

# Guide to the Communications Committee, Yale University Library, Records

RU 1043



compiled by Mary Caldera

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<http://www.library.yale.edu/mssa/>

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## Collection Overview

**REPOSITORY:** Manuscripts and Archives  
Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

**CALL NUMBER:** RU 1043

**CREATOR:** Yale University. Library

**TITLE:** Communications Committee, Yale University Library, records

**DATES:** 2002-2005

**PHYSICAL DESCRIPTION:** 0.5 linear feet (1 box)

**LANGUAGE:** English

**SUMMARY:** The records consist of minutes, correspondence, reports, and bulletins documenting the mission and activities of the Yale University Library Communications Committee.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.1043>

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## Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ru.1043>.

To order reproductions from this collection, please go to [http://www.library.yale.edu/mssa/ifr\\_copy\\_order.html](http://www.library.yale.edu/mssa/ifr_copy_order.html). The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b.      box  
f.      folder

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## Administrative Information

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### Immediate Source of Acquisition

Transferred by the chair of the Communications Committee, 2007.

## **Conditions Governing Access**

Access to the materials is restricted. See Collection Contents for details.

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## **Preferred Citation**

Communications Committee, Yale University Library, Records (RU 1043). Manuscripts and Archives, Yale University Library.

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## **Biographical / Historical**

The Communications Committee of the Yale University Library was formed in 2003 by the Library Management Council and the Microcosm Group. Its charge and mission is to support and promote an environment of two way communication by recommending, advising on and facilitating the exchange of ideas, the availability of information, and the use of good communication methods and skills.

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## **Scope and Contents**

The records consist of minutes, correspondence, reports, and bulletins documenting the mission and activities of the Yale University Library Communications Committee.

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## **General note**

Forms part of Yale Record Group 32-E (YRG 32-E), Records of Yale University Library programs, projects, and committees.

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## **Arrangement**

The records are arranged by topic.

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## Collection Contents

### Accession 2007-A-175: Communications Committee records, 2002-2005

Restricted until January 1, 2041

b. 1, f. 1	Mission and charge	2003-2005
b. 1, f. 2 - 4	Meetings	2003-2005
b. 1, f. 5	Goals	2004-2005
b. 1, f. 6	Committee subgroups	2003-2005
b. 1, f. 7	Products and reports	2004-2005
b. 1, f. 8	Bulletins	2003-2004
b. 1, f. 9	"Guidelines for Committee Participation" (brochure)	2005
b. 1, f. 10	High Performing Organizations (HPO) survey results	2002-2005
b. 1, f. 11	Focus group results	2004
b. 1, f. 12	Recommendations	2004-2005

## **Selected Search Terms**

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

### **Subjects**

Academic libraries  
Communication in management

### **Corporate Body**

Yale University. Library