

# Virginia Tech University Libraries, Records of

Records of the Virginia Tech University Libraries  
1925-2006



## Title Statement

Virginia Tech University Libraries, Records of  
Records of the Virginia Tech University Libraries, 1925-2006  
RG.23

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## Profile Description

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## Descriptive Summary

### Unit ID

RG.23

### Unit Date

1925-2006

### Accession

RG 23

### Accession

RG 23/3

### Language

The materials in the collection are in English.

### Abstract

This collection includes minutes, correspondence, meeting notes, and more from departments, committees, and individuals in the Virginia Tech University Libraries.

### Creator

Robb, Seymour, 1901-1961

### Creator

Rudolph, Gerald A.

**Creator**

Shirk, Frank

**Creator**

Bechanan, H. Gordon

**Creator**

Brown, Ralph Minthorne, 1878-1958

**Creator**

Gherman, Paul M.

**Creator**

Virginia Polytechnic Institute and State University. University Libraries

**Creator**

Virginia Polytechnic Institute and State University. University Libraries. Special Collections Department

**Extent**

174.6 Cubic Feet 207 boxes

**Physical Location**

**Please note:** This collection is located in off-site storage and may require 2-3 days notice for retrieval. Contact Special Collections and University Archives for more information.

**Repository**

Special Collections and University Archives, Virginia Tech

## Administrative Information

**Conditions Governing Access**

The collection is open for research, except for RG 23h/13 which is restricted due to potential confidential material. Contact Special Collections and University Archives for more information.

**Conditions Governing Reproduction and Use**

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**Source of Acquisition**

The Records of the Virginia Tech University Libraries were transferred to Special Collections and University Archives over numerous accruals from the 1960s onwards.

**Processing Information**

The description of Records of the Virginia Tech University Libraries was completed in June 2017. Additional items were integrated into RG 23h/6/1 in September 2019.

**Preferred Citation**

Researchers wishing to cite this collection should include the following information: [identification of item], [box], [folder], Records of the Virginia Tech University Libraries, RG 23, Special Collections and University Archives, Virginia Tech, Blacksburg, Va.

## Administrative History

When the college began in 1872, V.E. Shepherd was appointed as librarian (as well as treasurer, secretary of the faculty and Board of Visitors, and to teach foreign languages). The library started with 500 volumes, which were primarily gifts from congressmen, publishers, and government agencies. Students supervised the library from 1875 until Mary Lacy was appointed as the first full-time librarian in 1903. She was followed by her sister, Ethel Lacy, from 1910-13, and then Eleanor Jones, 1913-23. After two years of acting librarians, Ralph M. Brown was appointed in 1925 and served until 1946. He was succeeded as director by Seymour Robb (1947-61), Frank Shirk (1961-70), Gerald Rudolph (1970-74), Gordon Bechanan (1974-84), Paul Gherman (1985-92), and Joanne Eustis (interim, 1992-94). Eileen Hitchingham began her term as Dean of Libraries in 1995.

The first branch library was established in 1907 in Agriculture Hall (now Price). In 1955, a new building was opened and named for Carol M. Newman, a professor of English at Virginia Tech for 38 years. At that time, two branch libraries (Agriculture and Engineering) and about twenty departmental collections closed and were integrated into the main collection. During Rudolph's tenure, two new branches were created: Geology (1972) and one in Reston, Virginia, for the Northern Virginia Graduate Program.

## Scope and Content

The University Archives contains a large volume of the records of the University Libraries. This collection continues to grow on almost a daily basis. Records of each department within the library, committees, taskforces, the faculty association, and the staff association are included in this collection. Since the records of past library directors are central to this collection, their descriptions are given below.

See the box-level inventory of these materials.

## Separated Materials

The University Archives also holds newspaper clippings, publications, annual reports, and photographs concerning the library, which have been separated to the Rare Books Collection, Virginia Tech Buildings Architectural Collection, RG 6/3/2e, Record Group Vertical Files, and Historical Photograph Collection.

## Keywords

Faculty and staff

University Archives

University History

Virginia Polytechnic Institute and State University. University Libraries. Special Collections Department

Virginia Polytechnic Institute and State University. University Libraries

Virginia Agricultural and Mechanical College and Polytechnic Institute (1896-1944)

Virginia Polytechnic Institute (1944-1970)

Virginia Polytechnic Institute and State University (1970-)

## Accruals

Additional materials will be added to the finding aid as they are received and processed.

## Rights Statement for Archival Description

The guide to the Records of the Virginia Tech University Libraries by Special Collections and University Archives, Virginia Tech, is licensed under a CC0 (<https://creativecommons.org/share-your-work/public-domain/cc0/>).

