

FINDING AID FOR THE NEUMANN LIBRARY RECORDS, 1974-2013 (#2014-0003)

Contact Information:

University Archives, University of Houston – Clear Lake
Neumann Library
2700 Bay Area Blvd.
Houston TX 77058
Phone: 281-283-3933
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URL: www.uhcl.edu/library

Descriptive Summary

Repository (049): University Archives

Collection # (099): 2014-0003

Title (245): Neumann Library Records

Creator (100/110): Neumann Library

Co-Creator (700/710): Frances Weeks and Gay Carter

Inclusive Dates: 1974-2013

Bulk Dates: 1990-2002

Extant (300): 6 linear feet (12 boxes)

Language (546): English

Administrative Information

Restrictions on Access (506): Box 12 contains folders that are closed due to privacy constraints.

Restrictions on Use (540): None

Acquisition Information (541): These files belonged to librarians Frances Weeks and Gay Carter and were donated to the Archives upon their retirement from Neumann Library. Frances' files were donated over the course of several weeks during September and October, 2013. Gay's vertical file records were transferred to the archives in June, 2013 by librarian Martha Steele. This collection is made up of their combined donations.

Processed by (583): Jean Grant, July 2014

Preferred Citation (524): Neumann Library Records, #2014-0003, University of Houston-Clear Lake Archives.

Biographical/Historical Note (545)

Frances Weeks began working at Neumann Library on March 1, 1996 and served as Coordinator of Access Services, supervising both the interlibrary loan and circulation departments. During her time here, she donated a complete collection of Newbery Medal award winning books to the Curriculum Library. She also was instrumental in the formation of the UHCL Veterans Scholarship Endowment, which she, along with others, helped fund. She was active in the UHCL Veteran's Day Celebrations, The President's Cabinet, and was part of the charter class of Leaders in Action. She retired from the University on January 2, 2014 after 17.5 years of employment.

Gay Carter served as a charter reference librarian from the time the University opened its doors in 1974. In 1980, she began supervising Neumann Library's federal depository and Texas state depository collections. She was active in the Government Documents Round Table of the Texas Library Association, serving as both chair-elect and chair. Gay has been involved for many years in genealogical research and has been a featured speaker, presenter, and writer for several genealogical organizations. She retired from the University in May, 2013.

Scope and Content (520)

These are records which were generated or collected by librarians Frances Weeks and Gay Carter during their years at Neumann Library. Included are records relating to the daily processes of running the library, library meeting minutes, policies, memos, fiscal files, library and university events, library brochures and publications, staff information, and general subject files. Both Gay and Frances also served on numerous UHCL Shared Governance Committees and those files are contained herein.

The last three folders of box twelve are closed due to privacy issues.

Index Terms (6xx):

Alfred R. Neumann Library
Carter, Gay
Weeks, Frances
University of Houston-Clear Lake

Arrangement (351)

Collection has been arranged into these series: Subjects, Policies/Procedures, Meetings (Library), Shared Governance, Correspondence, Library Committees, Librarian-Related Files, Fiscal, Events, Associations, Publications, Personnel, Training, and Closed Files.

Items Separated

These items were removed from the original donations and placed in the archives' UHCL Memorabilia collection:

Frances Weeks' desk clock given to her for her Leaders in Action participation
UHCL green koozie
Green UHCL Pearland pen
Johnson Space Center green pen
Yarn bomb with attached documentation
Green UHCL folder
Pink UHCL Police department pig with officers' signatures
UHCL t-shirt
UHCL blow horn
Neumann Library book drop sign

These items were sent to technical services to be cataloged for archives:

Faculty & Staff Pictorial Directory 2005
2000-2001 Telephone Directory
2001-2002 Telephone Directory

This item was sent to technical services to be cataloged for the general library collection:

"The Library" book by Sarah Stewart

Filed into Periodicals:

Various newsletters, UHCLidians, The Signal

Filed into Vertical File:

Most Veterans Day materials

Placed into UHCL Photo Collection:

Veterans Day Celebration 2006 photos on CD

Two photos of Frances Weeks

One 1938 photo of UH Main Campus building site

One 1940 photo of the Houston Municipal Airport

Placed into Broadside collection:

One UHCL smoking policy poster

Related Material (544) Papers related to subject, but housed in other collections

