Guide to Indiana University South Bend Library Collection

Repository:
Indiana University South Bend Archives
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South Bend, Indiana 46634
Phone: (574) 520 – 4392
Email: archiusb@iusb.edu
Creator: Indiana University South Bend
Title: Indiana University South Bend Library Collection

Abstract:
This collection contains materials that pertain to Indiana University South Bend’s Franklin D. Schurz Library. The Collection holds records from the Library’s establishment in its first building in IU South Bend’s Northside Hall in the 1960s to its present location in the Schurz Library building on the campus. The collection contains materials about the establishment of the Library, including becoming a government depository in 1965 and the establishment of the present Schurz Library building. The collection holds other assorted materials, including those relating to events held at the Library: photographs, communications, building the various collections through the years, etc. This collection also contains materials pertaining to the Learning Resource Commons and the Education Resource Commons. Collection arranged in no particular order please see box listing below for box contents.

Scope and Content:
The IU South Bend Schurz Library Collection contains materials from the Library’s beginning in Northside Hall to its move into its own stand alone, purpose-built building in 1989. The Collection’s holdings begin in 1965 with the documentation showing that the Library was from that point on a governmental depository. Included in the Collection are building inspection certificates for 1983 to 2000. The Collection contains materials pertaining to the Library’s book and periodical holdings list for 1985. A large portion of material is dedicated to the process of the Library’s move from Northside Hall into the new Library building through the late 1980s. Included in the material pertaining to the Library’s move is all the fundraising documentation for the construction of the library, including documentation of the donations. Also included are press releases related to the Schurz Library’s opening in 1989.

The Collection has many photographs of Schurz Library events, as well as flyers and invitations pertaining to many of the events. Events documented range from the 1990s to the present and include One Book One Campus Lectures, the Library Speaker Series, and the Library Prize for Undergraduate Research.

The Schurz Library Collection also contains press releases and invitations for the dedication of the Hammes Information Commons in 2007 and the press releases and invitations for the dedication of the Media Commons in 2009.
In Addition: The Collection also contains hanging files which can be found on the second floor of the Schurz Library in the Archives Special Collections Room #204A. These files detail the administrative and technological operations of the Library-largely from the 1980s and 1990s. Note – there are additional materials in electronic format that can be accessed by researchers by contacting the Archivist.

Administrative Information:
Access Restrictions:
This collection is open for research.
Advanced notice is required.

Usage Restrictions:
Copyright interests for this collection have been transferred to the Trustees of Indiana University. For more information, contact the Indiana University South Bend Archivist.

Preferred Citation:  IU South Bend Library Collection, Indiana University South Bend Archives.

Processing Information:

