

RECORD GROUP 4

Academic Affairs, 1911-

This division is one of the oldest of the University community. Beginning as College Secretary in 1911, the unit office evolved as Prefect, Moderator, Dean, Vice-President of Studies and Dean of Discipline. In 1952, the current title of Academic Vice-President was established as the highest University officer charged with overseeing all academic divisions.

Today this record group includes publications such as catalogs, the literary journal *Attic Salt*, and newsletters such as *News Notes* and *Loyola Life*.

Also included in this record group are correspondence and report files from the Vice-Presidents, Registrars, Librarians, Directors and others. There is a substantial artificial collection of unpublished narratives, journal articles and news clippings pertaining to local Westchester and del Rey history in the records of the Library.

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[MS 4E6a]

Record Series E: Library

SERIES 6: LIBRARY COMMITTEES AND COUNCILS

Sub series a: Library Committee, 1949 to present day

Statutes, nd

Minutes, Jun; Oct 1948

Minutes, Feb; Apr, 1951

Library building proposal: meeting report, 6 Feb 1958

Minutes, Nov 1963

Unsorted, 1963

Minutes, Apr-May; Nov-Dec 1965

Minutes, Jan; Mar; May; Oct-Nov 1966

Committee statutes: cor., 1967-1968

Pres. Casassa: cor., 1967

Minutes, Mar-May; Oct-Nov 1967

Minutes, Apr-May; Nov 1968

Minutes, Jan 1969

Minutes, Jan 1970

Minutes, Mar; Sep 1971

Minutes, Apr; Nov-Dec 1974

Minutes, Oct-Dec 1975

Roster, 1978

Chair Mel Bertolozzi: cor., 1979

Minutes, Apr 1981

Alternative Solutions to Library Space Needs: data; notes; report, 1990

Chair Joseph S. Tiedemann: faculty use policy; announcement, Mar 1991

Meetings schedule, Sep 1995

Minutes, 3 May; 17 May; 23 Aug 1995

Minutes, 1995-1996

1996-1999

Minutes, 1999-2002

Formation of an Archives and Special Collections Advisory Committee: memo., 2001

Minutes, Mar 2001

Minutes, 23 Apr 2002

Sep 2002

Minutes, 11 Sep 2002

Minutes, 9 Oct 2002
Minutes, 26 Nov 2002
Minutes, 4 Dec 2002

[MS 4E6a]

Minutes, 12 Feb 2003
Minutes, 17 Mar 2003
Minutes, 18 Mar 2003
Minutes, 22 Apr 2003
Minutes, 4 Dec 2003

Minutes, 24 Feb 2004
Minutes, 13 Apr 2004
Minutes, 28 Sep 2004

31 Jan 2005

2006-2009

Sub series b: Library Architects Committee, 1972-1973

Cor.; memo.; minutes, 1972-1973

[MS 4E6c]

Sub series c: Library Associates, 1975-1987

Membership form, nd

"Book" brochure, c1975

Roster, 1981
Advisory Board constitution, 1981
Honor Roll, 1984

Cor.; memos and minutes., 1989-
Meeting dinner invitation, 1990

[MS 4E6c/2]

Library Associates unprocessed

Sub series d: Frank R. Sullivan Memorial Committee, 1975-1978

Frank Sullivan Memorial Committee: cor.; meeting agenda, 1975-1978

Frank Sullivan Memorial Committee: Rev. Herbert Ryan, S.J. recollections;
essays, ca. 1977

Sub series e: Library Administrative Council, 1979-

[MS 4E6f]

Sub series f: Collection Development Committee, 1980-

Collection Development Policy: memos; survey study., 1980

Meeting minutes, 22 Feb 2007

Sub series g: Library Advisory Council

Memos and minutes, 1985-

Memos and minutes, 1986-1987

Memo., 1995

Memos and minutes, 1987-

Sub series h: Library department heads

Minutes, 19 Apr 1988

[MS 4E6i]

Sub series i: Library Staff Association

Constitution of the Library Staff Association, 1982

Nominating ballots, nd

Birthday list, nd

Library Staff Committee: dress codes, 4 Feb 1971

Memos and minutes, 1993-

Forms; minutes, 30 Jan; 1 Jun 1995

Minutes, 12 Jan 1996

Memo., 2001

[MS 4E6j]

Sub series j: Emergency Preparedness Committee, 1988

Evacuation of materials definitions (V), C. 1988

Evacuation plan (III: rev.), 1988

Evacuation plan (III: rev. 2), 22 Dec 1988

Minutes, Oct-Nov 1988

Minutes, Jan; Mar 1989

National Fire Protection Association (NFPA), *Manual for Fire Protection for Archives and Record Centers*, 1991

National Fire Protection Association (NFPA), *Recommended Practice for the Protection of Libraries and Library Collections*, 1991

National Fire Protection Association (NFPA), *Recommended Practice for the Protection of Museum and Museum Collections*, 1991

*Emergency preparedness plan*¹, c 1992
LMU Disaster Preparedness Plan (rev.), 1992

LMU Disaster Preparedness Plan (rev.), 1993
LAPNET, *Disaster Preparedness and Collection Salvage Plan*: Chapter 15:
Disaster Consultants, Aug 1993

Acquisitions and serials: evacuation list, C. 1995

Emergency Preparedness Quiz, 1997
Library Building Emergency Telephone Notification Tree: chart, 1997
Minutes, 1997

Archives and Special Collections evac plan, C. 1998
Emergency Preparedness Plan: draft, c. 1998
Minutes, 1998
Subcommittee on Disaster Salvage Planning: minutes, Jan; Mar 1998

California Governor's Office of Emergency Services: recommended disaster supplies, C. 1999

Captain Debra Shade: memo., 1999
Library Building Emergency Telephone Notification Tree: chart, 1999
Von der Ahe Library Emergency preparedness plan quick guide, 1999

Captain Elisa Slater: email, 2002
Minutes, 2002
Roster, 2002-2004

Arroyo Seco Library Network workshop, 2003
Captain Elisa Slater: email, 2003
Library 2nd floor plan of emergency equipment, ERT members, and exits, 2003

[MS 4E6j/2]

Von der Ahe Library Emergency Preparedness Plan, 2004

Captain Neil Bethke, 2008

[MS 4E6j/3 **Restricted**]

¹ Retired from Linus No. LD3131.L763 A65 Bar code No. 3 5069 00602 6458.

