



## **Descriptive Summary:**

*Title:* NSU Handbooks Collection

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

*Creator:* Northern State University

*Dates:* 1916-2001

*Extent:* 1 linear foot

## **Administrative Information**

*Acquisitions Information:* Materials retained by Northern State University and donated by various individuals

*Processing Information:* Processed by Stephanie Cossette

*Access Restrictions:* None

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

*Preferred Citation:* [Item Name], NSU Handbooks Collection, Beulah Williams Library Archives and Special Collections, Northern State University, Aberdeen, SD

## Historical Note

Northern Normal and Industrial School was founded in 1901 as a teaching and industrial trades school. Student handbooks were sponsored by different organizations, such as Student Council, the Girls' League, W.S.G.A., the Student Personnel Committee, and the Student Activities Office. The student handbook was compiled and distributed to students at the beginning of each school year as a guide to activities and services on campus. Students were expected to be familiar with the contents and keep the handbook for reference. Handbooks were usually 30 to 60 pages in length. Student handbooks from 1992 to 2013 are also located in the Archives Reading Room.

Handbooks about living on campus and for various clubs were different from the student handbooks in that they provided students with more subject-specific information. These handbooks did not seem to be updated as frequently as the student handbooks.

Similar to the student handbooks, handbooks were provided to new faculty and administration, as well as after a new edition was published. These handbooks include information on the college/university organization and administration, instructional program and academic policies, and personnel policies. Advising handbooks were created by the University College department as a brief explanation of items faculty and staff might need to know as they advise students.

## Scope and Content

This collection is divided into four series: student, campus living, clubs and organizations, and faculty and administration. All series are arranged in chronological order. All items within this collection are hard copies of handbooks. This collection is entirely in English.

### Series Descriptions:

Series Title: Student                      Boxes: 1                      Dates: 1916-1937; 1952-1974; 1991-1998

Series Title: Campus Living                      Boxes: 1                      Dates: 1966-1979

Series Title: Clubs and Organizations

Boxes: 1

Dates: 1947-1969

Series Title: Faculty and Administration

Boxes: 1

Dates: 1959-2001

## Detailed Description of the Collection

### 1. Series Title: Student Handbooks

Box #1

FF1 1916-1917

FF2 1923-1924

FF3 1936-1937

1937-1938

FF4 1952-1953

1953-1954

FF5 1954-1955

1955-1956

FF6 1956-1957

FF7 1957-1958

FF8 1958

FF9 1959

FF10 1960

FF11 1961

FF12 1962

FF13 1963

FF14 1965

FF15 1966

FF16 1967

FF17 1968

FF18 1969

FF19 1970

FF20 1971-1972

FF21 1972-1973

FF22 1973-1974

FF23 1991-1992

FF24 1993-1994

FF25 1994-1995

FF26 1996-1997

FF 27 1997-1998

2. Series Title: Campus Life

Box #1

FF28 "Taking a Peek at Northern: Cues for Campus Living", c. 1966

FF29 "Men's Residence Hall Handbook", c. 1966

FF30 "Women's Dormitory Handbook", c. 1967

FF31 "Silhouettes of Northern Women: Clues for Campus Living", 1967-1968

FF32 "Women's Residence Hall Handbook", c. 1970

FF33 "Residence Hall Handbook", 1972-1973

FF34 "The N-Book: A Resource Handbook for Students", 1977-1978

FF35 "The N-Book: A Resource Handbook for Students", 1978-1979

3. Series Title: Clubs and Organizations

FF36 W.S.G.A. (Women's Self-Government Association) Handbook, 1947-1948

FF37 A.W.S. (Association for Women Students) Handbook, 1964-1965

FF38 Association of Women Students Handbook, 1968-1969

4. Series Title: Faculty and Administration

FF39 Faculty and Administrative Handbook, 1959

FF40 Faculty and Administrative Handbook, 1961

FF41 Faculty and Administrative Handbook, 1966

FF42 Employee Handbook, n.d.

FF43 Faculty Handbook, 1979

FF44 Faculty Handbook, 1984-1985

FF45 Faculty Handbook, 1987

FF46 Faculty Handbook, 1989

FF47 Career Service Handbook, 1989

FF47a Career Service Handbook, 1993

FF48 Career Service Handbook, 1995

FF49 Career Service Handbook, 2001

FF50 Faculty Advising Handbook, 1989-1991

FF51 Academic Advisement Handbook, 1997

FF52 Academic Advisement Handbook, 1998-1999

FF53 Handbook for Supervising Teachers, n.d.