Box 1 of 8

Folder
1/1: IU South Bend Schurz Library – Faculty Annual Reports 1964 – 1965
2/1: IU South Bend Schurz Library – Faculty Annual Report 1965 – 1966
4/1: Interdepartmental Communication: Change in Committee Meeting Time, 1975.
5/1: General Staff Meeting Minutes, September 21, 1978.
9/1: Kresge Foundation, 1986.
10/1: Kresge Foundation 1986.
16/1: Memorial and Recognition Opportunities at the IUSB Schurz Library, 1986.
18/1: Correspondence Announcing the Move into the New IUSB Schurz Library, 1988.
20/1: Correspondence Pertaining to the Donations Made to the Construction Fund for the Schurz Library, Construction. Correspondence Pertaining to the Building of the Schurz Library, 1988, 1990.
24/1: Interdepartmental Correspondence: Grant Opportunities, 1990.
25/1: Interdepartmental Correspondence: Resignation and Faculty Reports, 1991.
28/1: Interdepartmental Correspondence: Campus Plan and Affirmative Action Goals, 1992.
32/1: Interdepartmental Correspondence: Section Enrollment Distribution, 1995.
33/1: Circulation Newsletters, 1995.
34/1: Proposal to Convert Instruction Class Room to a Library Instruction Resource Laboratory, 1996.
36/1: Interdepartmental Correspondence: Library Positions and Library Committee’s, 1996.
38/1: Interdepartmental Correspondence: Q 161, Library OIT, Student Hourly Policy, Hewlett Grant, LRC Study, 1997.
39/1: Library Staff Meeting Minutes, 1997.
40/1: Library Staff Meeting Minutes, Focus Group Minutes, 1998.
43/1: Interdepartmental Correspondence: Announcement of new Director of Library Services, Staff Meetings, United Way Campaign and Strategic Planning, 1999.
44/1: Library Affairs Committee Minutes, 1999.
45/1: Letter to Dean Russo from IU Basketball Coach Bob Knight, 1999.
46/1: Learning Resource Center Funding Priorities, August 2000.
47/1: Interdepartmental Correspondence: Strategic Planning and Communication norms, 2000.
48/1: Library Staff Meeting Minutes, Library Affairs Committee, Focus Group Minutes, 2000.
49/1: Library Staff Meeting Minutes, Library Affairs Committee, Full Staff Meeting, 2001.
50/1: Interdepartmental Correspondence: Library Helpline, IHC Grant and Alumni Trustee Election, 2000.
51/1: Library Affairs, Committee Meeting, 2002.
52/1: Interdepartmental Correspondence: IU Board of Trustees Election, 2002.
54/1: Committee Meeting Minutes, 2003.
57/1: Library Continuity and Change Program April, 2003.
59/1: Interdepartmental Correspondence: Library Outreach, 2004.
60/1: Committee Meeting Minutes, 2005, Staff Meeting Minutes, 2005.
61/1: Interdepartmental Correspondence: Friends of the Library, 2005.
62/1: Staff Meeting Minutes, 2006.
63/1: Interdepartmental Correspondence: Hourly Allocations, 2006.
64/1: Bulletin Board: Instructional Media Services will know be Checking out Digital Equipment to Students, 2006.
65/1: Affairs Committee Meeting Minutes 2007, Staff Meeting Minutes, 2007.
66/1: Interdepartmental Correspondence: Hourly Allocations, Hammes Information Commons, 2007.
68/1: Library Speaker Series, October 8, 2008.
69/1: Staff Meeting Minutes, 2008. Library IT Committee Meeting Minutes, 2008.
70/1: Interdepartmental Correspondence: Hourly Budget, 2008.
72/1: One Book One Campus Event, Flyers, CD’s, and Announcements: November 2, 2009.
73/1: Invitations to the Dedication of the Doren Dwyer Hammes Media Commons and Café.
74/1: Interdepartmental Correspondence: Anniversary Celebration, 2010.
75/1: Staff Meeting Minutes, 2010.
76/1: Retired Library Employees.

Box 2 of 8

Folders
7/2: South Bend Tribune Newspaper Article, 1982.
20/2: Literary Biography and Literary Criticism Guides, circa 1990s.
21/2: Assessment Grant, 1990.
22/2: Guide to Schurz Library Dates Unknown.
33/2: Schurz Library 10 Year Anniversary, 1998.
34/2: Library Update Newsletter, 1999.
38/2: South Bend Tribune News Articles, 2000.
44/2: Research & Creative Activity, January 2001
58/2: *South Bend Tribune* Newspaper Articles, 2005.
63/2: Library and Media Services Indiana University South Bend, 2006.
64/2: Various News Articles, 2006.
66/2: Invitation to Schurz Library Book Donor Reception and Rare Book Collection, 2006.
70/2: Announcement of Hames Information Commons Dedication, 2007.
72/2: Schurz Library Speaker Series Flyers & Photos, October 9, 2007.
74/2: Library Services and Technology Act Grant, 2007-2008.
75/2: Campus Priorities, 2008
83/2: Archives Alive Flyers and Promotion, October 30, 2008.
84/2: Dorene Dwyer Hammes Media Commons & Café Self-Serve Coffee Connection Business Plan, July 9, 2009.
86/2: Campus Theme Speaker Series: The Urban and the Rural, 2009 – 2010.
88/2: READ Poster, Spring 2010.
89/2: READ Poster, Spring 2010.
90/2: READ Poster, Spring 2010.
91/2: READ Poster, Spring 2010.
93/2: How to Access Library Databases from your Facebook Page, 2010.
96/2: IUSB Bulletins, 2011.
98/2: Undergraduate Research Reminders, Save the Dates, 2011.
99/2: Welcome Week Photos, August 2011.
101/2: Library Affairs Committee Minutes, September 15, 2011. (Go in previous box?).
102/2: Library Affairs Committee Minutes, November 14, 2011. (Go in previous box?).
103/2: Michele C. Russo Library Services Student Worker Scholarship Application, November 30, 2011.
110/2: Schurz Library Bag & Pen, no date.
Unnumbered: Archives Alive Flyers and Promotion, 2004. MISSING
Unnumbered: Schurz Library Prize Maria Nokis, 2007 (1 of 2)
Unnumbered: Schurz Library Prize Maria Nokis, 2007 (2 of 2)
MISSING
Unnumbered: Schurz Library Bag and Water Bottle, no Date. MISSING

