID /repositories/2/archival_objects/491626

Mixed materials Subseries 2.9 Box 7 (Box)

Subseries 2.10: Miscellaneous (Acc. 1993.58; 1 Box)

Unit ID /repositories/2/archival_objects/491418

Unit Date circa 1930-1940

Subseries 2.10 Box 1

Unit ID /repositories/2/archival_objects/491627

Mixed materials Subseries 2.10 Box 1 (Box)

Subseries 2.11: Miscellaneous Files (Acc. 1998.048; 1 Box)

Unit ID /repositories/2/archival_objects/491419

Unit Date 1987-1995

Scope and Contents

Budget initiatives and proposals, Faculty Assembly Draft Proposal (1987), OPAC Backup System Task Force files, prospective for an exhibit and catalog on "The Age of William III and Mary II, SCHEV study group on library privacy policies (1989), Virginia Newspaper Project (1991-1995).

Subseries 2.11 Box 1

Unit ID /repositories/2/archival_objects/491628

Mixed materials Subseries 2.11 Box 1 (Box)

Subseries 2.12: Correspondence and subject files (Acc. 1999.041; 6 Boxes)

Unit ID /repositories/2/archival_objects/491420

Unit Date circa 1940s

Subseries 2.12 Box 1

Unit ID /repositories/2/archival_objects/491629

Mixed materials Subseries 2.12 Box 1 (Box)

Subseries 2.12 Box 2

Unit ID /repositories/2/archival_objects/491630

Mixed materials Subseries 2.12 Box 2 (Box)

Subseries 2.12 Box 3

Unit ID /repositories/2/archival_objects/491631

Mixed materials Subseries 2.12 Box 3 (Box)

Subseries 2.12 Box 4

Unit ID /repositories/2/archival_objects/491632

Mixed materials Subseries 2.12 Box 4 (Box)

Subseries 2.12 Box 5

Unit ID /repositories/2/archival_objects/491633

Mixed materials Subseries 2.12 Box 5 (Box)

Subseries 2.12 Box 6

Unit ID /repositories/2/archival_objects/491634

Mixed materials Subseries 2.12 Box 6 (Box)

Subseries 2.13: Correspondence, minutes, general office files (Acc. 1999.069) (? Boxes)

Unit ID /repositories/2/archival_objects/491421

Unit Date 1960-1983

Subseries 2.13 Box 1 (?)

Unit ID /repositories/2/archival_objects/491635

Mixed materials Subseries 2.13 Box 1 (Box)

Subseries 2.14: Newspaper clippings, portrait, book and periodical lists, correspondence, WWII-era announcements, historical notes, (Acc. 1999.076)

Unit ID /repositories/2/archival_objects/491422

Unit Date 1922-1968.

Subseries 2.14: Box 1 (and 2?)

Unit ID /repositories/2/archival_objects/491636

Mixed materials Subseries 2.14: Box 1 (and 2?) (Box)

Subseries 2.15: Library Automation planning and initiatives (Acc. 2009.086)

Unit ID /repositories/2/archival_objects/491423

Unit Date 1986-1997

Scope and Contents

Contains Electronic Theses and Dissertation planning records, 1995 to 1997; Automation history of departments in Swem Library from 1986 to 1993; correspondence from "Scholarly Humanities Communications in the Electronic Age" seminar at Swem Library in 1993; fliers about "Sweming into the 21st Century."

Subseries 2.15 Box 1 (more?)

Unit ID /repositories/2/archival_objects/491637

Mixed materials Subseries 2.15 Box 1 (Box)

Subseries 2.16: Subject files for Library events (Acc. 2009.220; 1 Box)

Unit ID /repositories/2/archival_objects/491424

Unit Date 1998-2008

Scope and Contents

Concerning Homecoming 1998, Staff Recognition ceremonies from 1998-2003, and a Reception for Alumni and Friends in 2008.

Subseries 2.16 Box 1

Unit ID /repositories/2/archival_objects/491638

Mixed materials Subseries 2.16 Box 1 (Box)

Subseries 2.17: Subject files from the Librarian's Office (Acc. 2009.404; 2 Boxes)

Unit ID /repositories/2/archival_objects/491425

Unit Date 1986-2006

Scope and Contents

Among the files included are Friends of the Library material, information about the construction and renovation of Swem from 1999-2005, various Swem committee meetings, Keio University Program, and Faculty Assembly Meeting Minutes from 1991-1992 (2 cu.ft)

Subseries 2.17 Box 1

Unit ID /repositories/2/archival_objects/491639

Mixed materials Subseries 2.17 Box 1 (Box)

Subseries 2.17 Box 2**Unit ID** /repositories/2/archival_objects/491640**Mixed materials** Subseries 2.17 Box 2 (Box)**Subseries 2.18: Library Committees, Librarians Assembly and Christopher Wren Ass. (Acc. 2010.001; 4 Boxes)****Unit ID** /repositories/2/archival_objects/491426**Unit Date** 1992-2009**Scope and Contents**

The bulk of this accession contains files from various committees in Swem Library from 1992 to 2009. Some of the committees documented include the electronic resources committee, library policy committee, director's council, and training and development committee. There is also material related to the Librarians Assembly and Swem's involvement with different Christopher Wren Association programs

Subseries 2.18 Box 1**Unit ID** /repositories/2/archival_objects/491641**Mixed materials** Subseries 2.18 Box 1 (Box)**Subseries 2.18 Box 2****Unit ID** /repositories/2/archival_objects/491642**Mixed materials** Subseries 2.18 Box 2 (Box)**Subseries 2.18 Box 3****Unit ID** /repositories/2/archival_objects/491643**Mixed materials** Subseries 2.18 Box 3 (Box)**Subseries 2.18 Box 4****Unit ID** /repositories/2/archival_objects/491644**Mixed materials** Subseries 2.18 Box 4 (Box)**Subseries 2.19: Subject files, correspondence, reports, committees, miscellaneous records (Acc. 2010.280)****Unit ID** /repositories/2/archival_objects/491427**Unit Date** 1963-2008 (bulk: 1990-2005)**Scope and Contents**

Contains correspondence, reports, newsletters, and other material from the Dean of University Libraries' subject files from 1963 to 2008, with the bulk of the material dating from 1990 to 2005. Included in the records are correspondence from the Friends of the Library, Swem Library committee files, Faculty Assembly material, and orientation packets for new faculty about using Swem Library's resources.

Subseries 2.19 Box 1**Unit ID** /repositories/2/archival_objects/491645**Mixed materials** Subseries 2.19 Box 1 (Box)**Subseries 2.19 Box 2 (?more)****Unit ID** /repositories/2/archival_objects/491646**Mixed materials** Subseries 2.19 Box 2 (?more) (Box)**Subseries 2.20 Subject files, correspondence, reports, committees, miscellaneous records (Acc. 2010.312)****Unit ID** /repositories/2/archival_objects/491428**Unit Date** 1992-2009**Scope and Contents**

Contains subject files kept by the Dean of University Libraries from 1992 to 2009. Included in the files are budget information, Friends of the Library publications, various Swem Library committee files, and information about departments within Swem Library, including the Media Center and Special Collections.

Subseries 2.20 Box 1

Unit ID /repositories/2/archival_objects/491647

Mixed materials Subseries 2.20 Box 1 (Box)

Subseries 2.20 Box 2

Unit ID /repositories/2/archival_objects/491648

Mixed materials Subseries 2.20 Box 2 (Box)

Subseries 2.20 Box 3

Unit ID /repositories/2/archival_objects/491649

Mixed materials Subseries 2.20 Box 3 (Box)

Subseries 2.21: Subject files and correspondence (Acc. 2010.336)

Unit ID /repositories/2/archival_objects/491429

Unit Date 1998-2010

Scope and Contents

Contains subject files from the Dean of University Libraries' office from 1998 to 2010. The bulk of the files relate to the Friends of the Library Board, but there are also records related to Swem committees and correspondence from the Dean.