## Arrangement

The collection is divided by RG subgroup number.

## Description of Subordinate Components

### **RG 23 - Virginia Tech University Libraries**

**Unit ID** RG 23

**box** 1-85

**Extent** 70 Cubic Feet85 boxes

### **RG 23/1 - Virginia Tech Office of the Dean of the University Libraries**

**Unit ID** RG 23/1

**RG 23/1/1 - Ralph M. Brown, Library Director, Records****Unit ID** RG 23/1/1**Unit Date** 1925-1947**box** 1-2**Language** English.**Extent** 0.8 Cubic Feet2 boxes**Biographical Note**

Ralph Minthorne Brown was appointed as librarian in 1925. During his tenure, the library collection doubled in size. Brown retired in 1946.

**Scope and Content**

This collection includes budget material (1943-52), statistics (1928-45), proposed library plans (1935-40), Library Committee material (1925-26), and correspondence (1925-47).

**Related Archival Materials**

See Brown's personal papers in the Ralph Minthorne Brown Papers, Ms1970-002.

**RG 23/1/2 - Seymour Robb, Library Director, Records****Unit ID** RG 23/1/2**Unit Date** 1947-1961**box** 1-2**Language** English.**Extent** 0.6 Cubic Feet2 boxes**Biographical Note**

Seymour Robb succeeded Brown in 1947. In an effort to correct some of the deficiencies of the library, Robb called for a library survey. Funds were received in 1949 for a survey to be conducted by Maurice Tauber of Columbia University Library School and William Jesse of the University of Tennessee Library. Their conclusions led to immediate improvement in funding for the library. Beginning in 1951, funds were sought from various sources for the construction of a new library building. Carol M. Newman Library was completed in 1955. After fourteen years of service, Robb died in office in 1961.

**Scope and Content**

This collection includes correspondence (1947-61), the Library Survey (1949), and records relating to the construction of Newman Library.

**RG 23/1/3 - Frank Shirk, Library Director, Records****Unit ID** RG 23/1/3**Unit Date** 1955-1970**box** 1-3**Language** English.**Extent** 4.2 Cubic Feet3 boxes**Biographical Note**

Frank Shirk assumed the duties of head of the library upon Seymour Robb's death in 1961. Shirk had been with the library since 1948 and had been Associate Library Director since 1955. Accomplishments of his tenure included an increased book budget, beginnings of automation, and adoption of the Library of Congress classification system to replace the Dewey Decimal system. Shirk stepped down in 1970.

**Scope and Content**

This collection contains budget material (1961-70), gifts and memorial funds (1960-71), Library Committee minutes (1962-70), Library Committee self-study reports and memoranda (1966-68), memoranda to faculty (1964-68), policy statements (1965-69), VPI Interschool Library Committee report (1961), and correspondence dealing with the VPI Archives (1949-70). Also included are the correspondences of the Associate Library Director (Frank Shirk, 1955-61, and Robert Stephenson, 1964-70).

**RG 23/1/4 - Gerald A. Rudolph, Library Director, Records****Unit ID** RG 23/1/4**Unit Date** 1970-1974**box** 1-2**Language** English.**Extent** 2.8 Cubic Feet2 boxes**Biographical Note**

Gerald Rudolph became Library Director in 1970. Accomplishments of his administration included: creation of a subject-divisional organization for the library with separate reference desks for science, social sciences, and humanities; formation of two branch libraries (Geology and Northern Virginia); and approval of an addition to Newman Library.

**Scope and Content**

This collection includes annual reports (1970-72), budget material (1970-72), correspondence (1970-74), Daily Bulletin Notices (1970-71), various committee reports (1970), memoranda concerning automated library system (1971), questionnaires on library (1969-70), student surveys and reports on library system (1971), organizational charts and policy revisions (1970), and correspondence and reports of Dr. Stuart Forth (Library Consultant, 1970). Also included are: State Council of Higher Education Library Advisory Committee material (1968-70); Report of the Subcommittee for Renovation and Addition to the Library (13 October 1970); "A Research Proposal Submitted to Virginia Polytechnic Institute and State University" by G.A. Rudolph and M.H. Agee; "The Redesign of Technical Services for Carol M. Newman Library" by G.W. Creasy, W.L. Root, and A.G. Yates (submitted 6 March 1972).