Box 3 of 8

10/3: Honors Recipients, April 12, 2012.11/3
11/3: Library Affairs Committee Meeting, April 16, 2012.
12/3: Schurz Library and ERC Summer Hours, April 20, 2012.
13/3: Free Coffee in the Library after 8pm, April 29-May 2, 2012.
14/3: Anniversary Celebrations, May 1, 2012.
16/3: Library Faculty and Staff, July 25, 2012.
17/3: Library Student Assistant, Summer 2012.
18/3: Library Student Assistants, Fall 2012.
19/3: IUSB Library News, Fall 2012.
20/3: IUSB Library News, Fall 2012.
21/3: Library All Staff Meeting, August 21, 2012.
22/3: Meeting Minutes, November 20, 2012.
26/3: Report to the Faculty Senate, 2012.
28/3: Library Student Assistants, 2012.
31/3: Campus Theme Reading List, 2012.
32/3: Library Services, 2012.
41/3: Muslim Journeys Bookshelf Collection, March 11, 2013.
42/3: Speaker Series: Dr. Rashled Omar, March 20, 2013.
43/3: Muslim Journeys Presentation, March 20, 2013.
44/3: One Book One Michiana, April 9, 2013.
45/3: ERC Big Book and Art Print Sale, April 15, 2013.
46/3: Celebrate Library Prize Winners, April 18, 2013.
49/3: $135,000 Gift for New ERC, April 24, 2013.
50/3: Collection Drive for WNDU Pack a Backpack, July 2013.
53/3: Concert in the Library, October 2, 2013.
57/3: RefWorks Subscription Ending, December 2013.
58/3: Loan Length Chart Card, 2013.
60/3: Library News: Vol. 25 No. 2, Fall 2013.
64/3: Library Prize for Undergraduate Research, January 24, 2014.
69/3: Tiny Shelves Concert, December 6, 2014.
70/3: Library Floor Guides, 2014.
72/3: Tiny Shelves Concert, February 7, 2015.
73/3: Campus Wifi Revisited, March 5, 2015.
74/3: Library Prize and Student Worker Scholarship Reception, April 16, 2015.
79/3: IUSB Hosts Inaugural Meeting of Student Veterans Book Club, November 4, 2015.
81/3: Space Study Survey Results, 2015.
82/3: Library Prize for Undergraduate Research: Jason Rose, Spring 2015.
83/3: Library Prize for Undergraduate Research, 2015.
90/3: Student Readings from Analecta: National Poetry Month, April 27, 2016.
91/3: Library Schedule of Events, April 2016.
95/3: Community Users at IUSB, 2016.
96/3: Library End of the Semester News, Fall 2016.
98/3: Top 10 Reasons to Visit Your Library this Election Season, No Date.
99/3: Program Statement: Library, South Bend, No Date.
100/3: IUSB Shared Facilities, No Date.
101/3: Interlibrary Loan Office, No Date.
103/3: Campus Receives NEA Big Read Grant, June 8, 2017.
104/3: Anthropology Honors Induction Ceremony Program, 2018 May 3 in Lincoln Room.
105/3: Library Prize for Undergraduate Research 12/14/2017.
Unnumbered: Free visitor Parking Passes, 2014
Unnumbered: WERC Open House, August 19, 2014
Unnumbered: WERC One Year Anniversary, August 20, 2014

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Schurz Library Dedication Plaques, 1989. MISSING

