

# Guide to the Publications Office, Yale University Library, Records

RU 755



compiled by Daniel Hartwig

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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/>

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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 755

**CREATOR:** Yale University. Library

**TITLE:** Publications Office, Yale University Library, records

**DATES:** 1920-1978

**PHYSICAL DESCRIPTION:** 16.25 linear feet (13 boxes)

**LANGUAGE:** English

**SUMMARY:** The records consist of correspondence, working files, orders, printed material, and financial records of the Publications Office, Yale University Library. Topics include the publication projects, Research Libraries Group, and Systems Office projects.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0755>

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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.0755>.

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

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## Administrative Information

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### Conditions Governing Access

The materials are open for research.

## Conditions Governing Use

Copyright for materials authored or otherwise produced as official business of Yale University is retained by Yale University. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

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## Preferred Citation

Publications Office, Yale University Library, Records (RU 755). Manuscripts and Archives, Yale University Library.

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## Processing Information

Yale University records are arranged and described at the accession level by the creating office. The University Archives creates collection level descriptive records, but typically does no further arrangement and description at the accession level.

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## Scope and Contents

The records consist of correspondence, working files, orders, printed material, and financial records of the Publications Office, Yale University Library. Topics include the publication projects, Research Libraries Group, and Systems Office projects.

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## General note

Forms part of Yale Record Group 32-C (YRG 32-C), Records of Yale University Library departments and offices.

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## Arrangement

The records are arranged by subject.

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## Collection Contents

### Accession 1989-A-055: Records, 1920-1978

b.1	From other institutions-	1970s
b.1	handouts	
b.1	policy statements	
b.1	newsletters	
b.2	RLG materials	1970s
b.2	standards	
b.2	lists	
b.2	annual reports	
b.2	Sharpe library survey	
b.2	manuals	
b.2	Boards of governors and directors	
b.2	Committees	
b.3	Pubs Office Records	1940s-1970s
b.3	folder on their projects	
b.4	Pubs Office Records for ~ this box	
b.4	Ms for "User Requirements"	
b.4	Systems office projects	
b.5	Marc Pilot Project	1968
b.5	Users Handbook (original)	1969
b.5	Machine Aided Technical Processing System	1966
b.5	Also lists	
b.5	manuals	
b.5	reports	
b.5	Working files	1970s
b.5	reports	
b.5	budgets	
b.5	disbursements	
b.5	accounts	

## Working files (continued)

b. 5	lists	
b. 5	deposits	
b. 6	Order correspondence	1970s
b. 6	include microfilm orders	
b. 6	Invoices	
b. 6	Photo orders	
b. 7	Financial Journals	1970s
b. 7	deposit and cash records	
b. 7	disbursements, quaterly reports	
b. 7	list of publications	1920s-1930s
b. 7	bills	
b. 8	Duplicates of forms	
b. 8	cash receipt slips	
b. 8	deposits, part time staff	
b. 8	Re. promo of publications	
b. 8	proposed publications	
b. 9	Old records	
b. 9	distribution of manuals	
b. 9	correspondence, bills, receipts re. projects	
b. 9	Questionnaire with correspondence re. Buying Y.U. catalog on microfilm	
b. 9	Catalog production notes	
b. 10	Descriptions of and information on	1970-1976
b. 10	Christmas cards (removed for the Yale Greeting Card Coll.)	
b. 10	prints	
b. 10	drawings	
b. 10	maps	
b. 11	Microfilm information	
b. 11	Publications, MSSA	1970-1978
b. 11	lists	
b. 11	forms	

## Microfilm information &gt; Publications, MSSA (continued)

b. 11	data	
b. 11	memoranda	
b. 11	Dissertations	1970-1975
b. 11	Check sheets	
b. 11	Work orders	
b. 11	Human Relations Area Files	1967-1978
b. 11	file slips	
b. 11	RLG Monthly varification slips	1982
b. 12-13	RLG Monthly varification slips	1980-82

## **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  
Libraries -- Publishing

### **Corporate Bodies**

Research Libraries Group  
Yale University. Library