UHCL Library Records, 2000-0003

UHCL Neumann Library Records, 2003-0004

UHCL Neumann Library Records, 2003-0005

UHCL Neumann Library Records, 2011-0012

UHCL Vertical File Index

Inventory

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
		Subjects	
1	1	Adjunct Faculty Borrowing Privileges	1996-98
	2	Audit by UH System	2004
	3	Bibliotips	undated
	4	Ceiling Tile Replacement, Upper Floor	2009
	5	ChoiceReviews.online	1999
	6	Circulation Log Book	1996-99
	7	Copiers	1997-2002
	8	Copyright Clearance Center	1997, 2002
	9	Courier—UH System	2000
	10	Curriculum Library	1974, undated
	11	Distance Education	2000-2001
	12	Duplicate Patron Records	2002
	13	Faculty—Visiting Scholars Privileges	2000
	14	Filing Assignments	1986-89
	15	Four-Day Work Week/Burnout Articles	1986-91
	16	Friends of the Neumann Library	1998, 2002
	17	Furniture/Equipment Requests	1996, 2001-02
	18	Government Documents Biennial Survey	1997
	19	Government Documents—Maps	1973, 1986, undated
	20	Government Documents Presentation—Gay Carter	2002
	21	Houston Teachers Institute	2008
	22	Interlibrary Loan—Ft. Bend	1997
	23	Library Brochures	undated
	24	Library Floor Plans	2006-07
	25	Library Organizational Chart	1993, 1996, undated
	26	Library Space Wars	2002, 2009
	27	Lunar and Planetary Institute Borrowers	1999-2000
2	1	Neumann Library Book Lists	1991-93

	2	Pearland Library	2008-2010
	3	PeopleSoft	2000-2005
	4	PMI – Clear Lake Chapter	2001
	5	Reports—Miscellaneous	1992-94
	6	Security System	1997-2001
	7	Suggestion Box FY 1996	1995-96
	8	Suggestion Box FY 1997	1996-97
	9	Suggestion Box FY 1998	1997-98
	10	Suggestion Box FY 1999	1998-99
	11	Suggestion Box FY 2000	1999-2000
	12	Suggestion Box FY 2001	1999-2001
	13	Suggestion Box FY 2002	2001-2002
	14	Suggestion Box FY 2003	2002-2004
	15	Susie Swanson Memorial	2004
3	1	Teaching-Learning Enhancement (T-LEC)	2002
	2	Telephone Directory—Library	1991, 1993, Nd
	3	TexShare Card Statistics—Yearly	2001-2009
	4	University Archives	1994, Nd
	5	University Archives—JSC History Collection	2002, 2012
	6	UH-University Park	1982-86, Nd
	7	UHCL Veteran's Scholarship Endowment	2006-07, 2013
	8	Weeding Guidelines	1996-99
		Policies/Procedures	
	9	Circulation Procedures Manual, Revised May 1992	1992
	10	Computer Use Policy	2001
	11	Grievance Policy for Non-Faculty Employee—Draft	1986
	12	Innovative Interfaces, Inc. (III) Contract	1999
	13	Library Procedures—General	1999, 2002, undated
	14	Library Users Policy	1989
	15	Outside Borrowers and Interlibrary Loan Policies	2001-2002
	16	Privacy Notice Forms	2001-2002
	17	TexShare Protocol	1995-98
		Meetings (Library)	
	18	Circulation Staff Meetings	1996-99
	19	Circulation Subgroup Committee	2001, 2007-2011
	20	Consortium of Academic Libraries & Academic Resources (CALLR)	1988
	21	Director's Advisory Group (DAG)	2006, 2009
	22	Librarians' Meetings	1983-87
	23	Librarians' Meetings	1987-88
4	1	Librarians' Meetings	1992-95
	2-4	Librarians' Meetings	1996-99
	5	Librarians' Meetings	2002-2011
	6	Library Retreat	1991
	7	Library Retreat	1993
	8	Library Retreat	1994
	9	Library Retreat	1997
	10	Public Services Meetings	1996
	11	Public Services Meetings	1997
5	1	Public Services Meetings	1998-99
	2	Public Services Meetings	2000-2002
	3	Public Services Meetings	2003
	4	Public Services Meetings	2004
		Shared Governance	