Library employee emergency list, 2008

[MS 4E6k]

Sub series k: Librarians

Catalog Head Naomi Kerze [Zahavi]: meeting notes, 1989-1992

Catalog Head Naomi Kerze [Zahavi]: meeting notes, 1993-1996

Minutes, Apr-May; Sep-Dec 1998

Minutes, Jan-Feb; Apr-May; Sep-Oct; Dec 1999

Minutes, Jan-Feb; Apr; Sep-Dec, 2000

Minutes, 2000-2003

Minutes, Feb-Apr 2001

Minutes, Jan; Mar; May, Dec 2002

Minutes, 2002-2003

[MS 4E6k/2]

Subject selectors sub-committee, 2003

Minutes, 2004

Minutes, 2005

Minutes, 2006

Minutes, 2007

Minutes, 2008

Sub series l: Library Space Planning Committee

Draft report, Jun 1995

Questionnaire responses, Jun 1995

Report, 30 Jun 1995

Sub Series m: Assistant Reference Librarian Hiring Committee

Job acceptance by Debra Moore: announcement, 1995

Sub Series m2: Reference/Circulation Coordinator Search Committee

Job acceptance by David Garza: announcement, 1995

[MS 4E6n]

Sub Series n: Library Technology/Systems Committee

1993-1995

1998

Minutes, Aug-Nov 1998

Minutes; Jan-Mar; Sep-Dec 1998

Minutes, 1999

Carty, Michael: cor., 2000-2001

Minutes, Feb; May; Oct; Dec 2000

CollegisEduprise: Informational Technology Assessment Reprt, 2001

Minutes, 2001

[MS 4E6n/2]

Minutes, 2002

Minutes, 5 Mar 2003

Minutes, 2 Apr 2003

Minutes, 5 Nov 2003-2004

2004

2005

2006

2007

[MS 4E6n/2]

Sub Series o: New Library Planning Committee

Minutes, Feb 1995

Minutes, Apr 1996

Recommendations, 21 Feb 1996

Architects references: report, May 1996

Sub series p: Internal Focus Group Committees for Library Addition

Sub series r: Bindery Processes Committee

Report draft, 2002

Sub series s: Friends of the Library

Brochure, 2003

Sub series t: Reference Desk Group

Meeting, 5 Feb 2004

Sub series u: Search committees

[MS 4E7]

SERIES 7: CATALOGING

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Sub series b: Cataloging Librarian Arthur Nelson, 1956-

Sub series c: Cataloging Librarian Gerald Dalcourt, 1956-1957

Sub series d: Cataloging Librarian Maria de Penha Martine Moura, 1959-1980

Updating Dewey Decimal Classification: memo; report, 1978

Goals and Objectives: memo, 1979

Goals, 1980

Sub series e: Cataloging Librarian Joan L. Tseng, 1977-

Partial resume, ca 1977

Sub series f: Cataloging Librarian Marcia Findley, 1981-1991

Reclassification project, 1981

WASC, 1981-

Microcon project

New objectives

University of California Santa Barbara University Library David Guttman,
"Report and Recommendations to Loyola Marymount University Library for Media
Services: report, 1987

Sub series g: Head Cataloging Librarian Naomi V. Kerze Zahavi, 1989-2004

Catalogers manual, 2001-2004

Sub series h: Cataloging Librarian Manuel Urrizola, 1991-1994

Sub series i: Catalogers meetings

Meeting minutes, 1999-2005

Sub series j: Head Cataloging Librarian Walt Walker, 2004-

ALA Conference report, 2001

Andrade, Ray: cor., 2007-

Hennessey, Christina: Rose Hills Reading Room: email, 2009

[MS 4E8a]

SERIES 8: UNIVERSITY ARCHIVES

Sub Series a: Richard H. Trame, S.J., 1960-1994

File series 1: Management

Blank archival forms, nd

National Archives and Records Service Archival Management Course:
certificate; notes; reports, 1958

Oral histories: correspondence; interview questions, 1962; nd

Catholic Archives in Southern California: bibliography, ca1963

"University Archives": correspondence; news clippings; photographs, 1964,
1973, 1983-1984; nd

John T. Boudreau Productions, 1970
Budget: invoices; reports; requests, 1971-1972
Correspondence, 1971; 1978-1979

What Is The LMU Archive?: memo., ca1973

Cor., 1975

Historical photographs: cor., 1975

Historical Association of Centinela Valley: cor; news clipping, 1975

Archivist workshops and duties as official University Archivist: cor., 1976-
1977

Call slips, 1977-1982

Conversion of archives room to dance dressing room: cor., 1977

President's office: cor., 1977

Santa Clara University Archives: memo; policy statement, 1977

Statue of St. Michael gift, 1977-1978

Academic VP Clark: re: office of the University Archivist; cor., 20 Nov
1978

Business Affairs VP Pfaffinger: archives space; cor., 1978

Case Western Reserve University Workshop on College and University Archives:
bibliography; certificate; notes; reports; roster, 1978

Cor. and memos., 1978

Policy memos., 1978-1980

Trinast, Elizabeth Michele: Jesuit scientists; cor., 1978

Archives space: cor.; memo., 1979-1983

Correspondence, 1980-1981

[MS 4E8a/2]

Rouault prints, 1980

Library Director Blackman: cor.; memo., 1980-1986

Wilkinson, Mrs Geraldine White: professor John Joseph White; cor., 1980

Correspondence, 1982-1985

Call slips, 1983-1991

Archivists of Jesuit Colleges/Universities and Provinces: meeting summary;
member list; survey form, 1986