Subseries 2.21 Box 1

Unit ID /repositories/2/archival_objects/491650

Mixed materials Subseries 2.21 Box 1 (box)

Subseries 2.21 Box 2

Unit ID /repositories/2/archival_objects/491651

Mixed materials Subseries 2.21 Box 2 (box)

Subseries 2.22 Dean of Libraries Events attendance (Acc. 2010.708)

Unit ID /repositories/2/archival_objects/491430

Unit Date 1998-2008

Scope and Contents

Contains invitations to various events on the College of William and Mary campus that were collected by Connie McCarthy, Dean of University Libraries, from 1998 to 2008. Invitations to Charter Day celebrations, Swem Library talks and activities, Board of Visitors Dinners, and events sponsored by the Alumni Association are documented in this accession.

Subseries 2.23: Items transferred from College Papers (Acc. 2011.xxx)

Unit ID /repositories/2/archival_objects/491431

Subseries 2.23 Box 1

Unit ID /repositories/2/archival_objects/491652

Mixed materials Subseries 2.23 Box 1 (Box)

Subseries 2.24: Jim Servies collection of materials related to Dr Earl Gregg Swem (Acc. 2014.209)

Unit ID /repositories/2/archival_objects/491432

Unit Date 1961-1964

Scope and Contents

Included are handwritten and printed forms of brief poetic passages written by Swem and material related to the naming of Swem Library.

Folder with materials on Dr. Swem

Unit ID /repositories/2/archival_objects/491653

Mixed materials UA Small Collections Box 9

Container ? (Folder)

Series 3: Library Accounting (Acc. 1983.030)

Unit ID id74799

Unit ID /repositories/2/archival_objects/491383

Unit Date 1928-1988

Scope and Contents

Acc. 1983.030: Ledger books covering departmental and periodical expenditures, special fund expenditures, and other library expenditures, 1928-1988.

Series 3 Box 1: Expenditure Ledgers

Unit ID /repositories/2/archival_objects/491433

Mixed materials Series 3 Box 1: Expenditure Ledgers (Box)

Series 3 Box 2: Expenditure Ledgers

Unit ID /repositories/2/archival_objects/491434

Mixed materials Series 3 Box 2: Expenditure Ledgers (Box)

Series 3 Box 2: Expenditure Ledgers

Unit ID /repositories/2/archival_objects/491435

Mixed materials Series 3 Box 2: Expenditure Ledgers (Box)

Series 4: Acquisitions Department (Acc. 1981.014, Acc. 1983.072, Acc. 1985.063, Acc. 2015.127)

Unit ID id74800

Unit ID /repositories/2/archival_objects/491384

Unit Date 1908-2001

Scope and Contents

Special Funds Records (Acc. 1981.014); Donor Records (Acc. 1983.072); Library Accession Records; Book Donation Records (Acc. 2015.127)

Subseries 4.1: Special Funds Records (Acc. 1981.014)

Unit ID /repositories/2/archival_objects/491436

Unit Date 1968-1979

Scope and Contents

Contains invoices, correspondence, annual reports, War Memorial Book Shelf requests, and correspondence about the William & Mary. Quarterly.

Subseries 4.1 Box 1

Unit ID /repositories/2/archival_objects/491654

Mixed materials Subseries 4.1 Box 1 (Box)

Subseries 4.2: Donor Records (Acc. 1983.072)

Unit ID /repositories/2/archival_objects/491437

Unit Date circa 1920-1960s

Scope and Contents

Library donor cards listing names, types of donations, titles, and accession numbers

Library donor cards listing names, types of donations, titles, and accession numbers.

Subseries 4.2 Box 1

Unit ID /repositories/2/archival_objects/491655

Mixed materials Subseries 4.2 Box 1 (Box)

Subseries 4.2 Box 2

Unit ID /repositories/2/archival_objects/491656

Mixed materials Subseries 4.2 Box 2 (Box)

Subseries 4.2 Box 3

Unit ID /repositories/2/archival_objects/491657

Mixed materials Subseries 4.2 Box 3 (Box)

Subseries 4.2 Box 4

Unit ID /repositories/2/archival_objects/491658

Mixed materials Subseries 4.2 Box 4 (Box)

Subseries 4.2 Box 5

Unit ID /repositories/2/archival_objects/491659

Mixed materials Subseries 4.2 Box 5 (Box)

Subseries 4.2 Box 6

Unit ID /repositories/2/archival_objects/491660

Mixed materials Subseries 4.2 Box 6 (Box)

Subseries 4.3: Library Accession Records (Acc. 1985.063: 19 reels)

Unit ID /repositories/2/archival_objects/491438

Unit Date 1908-?

Scope and Contents

18 reels of microfilm.

MC Cabinet 3, Drawer 2 (19 reels)

Unit ID /repositories/2/archival_objects/491661

Mixed materials 3.2 (Case)

Reel 1

Unit ID /repositories/2/archival_objects/491715

Mixed materials 3.2 (Case)

Container 1 (Reel)

Reel 2

Unit ID /repositories/2/archival_objects/491716

Mixed materials 3.2 (Case)

Container 2 (Reel)

Reel 3

Unit ID /repositories/2/archival_objects/491717

Mixed materials 3.2 (Case)

Container 3 (Reel)

Reel 4**Unit ID** /repositories/2/archival_objects/491718**Mixed materials** 3.2 (Case)**Container** 4 (Reel)**Reel 5****Unit ID** /repositories/2/archival_objects/491719**Mixed materials** 3.2 (Case)**Container** 5 (Reel)**Reel 6****Unit ID** /repositories/2/archival_objects/491720**Mixed materials** 3.2 (Case)**Container** 6 (Reel)**Reel 7****Unit ID** /repositories/2/archival_objects/491721**Mixed materials** 3.2 (Case)**Container** 7 (Reel)**Reel 8****Unit ID** /repositories/2/archival_objects/491722**Mixed materials** 3.2 (Case)**Container** 8 (Reel)**Reel 9****Unit ID** /repositories/2/archival_objects/491723**Mixed materials** 3.2 (Case)**Container** 9 (Reel)**Reel 10****Unit ID** /repositories/2/archival_objects/491724**Mixed materials** 3.2 (Case)**Container** 10 (Reel)**Reel 11****Unit ID** /repositories/2/archival_objects/491725**Mixed materials** 3.2 (Case)**Container** 11 (Reel)**Reel 12****Unit ID** /repositories/2/archival_objects/491726**Mixed materials** 3.2 (Case)**Container** 12 (Reel)**Reel 13****Unit ID** /repositories/2/archival_objects/491727**Mixed materials** 3.2 (Case)**Container** 13 (Reel)

Reel 14**Unit ID** /repositories/2/archival_objects/491728**Mixed materials** 3.2 (Case)**Container** 14 (Reel)**Reel 15****Unit ID** /repositories/2/archival_objects/491729**Mixed materials** 3.2 (Case)**Container** 15 (Reel)**Reel 16****Unit ID** /repositories/2/archival_objects/491730**Mixed materials** 3.2 (Case)**Container** 16 (Reel)**Reel 17****Unit ID** /repositories/2/archival_objects/491731**Mixed materials** 3.2 (Case)**Container** 17 (Reel)**Reel 18****Unit ID** /repositories/2/archival_objects/491732**Mixed materials** 3.2 (Case)**Container** 18 (Reel)**Reel 19****Unit ID** /repositories/2/archival_objects/491733**Mixed materials** 3.2 (Case)**Container** 19 (Reel)**Subseries 4.4 Book Donation Records (Acc. 2015.127)****Unit ID** /repositories/2/archival_objects/491439**Unit Date** 1981-2001**Scope and Contents**

2 ledgers, dated 1981-1988 and 1988-2001, of books given to Swem Library.

Subseries 4.4 Box 1: Ledgers**Unit ID** /repositories/2/archival_objects/491662**Mixed materials** Subseries 4.4 Box 1 (Box)**Series 5: Bibliographic Services (Acc. 1985.084, Acc. 1986.035 Acc. 1991.049)****Unit ID** id74801**Unit ID** /repositories/2/archival_objects/491385**Unit Date** 1973-1986**Scope and Contents**

Acc. 1985.084: Classified staff applications and evaluations, 1975-1983. Confidential. Acc. 1986.035: Meeting Minutes of the cataloging staff and a report on alternatives to the card catalog, 1973-1980. Acc. 1991.049: Class syllabi collected by the library to see if it owned the books being assigned, 1985-1986.

