

2018

# Guide to the University of San Diego Library records

University of San Diego Copley Library

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# Guide to the University of San Diego Library records

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## Overview of the Collection

<b>Title:</b>	University of San Diego Library records
<b>Dates:</b>	1968-2008
<b>Creator:</b>	University of San Diego Copley Library
<b>Quantity:</b>	6 boxes, (6 linear feet)
<b>Summary:</b>	The University of San Diego Library records document the history and administration of the University of San Diego's three iterations of libraries: the San Diego College for Women and the University of San Diego College for Men libraries which merged into what is now the Helen K. and James S. Copley Library. Among these materials are acquisition records, annual reports, correspondence, handbooks, memoranda, meeting minutes, and policy materials.
<b>Identification:</b>	USDA_2008_018; USDA_2009_018
<b>Language:</b>	English
<b>Repository:</b>	<a href="#">University of San Diego, Archives and Special Collections</a> Copley Library 5998 Alcalá Park San Diego, CA 92110 Telephone: 619-260-2730 <a href="mailto:spcoll@sandiego.edu">spcoll@sandiego.edu</a>

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## Historical Note

The San Diego College for Women and the University of San Diego College for Men were organized as two separate entities prior to merging in 1972. Each school had different administration, curriculum, Boards of Trustees, and libraries. Mother Genevieve Clarke served for nine years as the first librarian for the College for

Women. Followed then by Kathleen McDevitt, Roy Holleman, and Marian Holleman. Charles Dollen served as the Director of the College for Men Library for its entire history except for a short stint in the mid-1960s. The College for Women Library was located in Camino Hall, and beginning in 1958, the College for Men Library was located in the Knights of Columbus building.

To limit duplication, and better serve patrons, Dollen had been pushing to merge the two libraries for many years. His dream was realized once the two colleges merged. In 1972, renovations began on the Camino Library in order to accommodate the merging of the two libraries. In August 1973, the new library was dedicated the James S. Copley Library. It served the College of Arts and Sciences, School of Education, School of Business Administration, and the School of Nursing. The School of Law Library continued to be administered separately and moved into the Knights of Columbus building.

Marian Holleman oversaw the merging of the two libraries, then served as the University Librarian until her retirement in 1988. Edward Starkey then began a long tenure as University Librarian.

Ten years of growth in the number of USD students, faculty, and library collections called for a needed expansion. Renovation and expansion of Copley Library began with a groundbreaking in November 1982. The new building was dedicated the Helen K. and James S. Copley Library with the opening taking place in April 1984. James Copley was a journalist and newspaper publisher, publishing the San Diego Union-Tribune and the San Diego Evening Tribune from 1947 to 1973. James and Helen Copley were notable philanthropists financing many local projects.

During the 1980s, the library pushed to implement automation systems which would improve the functionality of the library and increase user access. In 1980, the library became a member of the Online Computer Library Center (OCLC). Planning for a library automation system that would support Copley Library, the Legal Research Center and the Media Center began in 1988. Personal computers were added to most library offices in 1989. The Library Automation Standards Committee was formed in 1990 to establish standards, policies and procedures for the automated library system at USD. The committee worked to ensure uniformity and consistency of data input into the automated system, compliance to national information and bibliographic codes, and security and integrity of the library automation database. Automation for the library streamlined the cataloging and lending processes of the library and allowed for much greater access to library users. In 1990, the conversion of 97,000 card cataloged book records to electronic format began. In August 1991, after all books were electronically cataloged and barcoded, the catalog, named SALLY after Provost Sally Furay, was open to the public.

The Media Center functioned as a division of Copley Library from 1978 until 2000 with permanent and reserve audio/visual collections. The Media Center offered classroom media support across campus, carrels for listening and viewing the audio/visual collections, and assistance with producing unique local audio/visual materials. In 2000, Media Services became part of a separate Instructional

Technology unit. The library media services of acquisitions, cataloging and circulation of audio/visual materials remained within the library.

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## Scope and Content Note

The University of San Diego Library records document the history and administration of the University of San Diego's three iterations of libraries. These were the San Diego College for Women and the University of San Diego College for Men libraries, which merged into what is now the Helen K. and James S. Copley Library. These records document the administrative and budgetary workings of the library. Key among these are the Annual Reports which cover highlights from the academic year. Administrative records also include acquisition records, correspondence, memoranda, meeting minutes, policy information, and reports related to the Copley Library. Budgetary records reflect funding allocations given to each department for book purchases and grant information. In addition to budgetary records for the whole of Copley Library are budgetary records and procedural documents for the Media Center, a division of Copley Library. These budgetary records reflect audio/visual and media equipment requirements of Copley Library and the University.

These records also include meeting materials and minutes for the Library Automation Standards Committee and its subcommittee. These records reflect the planning process for creating an automated system at Copley Library.

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## Arrangement

**This collection is organized into three record groups:**

[Record Group I: San Diego College for Women Library records](#)

[Record Group II: University of San Diego College for Men Library records](#)

[Record Group III: University of San Diego Helen K. and James S. Copley Library records](#)

**Record Group III is further arranged into four series:**

[Series I. Administrative records](#)

[Series II. Budget](#)

[Series III. Library Automation Standards Committee](#)

[Series IV. Media Center](#)

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## Restrictions

Materials in Record Group III: University of San Diego Helen K. and James S. Copley Library are currently closed to departmental research only. Please contact University Archives with research inquiries.

