



## **Descriptive Summary:**

*Title:* The Williams Library Collection

*Repository:* Beulah Williams Library Archives and Special Collections, Northern State University

*Creator:* Northern State University – Beulah Williams Library

*Dates:* 1920-2016

*Extent:* 2 linear feet

## **Administrative Information**

*Acquisitions Information:* Donated by Northern State University – Beulah Williams Library

*Processing Information:* This collection was processed by Sarah Jones

*Access Restrictions:* None

*Copyright Notice:* Literary rights and copyrights, when applicable, have been assigned to Beulah Williams Library

*Preferred Citation:* Item Name, Series, Date, Williams Library Collection, Northern State University Archives and Special Collections, Williams Library, Aberdeen, SD.

## **Historical Note**

The library at Northern Normal and Industrial School was first housed on the first floor of Central Hall. The library expanded to other rooms and floors before being relocated to the third floor of Central Hall in 1911. The growth of the library was slow because of lack of space and money. It was not until 1955 that the legislature authorized the building of a library. Beulah Williams Library (named after Beulah Williams, a former student, who was an assistant librarian from 1926 to 1937 and the head librarian from 1939 until her death in 1947) was occupied on July 1, 1957. Williams Library was designated as a Federal Documents Depository in 1963. The library became a member of OCLC in 1970. In 1972, the library changed its method of classifying books from the Dewey classification to the Library of Congress classification system. The library was renovated from 1977 to 1979 and a new addition was built in 1996.

## Scope and Content

The formats in this collection include architectural drawings, books, card catalogs, correspondence, floor plans, handouts, manuals, newsletters, newspapers and newspaper clippings, posters, and reports. This collection is divided into two series: *History* and *Public Relations*. Both series are arranged chronologically. This collection is entirely in English.

*Note: Non-Archival records are physically housed with the Beulah Williams Library Archival collection. The most recent 5 years of payments received reports and ILL statistics (7 linear feet) are kept with the library collection. They are not included in the archival collection or in this finding aid as they are not permanent records.*

## Series Descriptions:

Series 1: History	Boxes: 1,2, 10:10:10, MF2:B:DR4-MF2:B:DR5	Dates: 1920-2007
Series 2: Public Relations	Boxes: 2, MF2:B:DR5	Dates: 1955-2016

## Detailed Description of the Collection

1. **Series 1: History**
  - a. **Sub-series 1a: Day-to-Day**

*Box #1*

- FF 1 Circulation Statistics (1920-23, 1991)
- FF 2 Library Reports – Berninghausen Survey (1965)
- FF 3 Alternate Discard Procedure (1975)
- FF 4 State Documents Depository (1975-1983)
- FF 5 Policy Manual (1980)
- FF 6 Long-Range Planning Report (1981)
- FF 7a Annual Report (1983-84)
- FF 7b Policy Manual (1983)
- FF 8 Annual Report (1985)
- FF 9 Library Resources and Services for Business: A Report to Northern State College (1985)
- FF 10a Standard 5.1 Resources and Facilities to Basic Programs: Library (1985)
- FF 10b Kenneth E. Bryant Educational Media Center (1985)
- FF 11 Library Faculty Meetings (1987-1992)
- FF 12 Open Letter on Library Hours (1988)
- FF 13 Policy Manual (1988)
- FF 14 Deselection Project (1989-1991)
- FF 15 Reference Desk Schedule (1990-1991)
- FF 16 Title III Grant – PALS (1990-1991)

- FF 17 Chinese Studies Grant (1990-1992)
- FF 18 Archives (1991-2004, n.d.)
- FF 19 Philip Mulvaney (1994)
- FF 20 Faculty Handbook Corrections (1995)
- FF 21 North Central Association Self-Study (1995)
- FF 22 Williams Library Award (1995, 1996)
- FF 23 Williams Library History (1960s, 1980s, 2002-2005)
- FF 24 Library Hours (2003-2015)
- FF 25 Life with Beulah Scrapbook (2005)
- FF 26 Williams Library Strategic Plan (2005)
- Item 1 Williams Library Scrapbook (2007)
- FF 27 Cataloging Philosophy (n.d.)
- FF 28 Williams Library Letterhead (n.d.)
- FF 29 Card Catalog Examples (n.d.)
- FF 30 Williams Library Mission Statement (n.d.)
- FF 31 Library Personnel (n.d.)
- FF 32 Student Workers (n.d.)

*Box #2*

- Items 1-6 Accession Books (1909-1915, 1912-1922, 1922-1927, 1930-1935, 1945-1950, 1957-1976)
- Item 7 Old Stamper, ink, and letters

*Oversized – MF2:B:DR4*

- Item 1 Poster Board with Pictures of Library Staff (2000)

*Oversized – 10:10:10*

- Item 1 Card Catalog

**b. Sub-series 1b: Architecture, Remodeling, and Addition**

*Box #1*

- FF 33 Recommendations of Mr. Donald Rod, Library Consultant (1973)
- FF 34 Library Renovation (1977-78)
- FF 35 Institutional Archive Proposal (1983)
- FF 36 Library Addition (1991-95)
- FF 37 Library Floorplans (n.d.)

*Oversized – MF2:B:DR4*

- Item 2 Library Carpet from late 1970s to 1995
- Item 3 Poster Board with Renovation Suggestions for the Chinese Cultural Center

*Oversized – MF2:B:DR5*

- FF 1 NSU Plans: Library and Classroom (1954-1956)

- FF 2 NSU Plans: Library and Classroom (Late 1970s)
- FF 3 NSU Plans: Library Expansion – State Engineer File #1 Final (1995)
- FF 4 NSU Plans: Library Expansion (1995)

**c. Sub-series 1c: Library Science Program**

*Box #1*

- FF 38 Library Science Program (1979-1994)

**2. Series 2: Public Relations**

*Box #2*

- FF 1 Newspaper Clippings (1955-1960, 1998, 2005)
- FF 2 Library in the Exponent List (1982)
- FF 3 Media Mania Newsletter (1980-1993)
- FF 4 Library Committee (1988-1992)
- FF 5 Aberdeen Area Librarians Association (1991-1997)
- FF 6 New Addition – Groundbreaking and Dedication (1995-1996)
- FF 7 Williams Library Newsletter (1997-2004)
- FF 8 Williams Library Student News (2002-2003)
- FF 9 Public Relations (2002-2004)
- FF 10 Sunshine Week Event (2007)
- FF 11 Library Times (2010)
- FF 12 Library Events (n.d.)
- FF 13 Handouts (n.d.)

*Oversized – MF2:B:DR5*

- FF 5 Newspapers with articles about the Library (1993-2016)
- FF 6 Library Event Posters (n.d.)