Series 5 Box 1: RESTRICTED Personnel Files (Acc. 1985.084)

Unit ID /repositories/2/archival_objects/491440

Unit Date 1975-1983

Mixed materials Series 5 Box 1 (Box)

Scope and Contents

RESTRICTED - DO NOT SERVE. Classified staff applications and evaluations, 1975-1983.

Series 5 Box 2: Minutes and report (Acc. 1986.035)

Unit ID /repositories/2/archival_objects/491441

Unit Date 1973-1980

Mixed materials Series 5 Box 2 (Box)

Scope and Contents

Meeting Minutes of the cataloging staff and a report on alternatives to the card catalog

Series 5 Box 3: Syllabi (Acc. 1991.049)

Unit ID /repositories/2/archival_objects/491442

Unit Date 1985-1986

Mixed materials Series 5 Box 3 (Box)

Scope and Contents

Class syllabi collected by the library to see if it owned the books being assigned

Series 6: Circulation Department (Acc. 1989.124: Acc. 1999.012)

Unit ID id74802

Unit ID /repositories/2/archival_objects/491386

Unit Date 1945-1989

Scope and Contents

Acc. 1989.124: Circulation statistics, 1945-1974. Acc. 1999.012: Minutes of the Circulation Automation Committee, 1985-1989.

Series 6 Box 1: Statistics (Acc. 1989.124)

Unit ID /repositories/2/archival_objects/491443

Unit Date 1945-1974

Mixed materials Series 6 Box 1 (Box)

Series 6 Box 2: Statistics (Acc. 1989.124)

Unit ID /repositories/2/archival_objects/491444

Unit Date 1945-1974

Mixed materials Series 6 Box 2 (Box)

Series 6 Box 3: Statistics (Acc. 1989.124)

Unit ID /repositories/2/archival_objects/491445

Unit Date 1945-1974

Mixed materials Series 6 Box 3 (Box)

Series 6 Box 4: Circulation Automation Committee Minutes (Acc. 1999.012)

Unit ID /repositories/2/archival_objects/491446

Unit Date 1985-1989

Mixed materials Series 6 Box 4 (Box)

Series 7: Development

Unit ID id74803

Unit ID /repositories/2/archival_objects/491387

Unit Date ?-2010

Scope and Contents

Acc. 2010.335: Contains one binder of all the gift plates created to be placed into books in Swem Library's collection. Included in the binder is an index of all the current gift plates through June 2010. As of July 1, 2010, the gift plates will no longer be added to Swem Books but will continue to have a note in the catalog.

Series 7 Box 1: Gift Plates (Acc. 2010.335)

Unit ID /repositories/2/archival_objects/491447

Mixed materials Series 7 Box 1 (Box)

Series 8: Reference Department Records (Acc. 1998.079)

Unit ID id74804

Unit ID /repositories/2/archival_objects/491388

Unit Date 1991-1993

Scope and Contents

Memos to faculty members and copies of syllabi sent to the Reference Department

Series 8 Box 1: Memos and Syllabi

Unit ID /repositories/2/archival_objects/491448

Mixed materials Series 8 Box 1 (Box)

Series 8 Box 2 (or more?): Memos and Syllabi

Unit ID /repositories/2/archival_objects/491449

Mixed materials Series 8 Box 2 (Box)

Series 9: Special Collections Research Center Records (Acc. 1980.011, Acc. 2009.085, Acc. 2011.598)

Unit ID id74805

Unit ID /repositories/2/archival_objects/491389

Scope and Contents

Acc. 1980.011: Rare Books and Manuscripts Department correspondence, undated; Acc. 2009.085: Two drawings of the exterior and first floor interior of the "Warren E. Burger Special Collections Library." The drawings are 21"x16 3/4" and are in good condition; Acc. 2011.598: Contains office files collected by Margaret Cook while she was Curator of Manuscripts at the College of William & Mary.. Included in the files are monthly reports of the department, correspondence of Margaret Cook regarding the department's holdings, Friends of the Library newsletters, and news articles about various manuscript collections.

Subseries 9.1: SCRC Correspondence (Acc. 1980.011)

Unit ID /repositories/2/archival_objects/491450

Scope and Contents

Rare Books and Manuscripts Department correspondence, undated;

Subseries 9.1 Box 1: Correspondence (more boxes ?)

Unit ID /repositories/2/archival_objects/491663

Mixed materials Subseries 9.1 Box 1 (Box)

Subseries 9.2: Warren E. Burger Special Collections Wing (Acc. 2009.085)

Unit ID /repositories/2/archival_objects/491451

Scope and Contents

Two drawings of the exterior and first floor interior of the "Warren E. Burger Special Collections Library." The drawings are 21"x16 3/4" and are in good condition

Two SCRC Building Plans

Unit ID /repositories/2/archival_objects/491664

Mixed materials 90.7 (Case)

Container 1 (Oversize_Folder)

Subseries 9.3: Office Files (Acc. 2011.598)

Unit ID /repositories/2/archival_objects/491452

Scope and Contents

Contains office files collected by Margaret Cook while she was Curator of Manuscripts. Included are monthly reports of the department, correspondence of Margaret Cook regarding the department's holdings, Friends of the Library newsletters, and news articles about various manuscript collections.

Subseries 9.3 Box 1: Margaret Cook Office Files

Unit ID /repositories/2/archival_objects/491665

Mixed materials Subseries 9.3 Box 1 (Box)

Subseries 9.3 Box 2: Margaret Cook Office Files

Unit ID /repositories/2/archival_objects/491666

Mixed materials Subseries 9.3 Box 2 (Box)

Subseries 9.4 Kim Sims office files

Unit ID /repositories/2/archival_objects/667782

Subseries 9.4 Kim Sims compiled office files

Unit ID /repositories/2/archival_objects/667783

Unit Date 2007-2013

Mixed Materials Subseries 9.4 box 1

Series 10: Library Construction (Acc. 1980.133, Acc. 1984.061, Acc. 1984.062, Acc. 2007.08(a) Acc. 2008.104(a), Acc. 2012.152)

Unit ID id74806

Unit ID /repositories/2/archival_objects/491390

Unit Date circa 1960-2006

Scope and Contents

Acc. 1980.133: Records about equipment, furniture, measurements, cornerstone laying, donors, dedications, and specifications regarding the Earl Gregg Swem Library. The materials are arranged alphabetically by subject, 1960s. Acc. 1984.061: Architects' proposals for an addition to Swem Library made by firms not chosen for the project, 1984. Acc. 1984.062: Proposal for an addition to Swem Library made by Perry, Dean, Rogers and Partners, the firm chosen for the project, 1984. This accession also contains materials from the Preplanning Study prepared by Hardwiske, Ekstrom, and Associates in 1983. Acc. 2008.104: Drawings and records for construction and renovation project (1998-2006) including samples of material used for furnishings and such as carpet, tile, etc. Acc. 2012.152: Contains reports, research, and feedback regarding renovations of Swem Library from 1991-1998. Included are design plans from different design companies, research on other library construction projects throughout the U.S., and feedback from the William & Mary community as to the kind of library they would like to have. [There is not descriptions yet for Acc. 2007.08(a)]

Subseries 10.1: Swem Library Main Building Subject Files (Acc. 1980.133)

Unit ID /repositories/2/archival_objects/491453

Unit Date 1960s

Scope and Contents

Records about equipment, furniture, measurements, cornerstone laying, donors, dedications, and specifications regarding the Earl Gregg Swem Library. The materials are arranged alphabetically by subject, 1960s.