California Province of the Society of Jesus, 1986

Pacific Historical Review, 1986-1987

Correspondence, Jan-Oct 1987

Hall of Fame, 1987

Laband records, 1989

Research factors: memo., 1991

University records retention schedule: policy memo., Sep 1991

Cor., 1992

Archives Register, Sep 1993 - May 1994

[MS ov4]

Finding guides: artists pads, nd

[MS 4E8a/2]

Registration cards and work sheets, ca1993

[MS 4E8a/3]

File series 2: Reference research files²

1928 National Air Races: flyer, 1928

anonymous, "Annals of Marymount Los Angeles": narrative, nd

anonymous, *Catholic Directory and Census of Los Angeles City and Parish Gazetteer*: 1899

anonymous, "Excerpt from an old diary --- M.T.W.": draft, nd

² Cf. Record Series D: Professorial Papers.

anonymous, "The First Marymount School in Los Angeles, California (28th Street)": narrative, nd

anonymous, "The Flag Raising on Mt. Suribachi (Iwo Jima)": narrative and biographies, nd

anonymous, "Historia Domus Los Angeles Universatatis (Loyola) A die 31 Julii, 1949, ad diem 31 Julii, 1950": draft, ca. 1959

anonymous, "Historical"; photographic typeset and negatives, nd

anonymous, "Historical Background": notes, nd

anonymous, "History of Loyola Marymount University": draft, ca. 1973

anonymous, "History of Loyola University -- July 1, 1945 -- June 30, 1946": draft, nd

anonymous, "History of Loyola University -- July 31, 1946 -- July 31, 1947": draft, nd

anonymous, "History of Loyola University -- July 31, 1947 -- July 31, 1948": draft, nd

anonymous, "History of Loyola University of Los Angeles": draft, nd

anonymous, "History of Marymount College": draft, nd

anonymous, "Loyola Presidents": draft, ca. 1932

anonymous, "Loyola University at Los Angeles": bound manuscript with photographs, 1931

anonymous, "Loyola University of Los Angeles": (*New Catholic Encyclopedia?*); draft, (7 May 1963?)

anonymous, "Loyola University History -- July 31, 1948 to July 31, 1949": draft, 1949

anonymous, "Materials for the History of St. Vincent's College--Loyola University": drafts, ca 1969, nd

anonymous, untitled ("As I see the religiously oriented university..."); draft, nd

[MS 4E8a/3]

anonymous, untitled ("In 1911 the Vincentian Fathers,...."); photocopy of typescript, 1949

anonymous, "The Von der Ahe Communications Arts Complex": draft, anonymous, untitled ("Loyola University of Los Angeles, since 1914..."): draft, ca. 1963

anonymous, untitled ("When Harry Culver offered 100 acres of land..."): draft, ca. 1963

Black, Virginia: "Brief History of the Los Angeles International Airport and the City's Regional Airport System"; photocopy, 1987

Brook, Harry Ellington, *The City and County of Los Angeles in Southern California*: booklet, 1902

Centinela Adobe Complex: flyer, nd

Centinela Days Committee: "Highlights of Inglewood History"; yearbook, 1972

Conneally, Rev. J. Philip, S.J.: "The Beginning of Secondary and Higher Education in Southern California (St. Vincent's College: History and Tribute)"; draft, nd

Conneally, "Dedication of Father Ruppert's St. Vincent College, 1917: The Corner-Stone Laying On the Venice Boulevard Campus, the Fifth Site of the School": narrative, nd

Conneally, "The Education of Krazy Kat" (re: creator George Herriman ('[18]97)); narrative, n,.d.

Conneally, "Groundbreaking for the New St. Vincent's College: Feast of the Presentation, November 21, 1916": narrative, nd

Conneally, "Higher Education in Los Angeles: The First Twenty-Five Years"; draft, nd

Conneally, "Jubilee of the Jesuit Fathers in Los Angeles"; drafts, 1961³

Conneally, "Locating the New St. Vincent's College: St. Theresa and Mr. Higgins": narrative, nd

Conneally, "On August 15, 1867...": narrative, nd

Conneally, "Our School's Creative Years: 1890-1911": narrative, nd⁴

Conneally, "Santa Clara's Proposal to Come South: When the Mission College considered succeeding the Vincentian Fathers in Los Angeles: narrative, nd

Conneally, "St. Vincent's College: History and Tribute"; correspondence; drafts, 1959; 1961

Conneally, untitled ("On August 15, 1867 'amid a large concourse of citizens', Bishop Amat..."); notes, nd

[MS 4E8a/3]

Crawford, C.M.: "Memorandum" (re: airport property), 3 Apr 1963

Cremin, James Howard⁵: "St. Vincent College: LA & Loyola College: Early Years"; draft narrative with photocopies of building photographs, nd

³ Cf. Record Group 3.5 Committees.

⁴ Cf. Photograph Collection, Student File.

Cremin, James Howard: Thomas Franklin Power architect⁶; photocopies of structure photographs; research notes; *Who's Who in Los Angeles County*, 1926/7; *Who's Who in Los Angeles County*, 1927/8, nd

Crystal Springs at Tajauta Rancho photograph caption Del Rey Development and Investment Corporation: stock prospectus, ca. 192?

Dickson, Dee, "The Women Who Helped Shape Los Angeles: Rosa Newmark's Deeds Rose Above Religion": *Los Angeles Herald-Examiner*: newspaper article, 12 Apr 1964

[MS ov4E4]

ESI Design: Ballona Wetland Discovery Experience Concept Design; graphic report, 2003

[MS 4E8a/4]

Exhibit labels, nd

Fitzgerald, William, "A Long, Distinguished Career" (Fr. Charles Casassa): *Los Angeles Loyolan*, newspaper feature article, 7 Feb 1969

Fred Sands Realtors: Westchester historical calendars, 1985; 1994

Grisez, Rev. John, S.J., "Locating the New St. Vincent's College: St. Theresa and Mr. Higgins"; narrative, 1916

Historical Calendars, 1984-1985; 1994
History of the (LMU & MM) Presidents, Trame,-
History: latin
History: LMU shields and seals

Inglewood Park Cemetery-The Historical Society of Centinela Valley: "The Valley that.. Grew... And Grew... And Grew... And Grew!"; brochure, 1972

"La Fiesta de Los Angeles": official program, 1931
Location of Highland Park campus: notes, 2000

Los Angeles County Museum History Division, *Los Angeles 1900 1961*: booklet; correspondence, 1961

Los Angeles County Museum, History Division: *Los Angeles 1900 to the Present* Exhibition; correspondence; program outline, 1961

[MS 4E8a/4]

⁵ Former LU student of Fr. Clint Albertson, SJ ca. 1940?