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1/5: One Book One Campus Photos, March 25, 2007.
2/5: Quilt Exhibit Photos, 1999.
3/5: IUSB Fest Photos, September 1999.
8/5: IUSB Festival Photos, September 2002.
9/5: Potato Creek Library Picnic Photos, Summer 2002.
10/5: Library Scholarship Winner Photo, April 2002.
11/5: Indiana an Illustrated History Author Talk and Book Signing Photos, February 2002.
13/5: Misc. Library Pictures, Various Dates.
14/5: Misc. Library Pictures, Various Dates.
15/5: Photo of Mary Sue Freitag with daughter Suzanne, n.d.
16/5: Photo of Schurz Library Groundbreaking.
17/5: Library Thanksgiving Feast, 1999.
18/5: Photos of Murder Mystery Night, 1999.
20/5: One Book One Campus Master Video, March 25, 2007. MISSING.
21/5: One Book One Campus Video, March 14, 2006. MISSING.
22/5: 13 Cartridges of Photos Negatives (Slides).
27/5: Misc. Plagues for Rooms Made Possible by Generous Gifts from Various Donators.
28/5: DVD of Schurz Lecture: Revolutions in Thought, 2008 October 8
29/5: Disaster Response and Recovery Plan, 2016

Box 6 of 8

Schurz Library Newsletters, 1997 to 2011.
35/6: Schurz Library and Media Services News, Fall 2009.
37/6: Schurz Library and Media Services News, Fall 2010.
39/6: News from IU South Bend Libraries, Fall 2011.
41/6: IU South Bend Libraries News, Fall 2012.
47/6: IUSB Schurz Library Summer Newsletter, August 2016.

Box 7 of 8 - Schurz Library Year of the Library, 1998-1999.

3/7: South Bend Tribune Articles, 1998.
4/7: Copyright Workshop, Kenneth Crews, September 12, 1998.
8/7: Various Articles from the Preface, 1998.
9/7: IUSB Festival, September 1998.
13/7: Articles from the South Bend Tribune, 1998.
15/7: IUSB Newsletter update, October 19, 1998.
16/7: Paul Gehl Lecture and Reception, October 15, 1998.
17/7: IUSB Newsletter update – Employees Honored for Years of Service, October 26, 1998.
18/7: Demonstration on Gilding for Manuscript Pages, Karen Ackoff, 1998.
20/7: Explorations and Destinations, November 17, 1998.
22/7: EBSCOhost Databases, 1998.
24/7: Library Endowment Campaign.
26/7: South Bend Tribune Articles, 1999.
30/7: IUSB Newsletter Update – Shurz Library Endowment, April 5, 1999.
31/7: Preface Article on the Learning Resource Center, April 7, 1999.
32/7: John Perry Barlow – Understanding Cyberspace, April 8, 1999.
33/7: South Bend Tribune – New Vice Chancellor, May 11, 1999.
37/7: Library Information Bookmark, n.d.
38/7: South Bend Tribune Article, December 12, 1996
39/7: The Space had to say “Wow!”- The Hammes Information Commons at IUSB, September, 3 2008
40/7: Friends of the Schurz Library Brochure, 1999
41/7: WNDU Pack a Backpack Drive at the Library and WERC, April 16, 2012
42/7: Tiny Shelves Concert, October 9, 2014
43/7: Bulletin Board: Library Prize Winner Award Ceremony, April, 15, 2008
44/7: Flyer: Undergraduate Research Reminders Save the Date, n.d.
45/7: Annual Report, 2013-2014
46/7: Event Flyer: eReader Checkout Program, n.d.
47/7: South Bend Tribune Opinion Article, November 25, 1996
48/7: Library Pathfinder Assignment, n.d.
49/7: Library Privacy Audit, n.d.
50/7: Eric Hankin Schurz Library Prize, 2013
51/7: Joseph Reimers Schurz Library Prize, 2009
52/7: Picture: Jim Mullins Good-Bye Party, 1996
53/7: Linda’s 20th Year, n.d.
54/7: Dean Russo Scholarship Reception, April 18, 2014
55/7: Library and Media Services News: Dean Russo to Retire after 28 years, Spring of 2010
56/7: Schurz Library Reception, March 25, 2014
57/7: Speaker Series, March 11, 2011
58/7: Flyer: Ferguson to South Bend, October 2, 2014
59/7: Event Flyer: Nickel and Dime, 2012-13
60/7: Howard Zinn Live Reading, November 5, 2013
61/7: Library News, April 2014
62/7: Donna B Harlan Scholarship, n.d.
63/7: Flyer: Outreach to High School Students, n.d.
64/7: State Tax Credits for Donations, n.d.
65/7: Library Events, no date
66/7: Daily Titans from 2014
67/7: Lexi Millard Research prize Winner and Speaker Series, 2014
68/7: Library News, 2014
69/7: External Review, December 13-14, 2010
70/7: Policy on Law Enforcement Inquiries, n.d.
71/7: Flyer: Meet June Millington, November 4, 2016
72/7: Library Prize and Scholarship Reception, April 10, 2017
73/7: Indiana in Afghanistan Lectures; Wissing Slideshow, 2010 and Sargeant’s Briefing, 2010
74/7: Veterans Book Club, 2017
75/7: Memos, 2002-03
76/7: Flyers for Library Events, 1995-96