	5	Shared Governance—General	1991, 2006
	6	Academic Council	1989-90
	7	Component Analysis	1991-92
	8	Facilities and Support Services Committee (FSSC)	2007-08
	9-10	Facilities Resource Committee (FRC)	1992
6	1-2	Facilities Resource Committee (FRC)	1993
	3-4	Faculty Development and Support Fund Committee	1990-91
	5-6	Faculty Senate	1989-90
	7-8	Faculty Senate	1990-91
7	1-2	Faculty Senate	1992
	3	Faculty Senate	1993
	4	Faculty Senate	1996-97
	5	Faculty Senate Facilities Committee	1989-91
	6	Faculty Vote of No-Confidence in Stauffer	1993, 2000
	7	International Education Committee	2003
	8	Parking/Traffic Safety Committee	1994-95
	9	Resources and Facilities Planning Board	1991
	10	Resources and Facilities Planning Committee	1991
8	1-2	Resources and Facilities Planning Committee	1991
	3	Total Quality Management Committee	1993
	4	University Life Committee	1992
	5	University Life Committee	1993
	6	University Life Committee	1994
9	1	University Life Committee	1995
	2	University Life Committee	1995-96
	3	University Life Committee	2000-2002
		Correspondence	
	4	Memorandums	1976-83
	5	Memorandums	1984-87
	6	Memorandums	1991-96
	7	Memorandums	2001-2012
10		Library Committees	
	1	Biennial Planning Committee	2006
	2	Committee for Appointment and Promotion (CAP)	2008
	3	Circulation Supervisor Search Committee	1992
	4	Copyright Committee	1995-96
	5	Social Committee	2010-2011
		Librarian-Related Files	
	6	By-laws and Governance for Librarians	1988, 1990
	7	By-laws Revision	2006-2009
	8	Collection Development	2002-2003
	9	Faculty Status for Librarians	1988-89
	10	Liaison Librarian Contacts	2008
	11	Liaison Librarian for Communications	2005-2007
	12	Liaison Librarian for Communications/Digital Media	2008
	13	Liaison Librarian for Communications/Digital Media	2009
	14	Liaison Librarian for Communications/Digital Media	2010
	15	Liaison Librarian for Communications/Digital Media	2012
	16	Liaison Librarian for Geography	2007
	17	Liaison Librarian for Geography	2008
	18	Liaison Librarian for Geography	2009
	19	Liaison Librarian for Geography	2010
	20	Liaison Librarian for Geography	2012
	21	Librarian Salaries, Scholarship, and Professional Development	2012

Fiscal

11	22	Application for Federal Assistance	1994
	23	Library Budget	1991
	24	Money—Change Machine	1997-2005
	1	Neumann Library Strategic Plan	1993, 1998, undated
12		Events	
	2	Library Exhibit—Judy Chicago “Setting the Table”	2011
	3	Veterans Day	2006-2007, 2011-2012 2009-2011
	4	Miscellaneous Events	
		Associations	
	5	Alumni Association	2013, undated
	6	Bay Area Library Association	1981-1991
	7	Professional and Administrative Staff Association (PASA)	1992-93
	8	Texas Educational Secretaries Association (TESA) and Educational Secretaries Association (ESA)	2001-2002
	9	Women’s Association	1980-84, 1989
	10	Women’s Association—Newsletters	1980-89
		Publications	
	11	Library Newsletters—Miscellaneous	1989-90
	12	“Between the Stacks” Newsletter	2005-2007
		Personnel	
	13	Christa George—UHCL Early Achievement Award	2011
	14	Frances Weeks Personal Mementos	1995-2013
	1	Frances Weeks’ Professional Librarian Binder— Resume	2014
	2	Frances Weeks’ Professional Librarian Binder— Job Descriptions	1992, 1994, 2000
	3	Frances Weeks’ Professional Librarian Binder— Organization Charts	1998-2001
	4	Frances Weeks’ Professional Librarian Binder— Meetings/Seminars	1996-2000
	5	Frances Weeks’ Professional Librarian Binder— Procedures	1996-98
	6	Frances Weeks’ Professional Librarian Binder— Committees	1999-2001
	7	Frances Weeks’ Professional Librarian Binder— EPCC	1997-2003
	8	Frances Weeks’ Professional Librarian Binder— TEexpress	1998-2000
	9	Frances Weeks’ Professional Librarian Binder— User Survey	1996-98
	10	Frances Weeks’ Professional Librarian Binder— Search Committees	1998-2001
	11	Frances Weeks’ Professional Librarian Binder— VTLS Circulation	1996
	12	Frances Weeks’ Professional Librarian Binder— Contacts	1998-2004
	13	Frances Weeks’ Professional Librarian Binder— Outside Contacts	1996-2001
	14	Frances Weeks’ Professional Librarian Binder— TQM	1996-97
	15	Frances Weeks’ Professional Librarian Binder— Certificates	1996-2002
	16	Job Descriptions—Generic	1989-2007

17	S. Joe McCord, Library Executive Director	1994, 2011
18	Photos of Library Staff	undated
	Training	
19	A Course on Effective Communication & Satisfying Relationships	undated
20	Customer Service Skills	undated
21	Education & Training in Indexing for Document and Information Retrieval	1981
22	Public Relation & Communication Seminar	1989
23	Reference Desk Training Binder	1994-97
	Closed Files (These files are closed due to privacy issues)	
24	Job Descriptions of Individuals (closed)	1987-90, undated
25	Miscellaneous Personnel Records (closed)	1994-2010
26	Student Incident Concerning Library Threats on Twitter— (closed)	2009