⁶ Cf. Loyola Marymount University Archives Thomas Franklin Power Architectural Photograph Collection.

Los Angeles Department of Water and Power, *From Pueblo to Metropolis: Water and Power in the Story of Los Angeles*: booklet, 1963

Loyola High School: *El Camino 1961*; pages from yearbook, 1961

Loyola High School: list of school Presidents (1865-1970), 1970

Loyola High School: news clippings; pages from yearbooks, nd

Loyola High School: *The Loyolist* Vol. 1, Nos. 1-3; 8; student newspaper, 1927-1928 [**Oversize**]

Loyola University Office of the Chancellor: untitled; preliminary draft, 31 Aug 1970

"Looking Back: An LMU Historical Moment": *LMU Flex Navigator* Vol. 1, No.2; newsletter, Jul 1992

Lugo House preservation project: correspondence; news clippings, 1950-1951

Lugo House preservation project: anonymous, "Plan Saving of Parts of Old Lugo House to Build Replica": (Los Angeles Herald) typewritten carbon copy, (20 Feb 1951?)

Lugo House preservation project: photograph views; photocopies, 1994⁷

Lugo House preservation project: City of Los Angeles: proclamation, 8 May 1951

McCoy, Fr., "Santa Clara's Proposal to Come South"; narrative, nd

Maidenberg, Harry F., "Do You Remember...Hotels, Sports, Amusements, Cafes, Grills, Lunch Counters and Tamale Wagons? - Reminiscences of Days Gone By in Los Angeles, 1884 to 1934, in a Half Century": booklet/brochure, ca. 1934

Mission San Fernando: commemorative poster, nd [**Oversize**]

Mounted photographs and enlarged photocopies for exhibits, nd

Old Ballona Harbor: news clipping, 1937 [**Oversize**]

Press-Telegram, "Douglas (Aviation) at 75": special supplement, 17 Jul 1995

Prominent St. Vincent's College alums: list, nd

Rasmussen, Cecelia, "Odd Alliance and Many Moves Created College": *Los Angeles Times*, 15 May 1995

Robinson, W.W., *Inglewood: A Calendar of Events in the Making of a City*: booklet, 1964

[MS 4E8a/4]

⁷ The original prints of these photographs are predominantly from the Ernest Marquez Collection at El Pueblo de Los Angeles Historic Park

Security Trust & Savings Bank, *El Pueblo Los Angeles Before the Railroad*:
1928

Sixth Avenue campus site: *Los Angeles Times* news clipping (photocopy),
24 Jun 1983

Smith, Jack, "Los Angeles Times: The First Hundred Years": *Los Angeles Times*; newspaper supplement, 4 Dec 1981 **[Oversize]**

St. Hilaire, S.J., Theodore J., "Father Rupert's Christmas Gift": narrative,
nd

S.V.C. Student: "Commencement Week"; photocopy of *S.V.C. Student*: untitled
excerpt from an 1897 edition ("St. Vincents High School and College...");
carbon typecopy, nd

St. Vincent's Church iconography: booklet; narrative drafts, nd

St. Vincent's Church: "Programme of Ceremonies for the Consecration of the
Church of St. Vincent de Paul, in Los Angeles, and the Solemn Pontifical
Mass, 23; 26 Oct 1930 **[Oversize]**

St. Vincent's Church: "To Know God's Love For Us: Saber El Amor Que Dios
Nos Tiene"; commemorative 100th anniversary program of the St. Vincent de Paul
Parish, 1987

Temple Beth Am: "1781 Los Angeles 1981"; bicentennial souvenir book, 1981

The Diocese of Los Angeles and San Diego: "...Commemorates the Religious
Founding of the Pueblo of Los Angeles..."; Pontifical Mass; program,
6 Sep 1931

The Homiletic and Pastoral Review, Vol LXX, No 5: Weber, Rev. Francis J.,
"At the Feet of History"; reprint, Feb 1970

The Loyalist Vol XXXVII No 2, p. 7: "Memories of Seventy Ago",

The Pacific Historian Vol 14 No 1: Rev. Francis J. Weber, "What Ever
Happened to Saint Vincent's College?"; photocopy of journal article,
typeprint, Winter 1970

The Woodstock Letters Vol 42, 1912: "Varia", p. 109, 1912
Trame, Rev. Richard H., S.J.: "A Centenary"; draft, nd

Trame, Rev. Richard H., S.J.: "Loyola University of Los Angeles, Marymount
College, Loyola Marymount University: A Resume History of the Presidents ";
draft, nd

Trame, Rev. Richard H., S.J.: "Recently Acquired Archival Materials Throw
Human Interest Aspect On Early Years of Loyola"; drafts, nd

[MS 4E8a/5]

Westchester Observer: "Alive and Well and Living in Playa del Rey: Lagoon Spurs Development"; news clipping,

Westchester Playa del Rey Historical Society: *Argonaut* Vol. 25, No. 1; complete issue, 5 Jan 1995

Westchester Playa del Rey Historical Society: *Footprints* Vol. 1, No. 3; newsletter, Mar 1995

WPDRHS: news clippings, 2004

Western Federal Savings, *Sixth and Hill: Crossroads of the West*: booklet, nd

Western Jesuit Vol XXXVII No 1: Rev. William E. North, "Loyola on Los Angeles, 1911-1961"; journal issue, Sep 1961

Willard, Charles Dwight, *History of Los Angeles City* (Dec 1901): type copies, nd

Wright (SVC '04) [S.S. Van Dine]

Zeeman, Raymond, "Lugo House": *The Branding Iron*, Number 179, Spring 1990: magazine article, 1990