Subseries 10.1 Box 1**Unit ID** /repositories/2/archival_objects/491667**Mixed materials** Subseries 10.1 Box 4 (Box)**Subseries 10.1 Box 2****Unit ID** /repositories/2/archival_objects/491668**Mixed materials** Subseries 10.1 Box 2 (Box)**Subseries 10.1 Box 3****Unit ID** /repositories/2/archival_objects/491669**Mixed materials** Subseries 10.1 Box 3 (Box)**Subseries 10.2: Architects Proposals - Declined (Acc. 1984.061)****Unit ID** /repositories/2/archival_objects/491454**Unit Date** 1984**Scope and Contents**

Architects' proposals for an addition to Swem Library made by firms not chosen for the project.

Subseries 10.2 Box 1**Unit ID** /repositories/2/archival_objects/491670**10.3 Acc. 1984.062: Architect's Proposal - Accepted****Unit ID** /repositories/2/archival_objects/491455**Unit Date** 1983-1984**Scope and Contents**

Proposal for an addition to Swem Library made by Perry, Dean, Rogers and Partners, the firm chosen for the project, 1984. This accession also contains materials from the Preplanning Study prepared by Hardwiske, Ekstrom, and Associates in 1983.

Subseries 10.3 Box 1**Unit ID** /repositories/2/archival_objects/491671**Subseries 10.4: Plans/Drawings (Acc. 2007.08, 2007.08a)****Unit ID** /repositories/2/archival_objects/491456**Scope and Contents**

Number, type and dates of drawings need to be determined and entered.

Plans 2007.08 (rolled items)**Unit ID** /repositories/2/archival_objects/491672**Mixed materials** 1361 G (Case)**Scope and Contents**

4 items?

Plans 2007.08a (rolled items)**Unit ID** /repositories/2/archival_objects/491673**Mixed materials** 1362 D (Box)**Scope and Contents**

8 items or 8 cu.ft.?

Subseries 10.5: Building Plans and interior details (Acc. 2008.104, 2008.104a (plans))

Unit ID /repositories/2/archival_objects/491457

Unit Date 1998-2006

Scope and Contents

Drawings and records for construction and renovation project including samples of material used for furnishings and such as carpet, tile, etc.

Subseries 10.5 Box 1

Unit ID /repositories/2/archival_objects/491674

Mixed materials Subseries 10.5 Box 1 (Box)

Subseries 10.5 Box 2

Unit ID /repositories/2/archival_objects/491675

Mixed materials Subseries 10.5 Box 2 (Box)

Subseries 10.5 Box 3

Unit ID /repositories/2/archival_objects/491676

Mixed materials Subseries 10.5 Box 3 (Box)

Subseries 10.5 Box 4

Unit ID /repositories/2/archival_objects/491677

Mixed materials Subseries 10.5 Box 4 (Box)

Subseries 10.5 Box 5 (or more?)

Unit ID /repositories/2/archival_objects/491678

Mixed materials Subseries 10.5 Box 5 (Box)

Subseries 10.5 (rolled items)

Unit ID /repositories/2/archival_objects/491679

Mixed materials 1360 F (Case)

Subseries 10.6: Library Building Annex - Research, Planning, Surveys and Reports (Acc. 2012.152)

Unit ID /repositories/2/archival_objects/491458

Unit Date 1991-1998

Scope and Contents

Contains reports, research, and feedback regarding renovations of Swem Library from Included are design plans from different design companies, research on other library construction projects throughout the U.S., and feedback from the William & Mary. community as to the kind of library they would like to have.

Subseries 10.6 Box 1

Unit ID /repositories/2/archival_objects/491680

Mixed materials Subseries 10.6 Box 1 (Box)

Subseries 10.6 Box 2

Unit ID /repositories/2/archival_objects/491681

Mixed materials Subseries 10.6 Box 2 (Box)

Series 11: Exhibits and Special Events (Acc. 1982.064, Acc. 1984.055, Acc. 1986.044, Acc. 1988.006, Acc. 1998.002, Acc. 1998.055, Acc. 2008.216, Acc. 2009.082)

Unit ID id74807

Unit ID /repositories/2/archival_objects/491391

Unit Date 1957-1998

Scope and Contents

Acc. 1982.064: "Treasures of Swem Library," 1980. Contains color slides and the text of a lecture given by John D. Haskell. Acc. 1984.055: Materials from an exhibit of gifts to and from Queen Elizabeth and Prince Philip, 1957. Acc. 1986.044: Materials from an exhibit entitled "Statue of Liberty, 1886-1896," which was held at the Zollinger Museum. Contains a set of 26 poster-size photographs produced by the Statue of Liberty-Ellis Island Foundation. Acc. 1988.006: Library Re-dedication records. Includes correspondence, speech transcripts, invitation lists, newspaper clippings, and other materials relating to the re-dedication of Swem Library on February 5, 1988 and the Charter Day ceremony on February 6, 1988. Acc. 1998.002: John Cotton Dana Award presented to Swem Library in 1994. It honors outstanding public relations among college and university libraries, and specifically recognizes the programs Swem Library organized during the College's tercentenary. Acc. 1998.055 Library scrapbook containing photographs, postcards, brochures, and other papers concerning tercentenary events. Acc. 2008.216: Galley proofs for the book, "Treasures of the College of William & Mary. Library" about "An Exhibition Commemorating the Rededication of the Earl Gregg Swem Library." Compiled by John D. Haskell, Jr. and Margaret C. Cook and published in 1988 by The College of William & Mary.. Includes copy of book. Also included are photographs of images used in the book. Acc. 2009.082: Cartoon featuring the opening of the MEWS Café in Swem Library. Features Swem Reference Desk staff and a Starbucks Coffee employee with customers of each saying "I'm looking for something from Kenya that's not too bitter in its underlying political themes." Created and signed by Bentley Boyd in August 1998. Oversized miscellaneous posters used in the Library 1946-1988.

Subseries 11.1: "Treasures of Swem Library" (Acc. 1982.064)

Unit ID /repositories/2/archival_objects/491459

Unit Date 1980

Scope and Contents

Acc. 1982.064: "Treasures of Swem Library," 1980. Contains color slides and the text of a lecture given by John D. Haskell.

Subseries 11.1 Box 1

Unit ID /repositories/2/archival_objects/491682

Mixed materials Subseries 11.1 Box 1 (Box)

Subseries 11.2: British Royal Family Gifts Exhibit (Acc. 1984.055)

Unit ID /repositories/2/archival_objects/491460

Unit Date 1957

Scope and Contents

Materials from an exhibit of gifts to and from Queen Elizabeth and Prince Philip, 1957.

Subseries 11.2 Box 1

Unit ID /repositories/2/archival_objects/491683

Mixed materials Subseries 11.2 Box 1 (Box)

Subseries 11.3: "Statue of Liberty, 1886-1986" Exhibit Materials (Acc. 1986.044)

Unit ID /repositories/2/archival_objects/491461

Unit Date circa 1986

Scope and Contents

Materials from an exhibit entitled "Statue of Liberty, 1886-1986," which was held at the Zollinger Museum. Contains a set of 26 poster-size photographs produced by the Statue of Liberty-Ellis Island Foundation.

Subseries 11.3 Box 1

Unit ID /repositories/2/archival_objects/491684

Mixed materials Subseries 11.3 Box 1 (Box)

Subseries 11.4: Library Re-dedication records (Acc. 1988.006)

Unit ID /repositories/2/archival_objects/491462

Unit Date circa 1987-1988

Scope and Contents

Includes correspondence, speech transcripts, invitation lists, newspaper clippings, and other materials relating to the re-dedication of Swem Library on February 5, 1988 and the Charter Day ceremony on February 6, 1988.

Subseries 11.4 Box 1

Unit ID /repositories/2/archival_objects/491685

Mixed materials Subseries 11.4 Box 1 (Box)

Subseries 11.5: John Cotton Dana Award materials (Acc. 1998.002)

Unit ID /repositories/2/archival_objects/491463

Unit Date 1994

Scope and Contents

John Cotton Dana Award presented to Swem Library in 1994. It honors outstanding public relations among college and university libraries, and specifically recognizes the programs Swem Library organized during the College's tercentenary.