**RG 23/1/5 - H. Gordon Bechanan, Library Director, Records****Unit ID** RG 23/1/5**Unit Date** 1974-1984**box** 1-21**Language** English.**Extent** 27.4 Cubic Feet21 boxes**Biographical Note**

H. Gordon Bechanan became Library Director in 1974, after serving as an Assistant Director since 1972. Accomplishments during his tenure included: expansion of the microforms and rare books and manuscripts collections; the library's involvement in several cooperative projects with other research libraries; the library's membership in the Association of Research Libraries and SOLINET; construction of an addition to Newman; and development of an on-line catalog (VTLS). Bechanan retired in 1984.

**Scope and Content**

This collection includes annual reports (1974-84), budget material (1970-85), building plans for addition to Newman (1970-71), Chemistry Branch Library proposal, Council on Library Resources material (1972-84), items concerning space (1973-80), VPI audits (1978-84), branch libraries policies (1971-82), Manuscript Committee materials, and VTLS materials. Also included are materials dealing with the American Library Association (1951-83), Association of Research Libraries (1976-84), Association of Southeastern Research Libraries (1976-83), Southern College and University Libraries statistics, SCHEV, and Virginia Libraries Association (1971-79).

**RG 23/1/6 - Paul Gherman, Library Director and University Librarian, Records****Unit ID** RG 23/1/6**Unit Date** 1985-1991**box** 1-9**Language** English.**Extent** 10.6 Cubic Feet9 boxes**Biographical Note**

Paul M. Gherman became Library Director in 1985. In 1991 the title of the position was changed to University Librarian. Gherman stepped down from the position in 1992.

**Scope and Content**

This collection includes correspondence (1985-91), Library Administrative Council minutes (1989-90), minutes and literature about the International Archive of Women in Architecture (1989-90), memos and reports of the Association for Research Libraries (1985-89), the University Libraries Strategic Plan (1985),

and memos from various departments within the Libraries.

**RG 23/1/7 - Eileen Hitchingham, Dean of the University Libraries, Records**

**box** 1-4

**Extent** 2.6 Cubic Feet4 boxes

**Biographical Note**

Eileen Hitchingham served as Dean of the University Libraries from 1995 until her retirement on February 1, 2011.

**RG 23/3 - VTLS Operations Group Minutes**

**Unit ID** RG 23/3

**Unit Date** c. 1984-1989

**box** 1-6

**Language** English.

**Extent** 3.8 Cubic Feet6 boxes

**RG 23/4 - Virginia Tech Northern Virginia Center Resource Center Records**

**Unit ID** RG 23/4

**Unit Date** c. 1975-1985

**box** 1

**Language** English.

**Extent** 0.4 Cubic Feet1 box

**RG 23/6/1 - Virginia Tech University Libraries Albania Project**

**Unit ID** RG 23/6/1

**box** 1

**Extent** 0.4 Cubic Feet1 box

**Historical Note**

In the early 1990s, the Virginia Tech University Libraries had an employee exchange with a university in Albania.

**RG 23b/1 - Virginia Tech Newman Library Renovations and Additions Records**

**Unit ID** RG 23b/1

**Unit Date** c. 1978-1981, c. 2004-2006

**box** 1-4

**Extent** 1.5 Cubic Feet4 boxes

**Historical Note**

Virginia Tech's Carol M. Newman Library was opened in 1955. An addition was added in 1981. Another major renovation was completed in 2009.

**Scope and Content**

These records contain files related to the 1981 renovation and addition as well as renovations made in the mid-2000s.

**RG 23c - Virginia Tech Library Faculty Association Records**

**Unit ID** RG 23c

**Unit Date** c. 1990-1991

**box** 1-4

**Extent** 3.6 Cubic Feet4 boxes

**Scope and Contents**

These records contain the files of the Virginia Tech Library Faculty Association Records and its presidents.

**RG 23c/1 - Virginia Tech Library Faculty Association's Faculty Affairs Committee Records**

**Unit ID** RG 23c/1

**box** 1

**Extent** 0.4 Cubic Feet1 box

**RG 23dd - Virginia Tech Friends of the University Libraries Records**

**Unit ID** RG 23dd

**box** 1-2

**Extent** 0.8 Cubic Feet2 boxes

**RG 23f - Virginia Tech University Libraries Self Study**

**Unit ID** RG 23f

**Unit Date** 1975-1976

**box** 1

**Extent** 1.4 Cubic Feet1 box

**RG 23g - Virginia Tech University Libraries Departmental Annual Report**

**Unit Date** 1991-1992

**box** 1

**Extent** 0.2 Cubic Feet1 box

**RG 23h - Virginia Tech University Libraries Committees and Departments Records**

**box** 1-4

**Extent** 2.6 Cubic Feet4 boxes

**RG 23h/1a - Virginia Tech Library Council Minutes**

**Unit ID** RG 23h/1a

**Unit Date** 1970-1985

**box** 1-5

**Extent** 3 Cubic Feet5 boxes

**RG 23h/2 - Virginia Tech Library Administrative Committee Records**

**Unit Date** 1975-1992

**box** 1-3

**Extent** 1.2 Cubic Feet3 boxes

**Historical Note**

Library Administrative Committee was formerly University Libraries Management Committee and formerly Library Advisory Council.