[MS 4E8b]

Sub series b: Neil Bethke, 1994-

A&A - Coat of Arms, 1994 - Aug 2002

Activity reports,

Annual reports, 1994-

Argonaut, 95

ARMA RM certificate, 2004

ARCO outreach

Audio

Autographs

Baker-Cox paper debate

Brown, *An Appeal for Archives in Institutions of Higher Learning*

[Map Case 3]

Exhibit title boards, 1994-

[MS 4E8b]

Campus art, 1997

Cohen, Elizabeth, "Preservation of Audio": report, 2003

Collection development

Collection dups

College archives: journal photocopies, 1962-1977
Committees
Computers: announcements; guides, 1994-1997

[MS 4E8b/2]

Conferences
Copyright
Cor., 1996-1999
Cor., 2004-
Cor., 1996
Correspondence, 1994-1996
Culver, Harry
Current Rutledge

Dell computer manual and setup report, 2002
Digital collecting, 2001
Deed of gift
Dibble: research correspondence, 1997
Description
DreamWorks Studios SKG at Playa Vista: presskit, 1995

[MS 4E8b/3]

Electronic records
Email lists
Enrollment statistics, 2001
Eudora

[MS 4E8b/4]

Exhibit '95: cor.; labels; notes, 1995
Exhibit '96: cor.; labels; notes, 1996

Exhibit '97: *A Pride of Lions: The Sports Legacy of Loyola Marymount University*: cor.; press releases; research notes, 1997

Exhibit preparation & design: certificate, 2002

FERPA and student records confidentiality
Film
Film inventories, 1994-1997
Five year service award certificate, 1999
Folk Heritage Collections in Crisis (Seeger): reports, 2003
Front desk job, 04

Genealogy
Getty: Mapping LA
Getty conservation
Grants
Grofe: research notes, 1995

[MS 4E8b/5]

History class thank you card, 2002
Hot negs
Human Resources Merante
Historical photographs: news clipping, Jan 1998

International
Initial inventory, ca. 1994

LAPNet
LA Weekly letter to the editor, 1996

LeDuc, Mrs. Richard: Thomas F. Powers Photograph Collection, correspondence, 1995

Library Microfilms
Library planning
Library space planning, 2001

Loyola Marymount Celebrates the Merger---25 Years After: cor.; research notes, 1998

Loyola Marymount Celebrates the Merger---25 Years After: expense memo., 1998

[MS 4E8b/6]

Marymount correspondence
Merrifield
Mission statements
Mothballs, 2003
Mozart project
Mt. St. Mary's

[MS 4E8b/6]

National Center for Preservation Technology and Preservation: *Inside News;* newsletters, 1993-1996

New library
Northern Illinois University Archives

O'Malley: cor., 1999
Online Archive of California
Outreach and newsletter samples, 2002

[MS 4E8b/7]

Photo policies
Playa Vista development project: news clipping, 1998
PowerPoint, 01
Preservation notes, 1999

[MS 4E8b/8]

Rains
Reading room
Records management
Regents exhibit: cor.; labels; notes, 1997?
Related collections

SAA & SCA
SCA, 1998

[MS 4E8b/9]

SAA & SCA

Science & Engineering
Security

Seeger, Anthony, "Intellectual Property and Audiovisual Archives and Collections": report, 2003

Shakespeare
Snodgrass
St. Vincent's Medical Center
SDR
Stats project
Strategic plan
Student affairs
Sullivan, Frank
Supplies
Sutton

[MS 4E8b/10]

Textiles
Time sheets
Tufts University Archives case study
Trustees

University fundraising exhibit: Hannon exhibit labels, 2003

UR
Weber, Francis, *Archival Sources for the History of Religion in California*:
journal reprint, c1987

Westchester HS
Westchester HS *Footprints*

Westchester/Playa del Rey Historical Society: *Argonaut* Vol. 27 No. 2;
complete issue, 9 Jan 1997

White: research correspondence, 1997

Accession report, 2002

Library assistant I search, 2002

LMU News, 2002

[MS 4E8b/11]

Unprocessed

Assistant Library Director Debra Shade: library home webpage archives
policy; email, 22 Mar 2007

[MS 4E8b2]

File series 2: LA As Subject Forum

2006

Charter, 2007

2008

Exec board, 2009

[MS 4E9]

SERIES 9: ACQUISITIONS AND PERIODICALS LIBRARIANS

Sub series a: Periodicals Librarian Helen Fitzpatrick, 1946-1949

Sub series b: Periodicals Librarian Agnes Twersky, 1946-1956-

Sub series c: Periodicals Librarian May Jo Summer, 1959-1963-

Sub series d: Acquisitions Librarian Eugenie Harper, 1962-1965

Sub series e: Periodicals Librarian Joan Tseng, 1966-1970

Sub series f: Acquisitions Librarian Jeanne Kroneberger, -1977-1989

Bio data sheet, 1975

unprocessed

Sub series g: Acquisitions Librarian Janet Lai, 1971-1991

Campus memos, 1971-

Book budgets, 1974-

Bro. Henry microfilm, 1977

Tipton, Irene, 1978

Faculty, 1978

Director Marshall, 1978

Gov docs, 1980

Publications, 1980

Five year plan, 1982

Flex time, 1982

Moore, Linda, 1982

Tieman, Robert, 1982

WASC, 1982

[Electronic data 04E9]

3 ½" diskettes, 2002

[MS 4E9/2]

1983

Fr. Marshall, 1984

Recommendation letters, 1986-

Comparison of holdings, 1986

Director Evans: reports, 1987-

David Guttman, "Report and Recommendations to [LMU] Library for Media Services", 1987

Library reorganization, 1987
Reports to Director Evans, 1987-
University mission and goals, 1987

Account Summary Reports, 1988-
Budget Accounts Report, 1988-
Expenditure Report, 1988
Govt docs, 1988

[MS 4E9/3]

Government publications, 1989
Innopac, 1989
Micro conversion, 1989
Faculty chairs, 1989
1990