Subseries 11.5 Box 1

Unit ID /repositories/2/archival_objects/491686

Mixed materials Subseries 11.5 Box 1 (Box)

Subseries 11.5: John Cotton Dana Library Public Relations Award (Acc. No. 1998.002)

Unit ID /repositories/2/archival_objects/575205

Unit Date 1994

Mixed materials UA Oversize Box 4 (box)

Container 1 (Folder)

Subseries 11.6: Tercentenary Scrapbook (Acc. 1998.055)

Unit ID /repositories/2/archival_objects/491464

Unit Date circa 1996

Scope and Contents

Library scrapbook containing photographs, postcards, brochures, and other papers concerning tercentenary events.

Subseries 11.6 Box 1

Unit ID /repositories/2/archival_objects/491687

Mixed materials Subseries 11.6 Box 1 (Box)

Subseries 11.7: "Treasures of the College of William & Mary. Library" Records (Acc. 2008.216)

Unit ID /repositories/2/archival_objects/491465

Unit Date 1980s

Scope and Contents

Galley proofs for the book, "Treasures of the College of William & Mary. Library" about "An Exhibition Commemorating the Rededication of the Earl Gregg Swem Library." Compiled by John D. Haskell, Jr. and Margaret C. Cook and published in 1988 by The College of William & Mary.. Includes copy of book. Also included are photographs of images used in the book.

Subseries 11.7 Box 1**Unit ID** /repositories/2/archival_objects/491688**Mixed materials** Subseries 11.7 Box 1 (Box)**Subseries 11.7 Box 2****Unit ID** /repositories/2/archival_objects/491689**Mixed materials** Subseries 11.7 Box 2 (Box)**Subseries 11.8: Cartoons and Posters related to Swem Library (Acc. 2009.082)****Unit ID** /repositories/2/archival_objects/491466**Unit Date** 1946-1998**Scope and Contents**

Cartoon featuring the opening of the MEWS Café in Swem Library. Features Swem Reference Desk staff and a Starbucks Coffee employee with customers of each saying "I'm looking for something from Kenya that's not too bitter in its underlying political themes." Created and signed by Bentley Boyd in August 1998. Oversized miscellaneous posters used in the Library 1946-1988.

Subseries 11.8 Oversize Folder 1: Cartoons and Posters**Unit ID** /repositories/2/archival_objects/491690**Mixed materials** 90.7 (Case)**Container** Subseries 11.8 Oversize Folder 1 (Oversize_Folder)**Series 12: Library Materials (Acc. 1984.016, Acc. 1987.106)****Unit ID** id74808**Unit ID** /repositories/2/archival_objects/491392**Unit Date** 1875-1984**Scope and Contents**

Acc. 1984.016: Visitors' Registers, 1966-1984. Two green bound volumes. Acc. 1987.106: Library Bookplates. Two notebooks containing photocopies of different bookplates used by the college library and loose copies of many of the bookplates. Also includes the first sketch of the Phi Beta Kappa bookplate. Items transferred from College Papers: Book donations: Barton Catalog. Endowments and gifts of books. ca 1900's Accessions and Charging Records 1875-1928.

Series 12 Box 1-1a (Acc. 1984.016)**Unit ID** /repositories/2/archival_objects/491467**Unit Date** 1966-1984**Mixed materials** Series 12 Box 1-1a (Box)**Series 12 Box 1: Visitors Register 1****Unit ID** /repositories/2/archival_objects/491691**Unit Date** 1966-1984**Mixed materials** Series 12 Box 1 (Box)**Container** 1 (Volume)**Scope and Contents**

Bound volume (green)

Series 12 Box 1a: Visitors Register 2**Unit ID** /repositories/2/archival_objects/491692**Unit Date** 1966-1984**Mixed materials** Series 12 Box 1a (Box)**Container** 2 (Volume)**Scope and Contents**

Bound volume (green)

bound volume (green)

Series 12 Box 2: Book plates (Acc. 1987.106)

Unit ID /repositories/2/archival_objects/491468

Mixed materials Series 12 Box 3 (Box)

Scope and Contents

Two notebooks containing photocopies of different bookplates used by the college library and loose copies of many of the bookplates. Also includes the first sketch of the Phi Beta Kappa bookplate.

Series 12 Box 3: Book Donations: Barton catalog, Endowments and gifts 1900s

Unit ID id104481

Unit ID /repositories/2/archival_objects/491469

Unit Date 1900s

Mixed materials Series 12, Box 3 (Box)

Scope and Contents

Items transferred from College Papers: Book donations: Barton Catalog. Endowments and gifts of books, circa 1900's.

Series 12 Box 4: Accessions and Charging Records

Unit ID id104482

Unit ID /repositories/2/archival_objects/491470

Unit Date 1875- 1928

Mixed materials Series 12, Box 4 (Box)

Scope and Contents

Items transferred from College Papers: Accessions and Charging Records 1875-1928.

Series 12 Box 5

Unit ID id104484

Unit ID /repositories/2/archival_objects/491471

Unit Date circa 1920-1930s

Mixed materials Series 12, Box 5 (Box)

Guest Books 1925-1926; Librarian's Memo books 1930-1931

Unit ID id104715

Unit ID /repositories/2/archival_objects/491693

Unit Date 1925- 1931

Mixed materials Series 12, Box 5 (Box)

Container 1 (Folder)

Scope and Contents

Desk memo books of EG Swem, librarian 1930-1932 Notebook containing names and addresses of persons visiting the library 1925-1926.

Informational booklets, newspaper clippings, circulars, correspondence

Unit ID id104712

Unit ID /repositories/2/archival_objects/491694

Unit Date circa 1920-1930s

Mixed materials Series 12, Box 5 (Box)

Container 2 (Folder)

Scope and Contents

"The William & Mary College Library, how to use it," by Edwin E. Willoughby (Williamsburg, 1936), 14 pp., 23 cm, 2 copies. "The William and Mary College Library, Information for Students, 1927. "The College Library," address delivered in July 1928 by David A. Robertson. Reprint from the Educational Record, 10, No. 1 (Jan. 1929). Extract from the alumni oration of Dudley Redwood Cowles, 1940, where

he mentions the condition of the College library. Correspondence concerning a bill to authorize the designation of depositories for public documents, 1928 and 1931. "Statistics on the college libraries of Virginia," 1951. Acknowledgment of books sent to other colleges, 1894. Clippings about rare volumes at the College. Invoices, 1894-1903. Circulars to the faculty, 1930-1941. Regarding fines and reserves. List of periodicals in the College library, 1928, 1933, and 1940. [1928 list printed in the Flat Hat, 3 Feb. 1928.]

Series 13: Self-Study (Acc. 1982.035, Acc. 1982.029)

Unit ID id74809

Unit ID /repositories/2/archival_objects/491393

Unit Date circa 1972 and undated

Scope and Contents

Acc. 1982.035: Reports, evaluations, correspondence and minutes of library departments, divisions, and committees involved in the library's 1972 self-study. Acc. 1982.029 (no description yet)

Series 13 Box 1: Self-study records (Acc. 1982.035)

Unit ID /repositories/2/archival_objects/491472

Unit Date circa 1972

Mixed materials Series 13 Box 1 (Box)

Scope and Contents

Reports, evaluations, correspondence and minutes of library departments, divisions, and committees involved in the library's 1972 self-study.

Series 13 Box 2 (Acc. 1982.029)

Unit ID /repositories/2/archival_objects/491473

Mixed materials Series 13 Box 2 (Box)

Scope and Contents

Acc. 1982.029 (no description yet)

Series 14: Classified Staff Association (Acc. 1979.087, Acc. 2010.519, Acc. 2010.695, Accession 2017.028)

Unit ID id74810

Unit ID /repositories/2/archival_objects/491394

Unit Date circa 1978-2002

Scope and Contents

Acc. 1979.087: Memos, correspondence, and material about interviews from 1978. Minutes and agendas of the Association covering 1990-1992 and 1994-1996. Acc. 2010.519: Contains minutes, agendas, correspondence, photographs and other material related to the Classified Staff Association at the Earl Gregg Swem Library of the College of William & Mary.. Acc. 2010.695 contains photographs, fliers, and handouts for special events coordinated by the Classified Staff Association of Swem Library at the College of William & Mary.. Some of the events documented in the photographs include the 20th Anniversary celebration of the Classified Staff Association in 1998; various craft fairs; and a New Years party inside what would be the new Special Collections Research Center in 2002. Accession 2017.028 includes treasury information regarding the association.