Box 8 of 8 - Schurz Library Ground Breaking and Dedication: December 12, 1986 to June 22, 1989.
1/8: Groundbreaking Ceremony Program, December 14, 1986.

Box 9 of 9 – Massai Collection

4 Binders pertaining to the Library’s Donated Maasai Collection.

Hanging Files


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<td>Budget Requests and Justification 1969 - 74</td>
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<td>22</td>
<td>Book Budget 1972 - 73</td>
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<td>Library Budget -- Biennial 1973 - 75</td>
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<td>Budget 1973 - 74</td>
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1  26  Indiana University South Bend - Schurz Library - Planning Program for IUSB
   Library in Northside Hall, 1974
1  27  Budget 1974 - 75
1  28  Book Budget 1974 – 75

2  1  Book Budget 1975 - 76
2  2  Budget -- 1976 - 1977
2  3  Book Budget 1976 - 77
2  4  Library Account Book 1976 - 79
2  5  (Budget) 1977 - 78 --Request
2  6  Book Budget 1977/78
2  7  Director Dept. Allocations of Serials 1977 - 78
2  8  Budget 1978/79
2  9  Book Budget 1978/79
2 10  Director - Book Allocation & Budget 1978 - 79, Dr. Mullins file
2 11  Statement of Accounts 1978/79
2 12  (Budget) 1979/80 - 1980/81 --Request J. Mullins file
2 13  Budget 1979/80
2 14  Book Budget 1979/80
2 15  Book Allocation 1st Semester, J. Mullins file
2 16  Account Book 1979/80
2 17  Account Book Audiovisual 1979/80

Series: Computerization

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<td>Black Binder</td>
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<td>Data Conversion Team 1985 - 88</td>
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<td>Committee (I.U.)</td>
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### Series: A-Z Files, Donna Harlan

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<td>Indiana University Libraries Association, 1988</td>
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<td>The Universal Decimal Classification &quot;A Programmed Instruction Course&quot;</td>
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<td>IU Regional Campus Libraries - IUSB</td>
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<td>Evaluations and Annual Reports of Donna Harlan, 1980 - 1986</td>
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### Series: Facilities and Equipment

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<td>Facility Planning History, Donna Harlow file 1972 - 77</td>
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<td>Library Facilities Planning c. 1971, IUPUFW Report 1969 Articles on Library Facilities</td>
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<td>IU Expansion - D. Harlan file</td>
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<td>Librarian: Correspondence re Library Facilities. 1965 - 69</td>
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<td>Second Location North Side West 1972 - 89</td>
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<td>Library Building -- Northside Addition 1971 - 74</td>
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<td>Library Northside West Furniture and Floor Plans 3/2/71</td>
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<td>Library Facilities: Listening Area in Northside West, 1971</td>
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<td>Library Building -- Northside Addition -- Equipment 1971 - 1972</td>
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<td>Northside Addition - Equipment 1972 - 73 (Donna Harlan file)</td>
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<td>Library Facilities - Equipment 1974 (Donna Harlan file)</td>
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<td>Shelving (Donna Harlan file) 1973 -74</td>
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<td>Library Facilities - Diagrams used for Planning - Northside West</td>
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<td>Equipment 1979 - 80 (Includes Equipment List with notes 1971)</td>
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<td>Capital Project Proposal - 1979</td>
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2 10 Misc. Early Library Items (WM. Berling File)
2 11 Librarian - Items 1963-65 Mary Zimmerman (Waterson)
2 12 Donna Harlan, Librarian Misc. Correspondence, 1969 – 70

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3 2 South Bend and Regional Campus Libraries
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