[MS 4E10]

SERIES 10: RARE BOOKS AND SPECIAL COLLECTIONS LIBRARIAN

Sub series a: Theodore J. Marshall, S.J., 1979-1984

Annual report, 1979-1980

Frank Sullivan Rare and Special Books Room: brochure, c1979

Helena and John Weadocks Collection of Rare and Fine Printed Books:
accession data, Oct 1979

The Saint Thomas More Collection: collection description, 1979

Pres. Merrifield: Malak's gift of Mark Twain's *Joan of Arc*, 1980

Paintings on Loan: policy memo., 28 Jan 1980

Werner Von Boltenstern Postcard Collection: news clipping, 1988c

Annual report, 1981

Reading list for Casassa, 1982

Frank Sinatra Record Album Collection

Annual report, 1983

Death of Marshall, 1984

[MS 4E10b]

Sub series b: Justine Clancy, 1986-1993

Founders and Families of Los Angeles Collection: memorandum, 1990

Death of Majie Sullivan: news release, 1991

Werner Von Boltenstern Postcard Collection: news clippings, 1991-1992

Product catalog, 1993

[MS 4E10b/2]

unprocessed

Sub series c: Naomi Kerze, 1993-1996

[MS 4E10d]

Sub series d: Cynthia Becht, 1996-

Shakespeare: news clippings, 1997

3rd Annual Conference on Women Writers of Medieval and Early Modern Spain and
Colonial Latin America: program, Oct 1998

[MS ov4]

3rd Annual Conference on Women Writers of Medieval and Early Modern Spain and Colonial Latin America: poster, Oct 1998

[MS 4E10d]

"Marvelous Mirth and Sad Gravity: Scenes form the Life of Thomas More": news clipping, 1999

Memo. and student worker schedules, 2000

Hammer exhibit, 2002

"The Sleeping Congregation: William Hogarth and the Art of Social Criticism": exhibit text, nd

Cor., 2003

Library newsletters

[MS 4E11a]

SERIES 11: MEDIA AND RESERVE SERVICES HEAD LIBRARIAN⁸

Sub Series a: Aline Seydoux, 1981-1990

File series 1: General files

Death of Bob Seydoux: notice, nd

Copyright: journals articles reproductions, 1968-1980

Equipment, 1970-

Educational Facility Planning Consultants: "Educational Specifications for Library and Learning Resource Center for Loyola University of Los Angeles and Marymount College"; report with marginalia, May 1972

Brice Slide Collection, 1973

Holdings, 1977-1986

Learning Resource Center (LRC), *Goals and Objectives*: memo., 1979

Center for the Improvement in Inner City Teaching, 1980

Collection development, 1980

Depreciation, 1980

LRC Mission, Goals and Objectives: outline, 1980

Copyright, 1981-

[MS 4E11a/2]

Equipment, 1981-

Evaluation, 1981

Five Year Plan Self Study, 1981

Instructional Media Center (IRC) Goals and Objectives, 1981

Media Acquisitions policies, 1981-

Budget, 1982

Collection Development Policy for the Charles Von der Ahe Library: draft proposal, 1982

IRC Goals and Objectives: outline, 1982

Media, 1982

Goals and Objectives Plan: outline, 1983

Performance appraisal, 1983

Media, 1983

Equipment, 1984-

⁸ Previously Instructional Media Center or Learning Resource Center.

Goal and Objectives: outline, 1984
Media, 1984
Work study, 1984

[MS 4E11a/2]

Acquisitions, 1985-1986
Copyright, 1985
Equipment, 1985-

Instructional Media Center Program Goals Statement, 1986
Affirmative Action, 1986
Annual report draft, 1986
IMC Goals statement, 1986

[MS 4E11a/3]

Work study, 1986

Annual report draft, 1987
Core Curriculum Committee *Report No. 4*, Aug 1987
History of the LMU Instructional Media Center (IMC)
Policies, Procedures and Equipment Operations Manual, 1988

File series 2: Statistics

1979-1984
1984-1985
1985-1986

[MS 4E11a/4]

1986-1987
1987-1988

File series 3: Equipment

Learning Resource Center, 1971-
Media, 1971-
Closed technician files, 1979

Staff salaries, 1980
Seaver 103, 1980

Scheduling, 1981

[MS 4E11a/5]

Television Licensing Center, 1981

Reservations, 1982
Security, 1982

St. Robert's Hall, 1984
Duplicating, 1986
Equipment, 1986
Hyatt, Carl, 1986
Pereira, 1986

Melonson, Reggie, 1987
Peters, Robert, 1987
Zuccaro, Michael, 1987

File series 4: Budget

1975

1977-1981
1981-1982

1982
1983
1984
1985
1986-1987

[MS 4E11b]

Sub Series b: Rhonda Rosen, 1990 to present

Faculty book exhibit: memo., nd

Carr, Grace: memos., 1989-1990

Forms and memo., 1990

On-line collection catalog naming contest: winner's certificate, Oct 1990

Gene Autry Western Heritage Museum: cor., 1989

Instructional Tech Com, 1993-

Media and Reserve Services staff meetings: notes, 1999-2004

Zuccaro, Michael: television show appearance; email, 2002

Unprocessed, 2004

Media Coordinator Reggie Melonson: *Media Newsletter*, Nov 2008

SERIES 15: ASSISTANT CATALOG LIBRARIANS

Sub Series a: Ruth Funabiki, 1982-1983

Sub Series b: Edward St. John, 1983-1989

[MS 4E14]

SERIES 16: COORDINATOR FOR SPECIAL COLLECTIONS/ASSISTANT REFERENCE LIBRARIAN

Sub series a: Cieta Alix, 1984-

SERIES 16B: RARE BOOK ROOM CURATOR

Sub Series a: Majie Padberg Sullivan, 1990-1991

Oral history interview⁹ by Ray Brown: transcription, 2 Oct 1975

[MS 4E17]

SERIES 17: ASSOCIATE REFERENCE LIBRARIAN BIBLIOGRAPHIC INSTRUCTION
COORDINATOR

Sub Series a: Anthony Amodeo, 1991 to present

Outreach coupon, nd
Computers, 1990-
Temp archives, 1993-1994
Cor., 1986
Cor., 2000-2001

"Violence: An Interdisciplinary Investigation into the Human Condition";
bibliography, 2004

[MS 4E18]

SERIES 18: ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES

Sub Series a: Tom Carter, 1991-1994

Stats, 1988-
Public services policy manual, 1989-
Reference, 1992
Document Delivery: Honor students: lists, 1993-1995
Memo., 1993

⁹ Cf. Audio Tape Collection.

