

# **FINDING AID FOR THE NEUMANN LIBRARY RECORDS, 1975-2010 (#2011-0012)**

## **Contact Information:**

University of Houston-Clear Lake Archives  
Neumann Library  
2700 Bay Area Blvd.  
Houston TX 77058  
Phone: 281-283-3936  
Email: [archives@uhcl.edu](mailto:archives@uhcl.edu)  
URL: [www.uhcl.edu/library](http://www.uhcl.edu/library)

## **Descriptive Summary**

**Repository** (049): University Archives

**Collection #** (099): 2011-0012

**Title** (245): Neumann Library Records

**Creator** (100/110): Neumann Library

**Inclusive Dates:** 1975-2010

**Extent** (300): 8.5 linear feet (17 boxes)

**Language** (546): English

## **Administrative Information**

**Restrictions on Access** (506): None

**Restrictions on Use** (540): None

### **Acquisition Information** (541)

This collection is comprised of records found in the backlog of the vault as well as files donated to the archives from library employees Theresa McElroy, Joe McCord, Chloris Yue, Susan Steele, Karen Wielhorski, Margaret Warfield, Frances Weeks, and Pat Pate. The donations occurred from June 2004 through September 2011.

**Processed by** (583): Jean Grant, November 2011

**Preferred Citation** (524): Neumann Library Records (#2011-0012), University of Houston-Clear Lake Archives.

## **Biographical/Historical Note (545)**

When the university opened in 1974, the library was originally named the University of Houston at Clear Lake City Library and was temporarily housed in the Arbor Building until the completion of the Bayou Building in 1977. It was renamed in 1983 and dedicated to the university's founding chancellor, Alfred R. Neumann after his death. The first two librarians hired

were Gay Carter and Pat Garrett and there have been four library directors: Walt Wicker, Michael Lee, S. Joe McCord, and Karen Wielhorski.

The library contains a curriculum library for education students and a review center for children's literature. The University Archives is also located in the library and houses the historical records of the university and the NASA Johnson Space Center History Collection.

### **Scope and Content (520)**

Administrative and committee records of the library and its staff, including budgets, operating plans, annual reports, statistics and facts about the library, library surveys, grants, automation information, library policies, meetings, shared governance issues and proposals, SACS re-certification, newsletters, and general subject files.

### **Index Terms (6xx):**

Lee, Michael  
McCord, S. Joe  
Shared Governance  
Southern Association of Schools and Colleges (SACS)  
Texas State Library  
UHCL--Policies  
UHCL Bayou/Arbor Committee  
UHCL Bayou/Arbor Space Reuse Committee  
UHCL Child Care Task Force  
UHCL Educational Policies and Courses Committee  
UHCL Facilities and Resource Committee  
UHCL Faculty Senate  
UHCL Library, Research and Computing Committee  
UHCL Neumann (Alfred R.) Library  
UHCL Neumann (Alfred R.) Library—Annual Reports  
UHCL Neumann (Alfred R.) Library--Automation  
UHCL Neumann (Alfred R.) Library—Budget  
UHCL Neumann (Alfred R.) Library—Strategic Planning  
UHCL Research Task Force  
Wicker, Walt

### **Items Separated**

Duplicates were removed from the collection.

### **Related Material (544)**

UHCL Library Records, 2000-0003  
UHCL Neumann Library Records, 2003-0004  
UHCL Neumann Library Records, 2003-0005  
UHCL Vertical File Index

### **Inventory**

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
		Budget	
1	1	Library Funding 1988-89	1988-89
	2	Budget FY 1992	1992
	3	Mini-Budget FY 1993	1993
	4	Mini-Budget FY 1994	1994
	5	Budget 1995	1995
	6	Budget 1996	1996
	7	Budget 1997	1997