**RG 23h/2a - Library Administrative Committee Minutes and University Library Bulletins**

**Unit Date** c. 1991-1995

**box** 1-2

**Extent** 0.8 Cubic Feet2 boxes

**RG 23h/4 - Virginia Tech University Libraries' Advisory Committees Records**

**Unit ID** RG 23h/4

**box** 1-6

**Extent** 3.4 Cubic Feet6 boxes

**Scope and Contents**

These records contain records from the Virginia Tech University Libraries' Advisory Committees on professional development, InterLibrary Cooperation, and LOCAS.

## **RG 23h/6 - Virginia Tech University Libraries' Reference Division Records**

**Unit ID** RG 23h/6

**Unit Date** c. 1975-1980

**box** 1-3

**Extent** 1 Cubic Feet3 boxes

### **RG 23h/6/1 - Virginia Tech Special Collections Records**

**Unit ID** RG 23h/6/1

**Unit Date** c. 1970s-1980s

**box** 1-7

**Extent** 4.6 Cubic Feet7 boxes

#### **Scope and Contents**

This collection contains registers and permission forms, which may be restricted, and the files of Glenn McMullen, Wendell Weisand, Tamara Kennelly, and Stephen Zietz.

### **RG 23h/6/2 - Virginia Tech University Libraries' Humanities/Social Sciences Reference Department Records**

**Unit ID** RG 23h/6/2

**box** 1-2

**Extent** 2.8 Cubic Feet2 boxes

## **RG 23h/7 - Virginia Tech University Libraries' Technical Services Department Records**

**Unit ID** RG 23h/7

**box** 1-2

**Extent** 0.8 Cubic Feet2 boxes

#### **Scope and Content**

This collection contains the records of the Virginia Tech University Libraries' Technical Services Department, including Staff Affairs Committee, Bibliographic Services Supervisors Meeting, and annual reports from 1970 thru 1997.

### **RG 23h/7a - Virginia Tech University Libraries' Binding and Preparations Department Records**

**Unit ID** RG 23h/7a

**Unit Date** c. 1973-1976, undated

**box** 1-2

**Extent** 0.8 Cubic Feet2 boxes

#### **Scope and Contents**

This collection contains minutes and index for the Preparation Section Supervisors meetings and records for the Public Relations Task Force.

### **RG 23h/7b - Virginia Tech University Libraries' Cataloging Department Records**

**Unit ID** RG 23h/7b

**Unit Date** c. 1957-1983

**box** 1-6

**Language** English.

**Extent** 3.4 Cubic Feet6 boxes

#### **Scope and Contents**

This collection contains cataloging manuals, statistics, indexes, Cataloging Committee on Committees annual reports, and serials information.

**RG 23h/8/1 - Virginia Tech University Libraries' CFS/LOCAS Cataloging Systems Records**

**Unit ID** RG 23h/8/1

**box** 1-11

**Extent** 12.4 Cubic Feet11 boxes

**RG 23h/9 - Virginia Tech University Libraries' Acquisitions Department Records**

**Unit ID** RG 23h/9

**Unit Date** 1971-1980

**box** 1-6

**Extent** 4.4 Cubic Feet6 boxes

**Scope and Content**

The Virginia Tech University Libraries' Acquisitions Department Records contains the records of the department, including acquisition and gift information from 1976 to 1980 and reports for 1984 and 1994.

**RG 23h/12 - Virginia Tech University Libraries' Library Automation Services Department Records**

**Unit Date** c. 1995-1996

**box** 1-2

**Extent** 0.8 Cubic Feet2 boxes

**Scope and Contents**

This collection contains materials related to online search databases, CFS, TULIP project, and librarian Dave Beagle.

**RG 23h/13 - Virginia Tech University Libraries' Personnel Services Records**

**Unit ID** RG 23h/13

**box** 1

**Language** English.

**Extent** 1.4 Cubic Feet1 box

**Access Restrictions**

This collection is restricted due to potential confidential material and needs to be reviewed by an archivist before access can be given. Contact Special Collections for more information.