[MS 4E19]

SERIES 19: COLLECTION DEVELOPMENT

Sub series a: Marcia Findley, 1991 to present

Bindery: memo., 1994

Sub series b: Glenn Johnson-Grau, 1991 to present

[MS 4E20a]

SERIES 20: ACQUISITIONS AND SERIALS

Sub series a: Janet Lai, 1991-2007

1991

Budget reports, 1991-1999

Microfilm, 1991

Stats, 1991

[MS 4E20a/2]

1992

Industrial hygienist report, 1992

Stats, 1992

Vendor performance reports, 1992

1993

Serials payments comparison, 1993

Stats, 1993

Art and Art History Dept., 1994

Blystone Fund, 1994

Budget accounts report, 1994-1995

Budget reduction, 1994-1995

Serials payments comparison, 1994

[MS 4E20a/3]

Annual report, 1995

Budget accounts report, 1995-1996

Budget, 1995

Stats, 1995

Accounting report, 1996-1997

Budget accounts report, 1996-1997

[MS 4E20a/4]

Ebsco, 1996
Edutech, 1996
Graduate Studies Fund, 1996
Stats, 1996

College of Com & Fine Arts, 1997
Library User Perceptions, 1997
Lower Book Fund, 1997
Miyawaki, 1997
Stats, 1997
News clipping, 1997, 1977

1998

[MS 4E20a/5-8]

Budget, 1998-1999

Elena Hristova: hire announcement, 1998
Memo., 1998
Stats, 1998

Accounting report, 1999
Auditor, 1999
Budget accounts reports, 1999-2000
College of Communications & Fine Arts: financial reports, 1998-2002
Rains account, 1999-2000
Stats, 1999

Accounting report, 2000
Iron Mountain
Stats, 2000

Materials budget, 2001

Planning Council funding for electronic resources, 2002
Rains, 2002
Sharmina Begum: hire announcement, 2002

IUG conference, 2003

2004-2007

Retirement, 2007

Sub series b: Tobeylynn Birch, 2008-

Promotion of Ariane Tom: announcement, 2008

[MS 4E21]

SERIES 21: SYSTEMS LIBRARIAN CATALOGING HEAD

Sub series a: Paula I. Nielson, 1991-1994

SERIES 22: DATABASE SERVICES COORDINATOR LIBRARIAN

Sub Series a: Markel Tumlin, 1991-1993

Sub Series b: Sachi Yagyu, 1993-1995

Honor students list, 1995

SERIES 23: HEAD CATALOGING LIBRARIAN

Sub Series a: Naomi Zahavi, 1994-2004

Innovative Interfaces computer system: memo., 1995
Announcements, 2000-2001

Archivist Neil Bethke: archives record in Linus Locations report, 2001
Catalog department manual, rev. 2001

Sub Series b: Walter Walker, 2004-

SERIES 24: MEDIA SERVICES DIRECTOR

Sub Series a: Tom Carter, -1994

LMU Library Focus Group Analysis, 1994

[MS 4E14]

SERIES 25: ASSISTANT UNIVERSITY LIBRARIAN FOR SYSTEMS

Sub series a: Paula I. Nielson, 1994-1995

Cor., and memos., 1992-

[MS 4E26a]

SERIES 26: ARCHIVES AND SPECIAL COLLECTIONS ASSISTANT UNIVERSITY LIBRARIAN

Sub series a: Dr. Errol Wayne Stevens, 1994 to present

Registration forms - A-SH, 1987-1994

[MS 4E26a/2]

Registration forms - SI-Z, 1987-1994

Registration forms - G-Z, 1995-1997

[MS 4E26a/3 - 4E26a/4b]

Department of Archives and Special Collections call clips, 1995-2004¹⁰

Department of Archives and Special Collections call clips, 2005-2006¹¹

[MS 4E26a/2]

Air, 1992
Campus art, 1993-
Donations
Exhibits, 1993-
Invoices
Org chart
Policies

[MS 4E26a/5]

Center for the Study of Los Angeles: cor.; memo., 1994-1998

CSLA, 1995-

CSLA: Wiegand, 1996-

CSLA: Rebuild LA collection, 1997

[MS 4E26a/6]

CSLA: Wiegand, 1996-

Exhibits, 1994-1997

¹⁰ Closed.

¹¹ Closed.

[MS 4E26a/7]

Exhibits, 1994-1997

Materials transferred to University Archives: inventory list, 1999

Exhibits, 2003-

Exhibits: Hannon, 2003

Exhibits: Route 66, 2003

"Ethiopian Jews in Israel" exhibit of photographs by Irene Fertik: list of captions, 1999

Westchester/Playa del Rey Historical Society: exhibit flyer, Jan 1998

"Frederic Hamer Maude: A Photographer and His Collections": reprint from *Southern California Quarterly*, Vol. 82 No. 1; booklet, 2001

Exhibits, 2000-

Exhibits, 2001-

Exhibits, 2004-

Okada Mt. Fuji labels

[Map case drawer 4]

Route 66 exhibit, 2003

[MS 4E26a/7]

Exhibits

[MS 4E26a/8]

Hannon exhibit

Postcards and notecards

Job description

Kenneth Karmirole, Bookseller, Inc.: catalog, 1994

Library staff: memo., 1994

Cor., and memo., 1994-2000

Reading room carpet replacement: floor plan; memo., Feb 1994

Reading room renovation, 1994

Vault door, 1960

Annual report, 1995

Werner Von Bolternstern Postcard Collection: news clipping, 1995

Annual report, 1996

California Province of the Society of Jesus: Jacobs collection; ack. receipt of deed of gift, 27 Mar 1996

