Elmira College Library Records (03.02)

Creator: Elmira College. Library

ID: 03.02

Extent: 9.67 linear ft. (22 manuscript boxes + 4 bound volumes)

Inclusive Dates: 1889-2015

Access: Records are closed for 30 years from date of creation

Language: English

Physical Location: Elmira College Archives

Repository: Elmira College Archives, Gannett-Tripp Library, Elmira College, Elmira, N.Y.

Preferred Citation:

Elmira College Library Records (03.02); Container and Folder; Elmira College Archives, Gannett-Tripp Library, Elmira College, Elmira, N.Y.

CONTROLLED ACCESS HEADINGS:

Corporate Names:

Elmira College

Subject Headings:

Colleges and libraries
Women’s colleges—New York (State)—Elmira

Genre (Forms):

Records (documents)
Architectural drawings
Business correspondence
Catalogs

SCOPE AND CONTENT:
The library records document activities from 1890-2015. The earliest records document collection management activities two years before the college hired its first librarian in 1892 and consist of accession logs, circulation books, correspondence and memos regarding book acquisitions and use. Library reports remain largely intact from 1922 to the 2000’s and document the shift from a small one-room library in Cowles Hall to the establishment of a separate library building, Hamilton Hall, in 1927.

In 1947, the position of librarian switched from an administrative to a faculty position. Records during this time reflect increased attention to budgeting and include endowment fund balances, financial transactions, student workers, membership expenses and gifts. The library began collecting historic documents of the college during this time period. In 1969, the library moved facilities from Hamilton Hall to the Gannett-Tripp Learning Center. Building plans, furnishing plans, and technological improvements are documented through correspondence, building plans, and library committee reports. In the new facility space was created for building a formal archival collection to document the history of the college. Herbert Wisbey, Jr. was appointed the first archivist.

Expansions to the learning commons in 2014-2015 include the Robert and Doris Fischer ’64 Malasardi Finance Trading Room and the Carol and Robert Morris Career Services Center. There are limited records that document the formation of the archives and the creation and dedication of the additional rooms in the Gannett-Tripp Library. The bulk of the records reflect activities related to acquisitions, collection development, budgeting and library reports and assessment.

ADMINISTRATIVE INFORMATION:

Accruals: Accretions are expected

Acquisition Information: n/a

Processing History: Update to the Inventory and creation of Finding Aid by Nathaniel Ball, March 6, 2018.

ADMINISTRATIVE NOTE:

This collection has not been modified from the original inventory. A finding aid for the collection was created in August of 2018. A collection wide re-organization resulted in a change in the original collection number DE:10.

RELATED COLLECTIONS:
Records of the Archives (3.3).

**ORGANIZATIONAL NOTE:**

This series remains in the order in which it was received

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<td>Accession List [1914] (Book)</td>
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<td>Library Committee -- Includes Library Expenses, Meeting Minutes [1938-1944]</td>
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<td>Harriet Brown -- Thanks and/or Gifts [1930]</td>
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<td>Notebook of Miss Morse [1940-1941]</td>
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<td>Notebook of Miss Morse [1941-1942]</td>
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<td>GTLC</td>
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<td>Gray-Meier's Inauguration</td>
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<td>Includes Meeting Minutes of the Octagon Fair Committee, Proposed Planning Calendar, Memos, Meeting Agenda, Correspondence, Library Information Guide [1983-1988]</td>
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<td>Holdings Notebook</td>
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<td>Library Resources</td>
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<td>IMC - Software</td>
<td>Includes Memos, Motion Picture Information, Multi-Media, Audi Recordings, Other Materials [1972]</td>
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