Series 14 Box 1 (Acc. 1979.087)

Unit ID /repositories/2/archival_objects/491474

Unit Date circa 1978-1996

Mixed materials Series 14 Box 1 (Box)

Scope and Contents

Memos, correspondence, and material about interviews from 1978. Minutes and agendas of the Association covering 1990-1992 and 1994-1996.

Series 14 Box 2 (Acc. 2010.519)

Unit ID /repositories/2/archival_objects/491475

Mixed materials Series 14 Box 2 (Box)

Scope and Contents

Contains minutes, agendas, correspondence, photographs and other material related to the Classified Staff Association at Swem Library

Series 14 Box 3 (Acc. 2010.695)

Unit ID /repositories/2/archival_objects/491476

Unit Date circa 1998-2002

Mixed materials Series 14 Box 3 (Box)

Scope and Contents

Contains photographs, fliers, and handouts for special events coordinated Swem Library's Classified Staff Association. Some of the events documented in the photographs include the 20th Anniversary celebration of the Classified Staff Association in 1998; various craft fairs; and a New Years party inside what would be the new Special Collections Research Center in 2002.

Series 14 Box 4 (Acc. 2017.028)

Unit ID /repositories/2/archival_objects/491477

Mixed materials Series 14 Box 4 (Box)

Scope and Contents

Includes treasury information regarding the association.

Agenda, ledger and history

Unit ID /repositories/2/archival_objects/607894

Unit Date 1996-2004

Mixed materials Series 14 Box 4 (Box)

Series 15: Library Faculty Association (Acc. 1987.039, Acc. 1998.051)

Unit ID id74811

Unit ID /repositories/2/archival_objects/491395

Unit Date 1975-1976

Scope and Contents

Acc. 1987.039: Correspondence and press clippings from 1975-1976. Acc. 1998.051: Bylaws, memos, minutes, and clippings related to the Association, 1975-1976.

Series 15 Box 1: Correspondence and Clippings (Acc. 1987.039)

Unit ID /repositories/2/archival_objects/491478

Unit Date 1975-1976

Mixed materials Series 15 Box 1 (Box)

Scope and Contents

Correspondence and press clippings from 1975-1976.

Series 15 Box 2: Bylaws, Memos, Minutes, Clippings (Acc. 1998.051)

Unit ID /repositories/2/archival_objects/491479

Unit Date 1975-1976

Mixed materials Series 15 Box 2 (Box)

Scope and Contents

Bylaws, memos, minutes, and clippings related to the Association, 1975-1976.

Series 16: Library Committees and Projects (Acc. 1979.005, 1984.063, 1989.028, Acc. 1999.038, Acc. 1989.126, Acc. 1999.038, Acc. 2008.147, 2009.083, Acc. 2013?)

Unit ID id74812

Unit ID /repositories/2/archival_objects/491396

Unit Date 1965-2013

Scope and Contents

Acc. 1979.005: Arts and Sciences Faculty Library Committee files, 1965-1969. Includes correspondence, financial statements, and book budgets. Acc. 1980.010: Agendas, meeting minutes, correspondence, and reports of the Public Services Assembly, 1973-1978. Acc. 1981.096: Library Orientation Committee correspondence, 1974-1981. Includes memos and letters to and from the committee. Some correspondence introduces new staff members while others cover the production and distribution of the Swem Staff Information Booklet. The script of the library's orientation film is also included. Acc. 1984.063: Arts and Sciences Faculty Library Committee files, 1965-1980. Includes statistical data, acquisition lists, documents about the 1974 self-study, and correspondence. Acc. 1989.028: Library Staff Development Committee files, 1985-1987. Includes drafts and final copies of the staff survey and committee report, a computer printout of the results, memos, and minutes. Acc. 1989.126: Library Stacks Reorganization files, 1988. Contains bid proposals and evaluations, memos and correspondence about the 1988 move, and memos about William B. Meyer, Inc., charging more than the contracted price. Acc. 1999.038: Public Access Committee files, 1988-1990. Includes minutes, search hints, screen designs, a LION user survey, funding files, First Search files, and a history of the committee. Acc. 2008.147: Friends of the Library. This material accession included some material which is restricted such as donor files. Also included are FOTL board meeting minutes and newsletters, circa 1980s-1990s. Acc. 2009.083: Contains reports and documents from various Swem committees from 1990-2007, including the Policy and Planning Group; Exhibits; Administrative Council; Manger's Council; and Electronic Theses and Dissertations Task Force. This accession also includes records from campus-wide committees, such as the Campaign for William & Mary. from 2002-2007, and the 1998 Strategic Planning Committee; and a scrapbook of clippings about the Library and photos of Library Staff. Library Advisory Policy Committee (2013)

Subseries 16.1: A&S Faculty Library Committee Acc. 1979.005

Unit ID /repositories/2/archival_objects/491480

Unit Date 1965-1969

Subseries 16.1 Box 1: Correspondence and Financial Records.

Unit ID /repositories/2/archival_objects/491695

Unit Date 1965-1969

Mixed materials Subseries 16.1 Box 1 (Box)

Scope and Contents

A&S Faculty Library Committee : Correspondence, financial statements, and book budgets.

Subseries 16.2: Library Public Services / Services Assembly Acc. 1980.010

Unit ID /repositories/2/archival_objects/491481

Unit Date 1973-78

Subseries 16.2 Box 1: Agendas, Meeting Minutes, Correspondence, Reports

Unit ID /repositories/2/archival_objects/491696

Unit Date 1973-1978

Mixed materials Subseries 16.2 Box 1 (Box)

Subseries 16.3: Library Orientation Committee Records (Acc. 1981.096)

Unit ID /repositories/2/archival_objects/491482

Unit Date 1974-1981

Subseries 16.3 Box 1: Staff Orientation Records

Unit ID /repositories/2/archival_objects/491697

Unit Date 1974-1981

Mixed materials Subseries 16.3 Box 1 (Box)

Scope and Contents

Includes memos and letters to and from the committee. Some correspondence introduces new staff members while others cover the production and distribution of the Swem Staff Information Booklet. The script of the library's orientation film is also included.

Subseries 16.4: A&S Faculty Library Committee Records (Acc. 1984.063)

Unit ID /repositories/2/archival_objects/491483

Unit Date 1965-1980

Scope and Contents

Includes statistical data, acquisition lists, documents about the 1974 self-study, and correspondence.

Subseries 16.4 Box 1: A&S Faculty Committee

Unit ID /repositories/2/archival_objects/491698

Mixed materials Subseries 16.4 Box 1 (Box)

Subseries 16.4 Box 2:A&S Faculty Committee

Unit ID /repositories/2/archival_objects/491699

Mixed materials Subseries 16.4 Box 2 (Box)

Subseries 16.4 Box 3: A&S Faculty Committee

Unit ID /repositories/2/archival_objects/491700

Mixed materials Subseries 16.4 Box 3 (Box)

Subseries 16.4 Box 4: A&S Faculty Committee

Unit ID /repositories/2/archival_objects/491701

Mixed materials Subseries 16.4 Box 4 (Box)

Subseries 16.5: Library Staff Development Committee Records (Acc. 1989.028)

Unit ID /repositories/2/archival_objects/491484

Unit Date 1985-1987

Subseries 16.5 Box 1: Staff Development Committee

Unit ID /repositories/2/archival_objects/491702

Unit Date 1985-1987

Mixed materials Subseries 16.5 Box 1 (Box)

Scope and Contents

Includes drafts and final copies of the staff survey and committee report, a computer printout of the results, memos, and minutes.

Subseries 16.6: Library Stacks Reorganizing Records (Acc. 1989.126)

Unit ID /repositories/2/archival_objects/491485

Unit Date 1988

Subseries 16.6 Box 1: Library Stacks Reorganization

Unit ID /repositories/2/archival_objects/491703

Unit Date 1988

Mixed materials Subseries 16.6 Box 1 (Box)

Scope and Contents

Contains bid proposals and evaluations, memos and correspondence about the 1988 move, and memos about William B. Meyer, Inc., charging more than the contracted price.