Evander, Janet: flyer, 1996

Space needs, 1996

Werner Von Bolternstern Postcard Collection: *United Airlines Hemispheres*:
article, 1996

Old forms

Dodgers scrapbook: email p/o, Nov 1997

Exhibit schedule, 1997

Management Council, 1997-

Trustees minutes: cor., 1997-1998

"A Visit to the Department of Archives and Special Collections": Graduate
Division Newsletter, Mar 1998

[MS 4E26a/9]

George Dunning artworks gift: memo, Nov 1998

Glass window damage, 1998

Machado family Rancho La Ballona map acquisition: *LMU News*; article, Sep
1998 Reading room guest book (1988-1998), 1998

Reading room guest book and sign-in sheets, Sep 1998-May 2000

Retired registration form (1970?-1994), 1998

Autograph collection security policy: email p/o, Dec 1999

Chilton, T. Marie: project report, May 1999

United Daughters of the Confederacy: marker: cor., 1999

Student thank you card, Spr 1999

Collection development policy: draft memo., Sep 2000

De Mattei, Lindalouise White: Stephen Mallory White Collection; cor., 2000

Strategic planning, 2000

Reading room sign-in sheets, May 2000-May 2001

Reading room sign-in sheets, 2003-2004

Desk reference log: tally sheets, May 2001-May 2002

Reading room sign-in sheets, May 2001-May 2002

WASC, 2001

CSLA: memos, 2002

Desk reference log: tally sheets, May 2002-May 2003

Fee schedule: retired form, 2002

Forsyth family Christmas card, 2003

Madigan McGillicuddy, 2003

Sign-ins, 2003

Ballona wetlands, 2004

Desk reference log: tally sheets, 2004

Reading room sign-in sheets, Nov 2004-

Retreat, 2004

Staff compensation, 2004

Storage selection, 2004
Notecards and bookmarks,

Dictagraph belts found in Steven's office, 2007

[MS 4E26b]

Sub series b: Cynthia Becht, 2006-

Desk ref logs, 2005-2007

Annual report, 2006
Cor., 2006

Department roster, Jan 2006
Sign-ins, May 2006 - May 2007
Stalls, William: web page design, 2006

Sign-ins, Jun 2007 - Jun 2008

Retired policy manual

Digital Life Graphics, 2008

Fee schedule, Mar 2009
Policy manual, Jul 2009

University Archives: summary of activities and contributions; memo, Mar 2009

[MS 4E26c]

Sub series c: Collection correspondence, -1992-

White, Stephan

SERIES 27: ASSISTANT HEAD CATALOGING LIBRARIAN

Sub Series a: Manuel Urrizola, 1994-1995

Sub series b: Walter Walker, 1996-2004

[MS 4E28]

SERIES 28: MANUSCRIPT CURATOR

Sub Series a: Janet Evander, 1996-1999

Sub Series b: William Stalls, PhD, 1999 to present

Edward Doheny's facial image imbedded to iconography at altar of St.
Vincent's Church: email, 2000

SERIES 29: REFERENCE CIRCULATION COORDINATOR LIBRARIAN

Sub Series a: David Garza, 1996-1999

Cor., 1998

Sub Series b: Debra Moore, 1999-2001

[MS 4E30]

SERIES 30: CIRCULATION SERVICES HEAD LIBRARIAN¹²

Sub Series a: Sachi Yagyu, 1996-2008

Jo Compéan: Felix Romero; memo., 1998

Cor., 1998

Reference librarian meetings: agendi, 1999-2000

Document Delivery, c. 2000

Public Services personnel meeting: notes, 14 Mar 2001

Public Services personnel meeting: notes, 5 Jun 2002

Unprocessed transfer Jul 2008

Doc delivery

[Map drawer 7]

McMurray & Sterns: floor plans, 2003

Sub series b: Rose Mendoza, 2008-

[MS 4E31a1]

SERIES 31: ASSISTANT LIBRARY DIRECTOR

Sub Series a: Debra Shade, 1999-2005; 2006-2008

Series 1: Cor. & Memos.

Newsletter: cor., 1997

Cor. and memos., 1999-2002

Wireless, 2003

Jill Cornelio: hiring announcement; email, 6 Jun 2005

¹² Reference and Circulation Services Head Librarian, 1996-2008

University budget: memo, 2007

[MS 4E31a2]

Series 2: New library

Miyawaki
Hannon

SERIES 32: REFERENCE NETWORKED RESOURCES COORDINATOR LIBRARIAN

Sub Series a: Glenn Johnson-Grau, 1999 to present

SERIES 33: REFERENCE COORDINATOR LIBRARIAN

Sub Series a: Elisa Slater, 1999 to present

SERIES 34: ASSOCIATE VICE PRESIDENT FOR LIBRARY & INFORMATION RESOURCES

Sub Series a: G. Edward Evans, PhD, 2002 –2005

Library roster, 30 Sep 2003
Library roster, 27 Jan 2004

[MS 4E35]

SERIES 35: SYSTEMS LIBRARIAN

Sub Series a: Christine Hennessey

Class flyer, 2005
2008

[MS 4E36]

SERIES 36: DEAN OF LIBRARIES

Sub series a: Kristine Brancolini, 2006-

Hannon library planning, 2006-
Hannon wiring, 2006-
Telephone directories, 2006-2009

Tong-va, 2006

Retirement of Janet Lai: memo., 2007

Service, 2009

[MS 4E36/2]

Emergency contacts list, 2008-

[MS 4E37]

SERIES 37: ELECTRONIC RESOURCES

Sub series a: Ron Lewis, 2006

Cor., 2006

SERIES 38: DIGITAL PROJECTS LIBRARIAN

Sub series a: Carmen Mitchell, 2008-

Scanning the Aisles: How to Build the Loyola Marymount University Digital Library Program: report, 2008

SERIES 39: BUSINESS LIBRARIAN, 2009-

Sub series a: Laurel Burks, 2009-