

# Guide to the Department of Manuscripts and Archives, Yale University, Reader Services Records

RU 123



compiled by Daniel Hartwig and staff of Manuscripts and Archives

February 2008

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/>

---

## Table of Contents

Collection Overview .....	3
Requesting Instructions .....	3
Administrative Information .....	3
Conditions Governing Access .....	3
Preferred Citation .....	4
Scope and Contents .....	4
General note .....	4
Arrangement .....	4
Collection Contents .....	5
Accession 19ND-A-133: Deposit tickets and sales tax reports, 1975-1980 .....	5
Accession 19ND-A-135: Photoduplication orders for publications, 1970-1974 .....	6
Accession 19ND-A-136: Call slips, 1964-1982 .....	7
Accession 19ND-A-137: Photo order logbook, 1980-1983 .....	8
Accession 19ND-A-415: Cash Log Books, 1975-1980 .....	9
Accession 1983-A-095: Photo orders, invoices, research requests, 1981-1983 .....	10
Accession 1983-A-096: Records .....	11
Accession 1983-A-115: Mail order correspondence and photo orders, 1980-1982 .....	12
Accession 1984-A-058: Call slips for manuscripts, 1982-1983 .....	13
Accession 1984-A-059: Call slips for books, 1982-1983 .....	14
Accession 1984-A-060: Call slips for microfilm, 1982-1983 .....	15
Accession 1985-A-050: Photoduplication files, 1983-1984 .....	16
Accession 1985-A-051: Call slips for manuscripts, 1984-1985 .....	17
Accession 1985-A-053: Call slips for books and microfilm, 1984-1985 .....	18
Accession 1985-A-054: Call slips for books and microfilm, 1983-1984 .....	19
Accession 1985-A-055: Photoduplication files, circa 1983-1985 .....	20
Accession 1999-A-058: Call slips, 1997-1998 .....	21
Accession 2001-A-068: Photoduplication logs, 1990-1998 .....	22
Selected Search Terms .....	23

---

## 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 123

**CREATOR:** Yale University. Department of Manuscripts and Archives

**TITLE:** Dept. of Manuscripts and Archives, Yale University, reader services records

**DATES:** circa 1964-1998

**PHYSICAL DESCRIPTION:** 36 linear feet (56 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of administrative files concerning financial transactions, research forms, and shipping memoranda of the Department of Manuscripts and Archives at Yale University Library.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0123>

---

## 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.0123>.

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

---

## Administrative Information

---

### Conditions Governing Access

Access to the records is restricted to the office of origin only.

## **Preferred Citation**

Department of Manuscripts and Archives, Yale University, Reader Services Records (RU 123).  
Manuscripts and Archives, Yale University Library.

---

## **Scope and Contents**

The records consist of administrative files concerning financial transactions, research forms, and shipping memoranda of the Department of Manuscripts and Archives at Yale University Library.

---

## **General note**

Forms part of Yale Record Group 32-D (YRG 32-D), Records of Yale school and departmental libraries and collections.

---

## **Arrangement**

The records are arranged by accession.

## **Collection Contents**

### **Accession 19ND-A-133: Deposit tickets and sales tax reports, 1975-1980**

No inventory available.

Restricted to office of origin only.

b. 2, 1

**Accession 19ND-A-135: Photoduplication orders for publications, 1970-1974**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 19ND-A-136: Call slips, 1964-1982**

No inventory available.

Restricted to office of origin only.

b. 24-25, 17, 16, 19, 18, 21, 20, 23, 22, 5-6, 3-4, 1-2, 15, 14, 8, 7, 10, 9, 12, 11, 26, 13, 28, 27, 30, 29, 31

## **Accession 19ND-A-137: Photo order logbook, 1980-1983**

Restricted to office of origin only.

b.1

Photo order logbook

1980-1983

---



**Accession 19ND-A-415: Cash Log Books, 1975-1980**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 1983-A-095: Photo orders, invoices, research requests, 1981-1983**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 1983-A-096: Records**

No inventory available.

**Accession 1983-A-115: Mail order correspondence and photo orders, 1980-1982**

No inventory available.

Restricted to office of origin only.

b. 2, 1

**Accession 1984-A-058: Call slips for manuscripts, 1982-1983**

No inventory available.

Restricted to office of origin only.

b. 1-2

**Accession 1984-A-059: Call slips for books, 1982-1983**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 1984-A-060: Call slips for microfilm, 1982-1983**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 1985-A-050: Photoduplication files, 1983-1984**

No inventory available.

Restricted to office of origin only.

b. 1



**Accession 1985-A-051: Call slips for manuscripts, 1984-1985**

No inventory available.

Restricted to office of origin only.

b. 1-2

**Accession 1985-A-053: Call slips for books and microfilm, 1984-1985**

No inventory available.

Restricted to office of origin only.

b. 1-2

**Accession 1985-A-054: Call slips for books and microfilm, 1983-1984**

No inventory available.

Restricted to office of origin only.

b. 1

**Accession 1985-A-055: Photoduplication files, circa 1983-1985**

Restricted to office of origin only.

b. 1	Photographic services logbook	1973-1981 May 27
b. 1	Xerox logbook	1978 April 21-1980 September 12
b. 2	Photographic order log book	1972-1973
b. 2	Xerox logbook	1975 November 11-1978 Apr21
b. 3, f. 1	Completed photo book orders	1984-1985
b. 3, f. 2	Completed tax reports	1984-1985
b. 3, f. 3	Deposit tickets	1984-1985
b. 3, f. 4	Accounting transfers	1984-1985
b. 3, f. 5	Completed office of origin requests	1984-1985
b. 3, f. 6	FBI	1984-1985
b. 3, f. 7	Invoice log	1984-1985
b. 3, f. 8	Administrative and preservation xeroxing logs	1984-1985
b. 3, f. 9-15	Photo order correspondence	1983-1984
b. 3, f. 16	Photo order correspondence	1984-1985
b. 4, f. 17-23	Photo order correspondence	1984-1985

**Accession 1999-A-058: Call slips, 1997-1998**

No inventory available.

Restricted to office of origin only.

b. 1-2

## **Accession 2001-A-068: Photoduplication logs, 1990-1998**

Restricted to office of origin only.

b.1	1990-1992
-----	-----------

---

b.2	1993-1995
-----	-----------

---

b.3	1996-1998
-----	-----------

---

## **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**

Archives  
Libraries -- Special collections

### **Corporate Body**

Yale University. Department of Manuscripts  
and Archives

### **Contributors**

Yale University. Department of Manuscripts  
and Archives  
Yale University. Library