Subseries 16.7: Acc. 1999.038

Unit ID /repositories/2/archival_objects/491486

Scope and Contents

Acc. 1999.038: Public Access Committee files, 1988-1990. Includes minutes, search hints, screen designs, a LION user survey, funding files, First Search files, and a history of the committee.

Subseries 16.7 Box 1

Unit ID /repositories/2/archival_objects/491704

Subseries 16.8: Friends of the Libray (FOTL) Board Record Records (Acc. 2008.147)

Unit ID /repositories/2/archival_objects/491487

Scope and Contents

Acc. 2008.147: Friends of the Library. This material accession included some material which is restricted such as donor files. Also included are FOTL board meeting minutes and newsletters, circa 1980s-1990s.

Subseries 16.8 Box 1: FOTL Records

Unit ID /repositories/2/archival_objects/491705

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 2: FOTL Records

Unit ID /repositories/2/archival_objects/491706

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 3: FOTL Records

Unit ID /repositories/2/archival_objects/491707

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 4: FOTL Records

Unit ID /repositories/2/archival_objects/491708

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 5: FOTL Records

Unit ID /repositories/2/archival_objects/491709

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 6: FOTL Records

Unit ID /repositories/2/archival_objects/491710

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 7: FOTL Records

Unit ID /repositories/2/archival_objects/491711

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.8 Box 8: FOTL Records

Unit ID /repositories/2/archival_objects/491712

Mixed materials Subseries 16.8 Box 8 (Box)

Subseries 16.9: Library and Campus-wide Committees, scrapbooks, photos (Acc. 2009.083)

Unit ID /repositories/2/archival_objects/491488

Subseries 16.9 Box 1**Unit ID** /repositories/2/archival_objects/491713**Mixed materials** Subseries 16.9 Box 1 (Box)**Scope and Contents**

Contains reports and documents from various Swem committees from 1990-2007, including the Policy and Planning Group; Exhibits; Administrative Council; Manger's Council; and Electronic Theses and Dissertations Task Force. This accession also includes records from campus-wide committees, such as the Campaign for William & Mary. from 2002-2007, and the 1998 Strategic Planning Committee; and a scrapbook of clippings about the Library and photos of Library Staff.

Subseries 16.10: Post 2009 Accessions (Acc. #?) (check physical items)**Unit ID** /repositories/2/archival_objects/491489**Processing Information**

[Item was listed under series 16, however it did not include an accession number. Check physical boxes]

Subseries 16.10 Box 1**Unit ID** /repositories/2/archival_objects/491714**Mixed materials** Subseries 16.10 Box 1 (Box)**Scope and Contents**

Library Advisory Policy Committee (2013)

Series 17: Serials Department (Acc. 2011.210)**Unit ID** id89972**Unit ID** /repositories/2/archival_objects/491397**Unit Date** 1976-1997**Scope and Contents**

Acc. 2011.210 contains subject files from 1976-1997 related to the United States Newspaper Project to index, preserve, and provide access to various newspapers from around the Commonwealth of Virginia. A small file related to the Math Library is also included.

Series 17 Box 1: Newspaper Project and Math Library Records**Unit ID** /repositories/2/archival_objects/491490**Unit Date** 1976-1997**Scope and Contents**

Acc. 2011.210: Contains subject files related to the United States Newspaper Project to index, preserve, and provide access to various newspapers from around the Commonwealth of Virginia. A small file related to the Math Library is also included.

Series 18: "Publications"**Unit ID** id61016**Unit ID** /repositories/2/archival_objects/491398**Unit Date** circa 1939-2015**Extent** 39 Linear Feet 39 boxes?**Scope and Contents**

This material was previously part of the University Archives Publications Collection and has temporarily been added as one series. Eventually, most of the records included here, will need to be added to other series as the collection is being reprocessed. For a detailed listing see the box description.

Series 18 Boxes 1-39 [?]**Unit ID** /repositories/2/archival_objects/491491**Mixed materials** Series 18 Box 1-39 (Box)

Processing Information

[According to the location listing in Archon, there is a total of 39 Boxes in this series. Could not find on stacks survey listing, so will need to verify number and breakdown of content for each box]

Scope and Contents

The listing on materials for this range of boxes has not be broken down by individual container yet: Additions to book collections 1939-1974. Administrative Council other names for this group: Policy and Planning Group, PPG Announcements, Book lists, Associates of Swem Library or Friends of the Library, Automation and Bibliographic Control 1991-1997, Bibliographic Services, Bookmark, Bookplates, Book Signing, Building additions, The Gift of Kings and Gentlemen-a prospectus for a new library(1959), Prospectus for a new library(1958,1960), Floor plans, Naming of Swem Library, Campaign 1996, For the Fourth Century, Campaign for William and Mary, Card catalog guide, Cartoons: Final exams, 2012 Ceremonies, dedications, re-dedications, Christmas cards, Christmas Keepsake cards, 2011 Classified Staff Association minutes, agendas, cookbook, Collection development news, Committees: Academic services and automation programs committee, Automation publicity committee Building communication committee, Circulation Automation committee, Collections management and growth task force, Database and electronic resource committee, Disaster preparedness committee, Food and drink task force, Goals and priorities task force, Hospitality committee, Liaison committee, Library automation training committee, Library Instruction course committee, Library newsletter committee, Moving committee, Non-circulating books committee, Peer Salary Review task force, Professional status of librarians in the college, Public services committee, Safety and Emergency Preparedness, Sign Committee, Stacks Reorganization Committee (1988), Stacks Utilization Committee, Staff Development and Continuing Education, Staff Orientation Committee, Staff Training and Development committee, Student Employment committee, Student Outreach committee, Swem Management Council, Task Force on Public Relations, User Aids Committee, Dean's Office, Department Heads Meeting, Departmental Representative, Departments: Acquisitions, Bibliographic Services (cataloging), Retrospective Conversion Project, summer 1980 Circulation, Documents, Interlibrary Loans (ILL), Periodicals, Reader Services, Reader Services Guide to Research, Reference, Serials, Special Collections, Development Office, Director's Council, Disaster Procedures Manual, Swem Faculty Recognition Award, Events: Opening of renovated third floor (2003), Christmas in May (2002), Tartan Day, Exhibits: Announcements. Glass exhibit cases throughout the library (1980), Historical materials (1953), Historical relationship of the college to the legal profession (1953), Marshall-Wythe-Blackstone Commemoration (1954), Classics at W & M (1955), Garden Books and Prints from Harrison Collection(1955), Alumni Governors (1957), Hark Upon the Gale (1957), Historical Materials relating to the college (1961), Civil War and its effect on W & M and community (1962), Collector's Choice manuscripts from Coblenz autographs (1963) Thomas Jefferson and W & M (1963), Magna Carta (1965), Oscar Wilde and the Victorian Scene (1966), Shakespeareana (1966), In the Beginning was the Word-rare books from the Walton collection (1967), The College and the Crown (1968), The Law and Chief Justice John Marshall (1969), Paintings and Sculpture from Sydney Lewis collection (1970), English brass rubbings from Cairns collection (1972), Bookbindings by Clement Samford (1973), Manuscripts from Walton collection (1973), Books, Manuscripts ,Artifacts associated with William Morris (1975), An Exhibition of Old Master Prints (1975), Oscar DeMejo, Paintings depicting events in America's War for Independence (1975), Fifty-six statesmen: Letters and documents of the signers of the Declaration of Independence from Fields collection (1976), George Washington Manuscripts, artifacts, and association items from the Fields collection (1976), Pugs, People and the Chapin Collection of books on dogs (1976), New Capricci by Philipp Fehl (1977), Rubens in Prints (1977), Southern Books Competition (1977), Arthur Strauss and the German Expressionists (1978), Owl Feathers-silkscreens by William Crutchfield (1978), Expressionist Theater (1979), Samurai Swords (1979), The 200th anniversary of the founding of the Chair of Law and Police at W & M (1979), Watercolors of a Persian Bowl by Robert Keyser (1980), Saturday Night Live: Literary Societies at W & M 1829-1962 (1982), Treasures and Autographs from Manuscript collection (1982), The Genre of the Little Magazine (1983), Zetlin Book Works (1982), Colonial and Revolutionary War Paper Money from Brainard Charlton collection (1984), A more Agreeable and Friendly Society: Williamsburg in the 19th century (1985), Tending the Groves of Academe: History of the W & M faculty (1985), Japan under the occupation 1945-1952 (1986), The World of Captain John Smith (1986), Early Virginia private libraries - 1700-1830 (1987), Five generations: The Tucker-Coleman Women and their times (1987), Treasures of the College of W & M Library (1988), Puttin' on the Dog (1992), 300 years of distinction: The College of W & M 1693-1993 (1993), A Century of Publications (1994), From Rare to Well-done: America's cookbooks 1739-1993 (1995) 'Twas the Night Before Christmas (1995) (2000), Frankenstein (2005), Society for the History of Discoveries (2005), A Visit from St. Nicholas (2005), Ex Libris Society and newsletter, Expenditures by Type, Film Inventory, Friends of the Library, Fundraising, Goals and Objectives, Guide to the Earl Gregg Swem Library, Guide to the Libraries, Handbooks, Guidelines and Policies for Administrative and Professional Library Faculty (2001), Information Commons, LION (Libraries Online), Librarian's Assembly, Library Contributions: Earl Gregg Swem: A Bibliography, Introduction to the Swem Library, Guide to the Swem Library Statue of Lord Botetourt