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## Related Material

Search the Copley Library catalog for additional Copley Library materials including: Copley Library annual reports 1973-1987 and 1992; Copley Library construction manual 1983; *A Promise Kept: The Story of the James S. Copley Library* by Richard Reilly, 1983; a cassette of the Helen K. and James S. Copley Library dedication April 8, 1984; Copley Library and Media Services 1999 Self-Study for WASC; and Copley Connects 2000-2004, 2013-present.

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## Index Terms

Billington, James H.  
Dollen, Charles  
Holleman, Marian  
Meredith, James, 1933-  
Alliance of California Private Academic Libraries  
OCLC  
San Diego College for Women  
University of San Diego  
University of San Diego. College for Men  
San Diego (Calif.)  
Annual reports.  
Handbooks and manuals.  
Libraries--Automation

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## Administrative Information

**Preferred citation**

[Folder Title], Box # Folder #, University of San Diego Library records, Copley Library, University of San Diego, Archives and Special Collections.

## Acquisition Information

Office of Library Systems Manager transferred from Michael O'Brien in 2009.

These records were accessioned into two separate collections: Copley Library files and Office of Library Systems Manager files. Because the Office of Library Systems falls under Copley Library, they were merged with the Copley Library records.

## Processing Information

These records were processed by Tessie Camina in 2008. Further processing was conducted by Ashley Toutain in 2017.

Additional records were located after processing, which included additional Copley Library records as well as College for Men Library and College for Women Library. For this reason, the collection has been organized into three record groups to reflect the varied stages of the Universities' library system. Furthermore, additional record groups can be added as the Library changes functions/names as it did in the past.

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## Detailed Description of the Collection

### Record Group I: San Diego College for Women Library, 1952-1972

Among the College for Women Library records are the 1969-1970 Annual Report and materials regarding the merger with the College for Men.

#### Box Folder

- 1 1 San Diego College for Women Annual Report, 1969-1970
- 2 Joint Library Committee Meeting, 1970-1971
- 3 Library Survey Report, 1970  
[Report by Richard Johnson regarding merging the College for Women and College for Men libraries.]
- 4 Special Collections Correspondence, 1972-1973

### Record Group II: University of San Diego College for Men Library, 1952-1972

The College for Men Library records includes library correspondence, library orientation leaflets, and an annual report created circa 1969. Correspondence is largely that of long-serving director, Charles Dollen, and pertains to general library activities. Among the correspondence files are budgetary and donation information for the library.

## **Box Folder**

- 1 5 College for Men Library Annual Report, circa 1969
- 6-7 Library Correspondence, 1958-1964
- 8 Library Correspondence, 1957, 1965-1977
- 9 *Library Journal* Architectural Issue, December 1958
- 10 Library Orientation Leaflets, undated

## **Record Group III: University of San Diego Copley Library, 1972-2008**

The Copley Library records include information about the administrative and budgetary workings of the University of San Diego Helen K. and James S. Copley Library. Administrative records include acquisition records, correspondence, memoranda, meeting minutes, policy information, and annual reports. Budgetary records reflect funding allocations given to each department for book purchases and grant information. In addition to budgetary records for the whole of Copley Library are budgetary records and procedural documents for the Media Center, a division of Copley Library. These budgetary records reflect audio/visual and media equipment requirements of Copley Library and the University.

These records also include meeting materials and minutes for the Library Automation Standards Committee and its subcommittee. These records reflect the planning process for creating an automated system at Copley Library.

### **Series I: Administrative Records, 1968-2008**

Records in this series include information about the administrative workings of Copley Library. This includes annual reports, records pertaining to books and materials acquired by Copley Library, and correspondence and memoranda regarding library functions. Also included are handbooks with policies and procedures for library workers, a handbook for users of the newly merged library, and a users impressions of the separated library system in 1970.

Records in this series are arranged in alphabetical order.

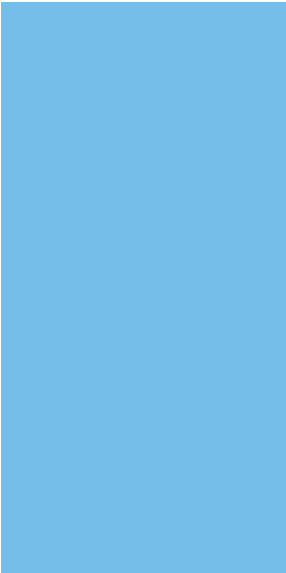
### **Series II: Budget, 1974-2007**

This series consists of the budgetary records for Copley library reflecting budget allocations for departments, information for faculty purchases, and acquisitions to library holdings. Budget files between 1974 and 1987 were formerly in binders and contain information about funding allocations for departmental publication purchases; annual, monthly, and departmental budgetary figures; grant records; and drafts for the annual report of the library. Budget files after 1995 contain monthly and annual budget materials.

Budget records are arranged in alphabetical order as well as chronologically.

### **Series III: Library Automation Standards Committee, 1983-2006**

This series includes the minutes, memoranda and meeting information for the Library Automation Standards Committee. It also



includes meeting information and minutes for the LASC subcommittees: Administrative Subcommittee, Acquisitions Subcommittee, Cataloging Subcommittee, Circulation Subcommittee, Reference Services Subcommittee, and Serials Subcommittee. Records in this series are arranged in alphabetical order.

**Series IV: Media Center, 1989-2000**

This series includes budgetary and procedural information related to the Media Center. The Media Center served as a division within the Library until 2000 serving the University with audio/visual collections, classroom media support, and audio/visual equipment for viewing and production.

Records in this series are arranged in alphabetical, then chronological order.