Library Faculty Association, Library Resource Package for Faculty, Library Schedules, Lit Group, Lord Botetourt Forum, Management Council, Manuscripts of John Marshall, Media Center, Media Center Newsletter "groundfloor" (or ground floor) Media Studio, A Memento, National Library Week, Newsletters, Organizational Chart, Orientation for Incoming Students, Parks-Franklin Day, Partnerships - Williamsburg Research Libraries Partnerships, Professional Librarian Meetings, Prospectus for a new library ca 1958 Public Outreach, Public Services Meeting, Reports, Annual, Month-Department, Self-study - The College Library-An Evaluation (1953), Some Places of Interest in Williamsburg, Speaker Series, Special Collections, Exhibits: Student Life at W & M, 2001, Visitors Register, Guest Register, Staff Information Booklet, Staff Meetings (prior years also know as Need to Know, General Staff, Open Forum) Staff Lists, Student Assistants guidelines, Student Handbook 1968, Suggestion Box, Surveys, Swem Library and Williamsburg Regional Library, Task Force on Automated Library Systems II, Task Force on Public Services Statistics (1989), The Throne, Travel, Virginia Council of Higher Education Report, Wendy and Emery Reves International Studies Collection

Series 19: Science Libraries (Acc. 2012.423; 2 boxes)

Unit ID id177431

Unit ID /repositories/2/archival_objects/491399

Unit Date 1981-1996

Scope and Contents

Contains correspondence, photographs, blueprints, and other material related to the science libraries. Included are blueprints and drawings of the Geology Library in Tercentenary Hall, later McGlothlin-Street Hall; photographs of the stacks; and reports related to the holdings of the science libraries.

Series 19 Box 1: Science Library Records

Unit ID /repositories/2/archival_objects/491492

Mixed materials Series 19 Box 1 (Box)

Scope and Contents

Contains correspondence, photographs, blueprints, and other material related to the science libraries. Included are blueprints and drawings of the Geology Library in Tercentenary Hall, later McGlothlin-Street Hall; photographs of the stacks; and reports related to the holdings of the science libraries.

Series 19 Box 2: Science Library Records

Unit ID /repositories/2/archival_objects/491493

Mixed materials Series 19 Box 2 (Box)

Scope and Contents

Contains correspondence, photographs, blueprints, and other material related to the science libraries. Included are blueprints and drawings of the Geology Library in Tercentenary Hall, later McGlothlin-Street Hall; photographs of the stacks; and reports related to the holdings of the science libraries.

Series 20: Accession 2023.111 Memoriam to Carol S. Linton

Unit ID /repositories/2/archival_objects/594051

Black Atlantic Writers of the 18th century acknowledgements

Unit ID /repositories/2/archival_objects/594052

Mixed materials Series 20 box 1

Scope and Contents

A dedicated acknowledgement from editors of the "Black Atlantic Writers of the 18th century " Adam Potkay and Sandra Burr to Carol S. Linton (April 1971-February 1995)

Series 21: Accession 2023.239 administrative papers

Unit ID /repositories/2/archival_objects/604022

Processing Information

Unprocessed

Scope and Contents

Correspondence, William & Mary event publications, printed materials and ephemera documenting the

activities of William & Mary Dean of Libraries, Carrie Cooper.

Correspondence and publications

Unit ID /repositories/2/archival_objects/604023

Unit Date 2014-2020

Mixed materials Series 21 box 1

Series 22: Accession 2023.071: Drawing

Unit ID /repositories/2/archival_objects/604045

Swem reference desk cartoon

Unit ID /repositories/2/archival_objects/604046

Unit Date 1998

Mixed materials Series 21 box 1

Series 23: Accession 2024.019 scrapbook

Unit ID /repositories/2/archival_objects/607599

Swem Library expansion scrapbook

Unit ID /repositories/2/archival_objects/607600

Mixed materials Series 23 box 1 (Binder in a box)

Scope and Contents

Scrapbook of Swem Library Expansion project. Likely created by Jo Ann Hainley, administrative assistant to Connie McCarthy. Includes newsclippings and photographs of the library, construction, and staff.

Series 25: Accession 2024.043 Fliers

Unit ID /repositories/2/archival_objects/609818

Teaching and Learning Symposium fliers

Unit ID /repositories/2/archival_objects/609819

Unit Date 2022 April 27-2022 April 28

Series 26: Accession 2024.283 report

Unit ID /repositories/2/archival_objects/613954

Biennial report

Unit ID /repositories/2/archival_objects/613955

Unit Date 2021

Mixed materials Series 21 box 1

Series 27: Accession 2024.289 brochure

Unit ID /repositories/2/archival_objects/615257

Unit Date 2024 April 10

Mixed materials Series 23 box 1 (Binder in a box)

Celebration of the book, brochure

Unit ID /repositories/2/archival_objects/615258

Unit Date 2024 April 10

Mixed materials 1, Additions (box)

Container 1 (Folder)

Series 28: Accession 2024.167 Newsletters and Throne Issues

Unit ID /repositories/2/archival_objects/621477

Unit Date 1995-2008

Subseries 28.1: Newsletters and "The Throne" Issues

Unit ID /repositories/2/archival_objects/621483

Friends of the Library Newsletters and "The Throne"

Unit ID /repositories/2/archival_objects/621482

Unit Date 1995-2003

Mixed materials Series 28 Box 1

"The Throne" Issues

Unit ID /repositories/2/archival_objects/621481

Unit Date 2004-2006

Mixed materials Series 28 Box 2

"The Throne" Issues

Unit ID /repositories/2/archival_objects/621480

Unit Date 2009-2012

Mixed materials Series 28 Box 3

"The Throne" Issues

Unit ID /repositories/2/archival_objects/621479

Unit Date 2006-2008

Mixed materials Series 28 Box 4

Subseries 28.2: Promotional Files and Audio-Visual Materials

Unit ID /repositories/2/archival_objects/621484

Computer Disks Series 28 Box 5

Accession 2025.123 Newsletters

Unit ID /repositories/2/archival_objects/647735

Unit Date 2009-2011

Reference Department Newsletters

Unit ID /repositories/2/archival_objects/647736

Unit Date 2009-2011

Mixed materials Series 28 Box 5

Accession 2025.122 Fliers

Unit ID /repositories/2/archival_objects/647767

Draw the Line Comics Contest fliers

Unit ID /repositories/2/archival_objects/647768

Unit Date 2024

Mixed materials 1, Additions (box)

Container 2 (Folder)