2	8	Budget 1998	1998
		Planning	
	1	UHCL Six-Year Planning Document 1980	1980
	2	UHCL Six-Year Planning Documents 1981-1993	1981-93
	3	UHCL Planning 1989-92	1989-92
	4	UHCL Planning 1991-93	1991-93
	5-6	Operating Plan FY 1994	1994
	7	Operating Plan FY 1995	1995
3	1	Operating Plan FY 1995	1995
	2	Operating Plan 1995-99	1995-99
	3-4	Neumann Library Target Strategic & Operational Goals FY 1995-1999	1995-99
	5	Operating Plan FY 1996-97	1996-97
	6	Operating Plan FY 1997-98	1997-98
4	1	Operating Plan FY 1998-99	1998-99
	2	Priorities—Library & University FY 2000-2001	2000-01
	3	Strategic Plan FY 1999-2003	1999-2003
	4	Operating Plan FY 2002-03	2002-03
		Reports	
	5	Annual Reports 1976-84	1976-84
	6	Annual Report Data 1981-84	1981-84
	7	Annual Report Data FY 1985	1985
	8	Accomplishments 1986	1986
	9	Annual Report 1986-87	1986-87
	10	Annual Report Data 1987-88	1987-88
	11	Annual Report Data 1988-89	1988-89
	12	Annual Report Data 1989-90	1989-90
	13	Annual Report Data 1990-91	1990-91
5	1	Annual Report Data 1991-92	1991-92
	2	Annual Report Data 1992-93	1992-93
	3	Annual Report Data 1993-94	1993-94
	4	Annual Report Data 1994-95	1994-95
	5	Annual Report Data 1995-96	1995-96
	6	Annual Report Data 1996-97	1996-97
	7	Annual Report Data 1997-98	1997-98
	8	Annual Report Data 1998-99	1998-99
	9	Assessment—Executive Summary FY 1997	1997
	10	Assessment Plan FY 1998	1998
	11	Assessment Report—Part 1, Executive Summary FY 1998	1998
	12	Report on Consultation Visit of Nov. 11-12, 1993 by Dr. S. Joe McCord	1993
		Statistics	
	13	Statistics 1976-82	1976-82
	14	Statistics FY 1986	1986
	15	Serials Use Study 1995	1995
6	1	Serials Cuts 1996	1996
	2	Microfilm Use Study—Fall 1996/Spring 1997	1996-97
	3	Microfilm Use Study FY 1999	1999
		Surveys	
	4	Texas State Library 1980-81	1980-81
	5	Texas State Library 1981-82	1981-82
	6	Texas State Library 1986-87	1986-87
	7	Texas State Library 1989-91	1989-91
	8	Texas State Library FY 1993	1993
	9	Texas State Library FY 1995	1995
	10	Texas State Library IPEDS 1991	1991

	11	Texas State Library IPEDS 1992	1992
	12	Texas State Library IPEDS 1994	1994
	13	Texas State Library IPEDS 1996	1996
	14	Texas State Library IPEDS 1997	1997
	15	Texas State Library IPEDS 1998	1998
	16	Texas State Library IPEDS 1999	1999
		Grants	
	17	Grants—General 1994-99	1994-99
7	1	TIF Grant 1999	1999
	2-3	TIF Grant 1999-2000	1999-2000
	4	TIF Grant Matching Funds 5-59200, 1999-2000	1999-2000
	5	TIF Grant 2000	2000
	6	TIF Grant 2001	2001
	7	TIF Grant 2002	2002
		Automation	
	8	VTLS Proposal/Historical 1978-88, 1996	1978-88, 1996
	9	VTLS—General 1988-89	1988-89
8	1	VTLS—Correspondence 1993-98	1993-98
	2	VTLS User Group Minutes 1983-90	1983-90
	3	CALLR 1994-95	1994-95
	4	IET 1994-95	1994-95
	5	IET Library Subcommittee 1995	1995
	6	SIRS—1998-99	1998-99
		Policies	
	7	Neumann Library Collection Policies 1991	1991
	8-9	UHCL Policies 1988-99	1988-99
9		Committees/Task Forces	
	1	Bayou/Arbor Space Committee 1993-95	1993-95
	2	Bayou/Arbor Space Committee 1995-96	1995-96
	3	Child Care Task Force 1985, 1992-95	1985, 1992-95
	4	Child Care Task Force 1994-97	1994-97
	5	Committee on Library Technology (COLT) 2002-04	2002-04
	6	Final Report of the Research Task Force 6/25/96	1996
	7	Final Report of the Research Task Force 3/31/97	1997
		Shared Governance—Educational Policies and Courses Committee (EPCC)	
	8	Calendars 2003-04	2003-04
10	1	Agendas and Minutes 2002-04	2002-04
	2	Miscellaneous EPCC Documents 2003-04	2003-04
	3	School of Business and Public Administration 2003-04	2003-04
	4	School of Education 2002-04	2002-04
	5	School of Human Sciences and Humanities 2003-04	2003-04
	6	School of Sciences & Computer Engineering 2003-04	2003-04
		Shared Governance—Facilities and Resource Committee (FRC)	
	7	Agendas and Minutes 2002-04	2002-04
	8	Biennial Planning for FY 2006	2006
	9	Budget Calendar 2002-04	2002-04
	10	FY 2005 Budget Process	2005
	11	Bylaws 2002-03	2002-03
	12	Deferred Maintenance and Demolition 2001-02	2001-02
	13	FY 2002 HEAF Request	2002
	14	Instructional Costs Taskforce 2001-02	2001-02
	15	Memos 2001-02	2001-02
	16	New Initiatives Funding 2002-03	2002-03
	17	Parking Issues 2000-02	2000-02

11	1	Proposed University Policies 2001	2001
	2	Safety Issues 2002-04	2002-04
	3	Space Issues 2001-04	2001-04
	4	Student Fees 2003-04	2003-04
	5	Student Services and Classroom Building Taskforce— Space Allocations 2001	2001
	6	Teaching-Learning Enhancement Center (T-LEC) 2002	2002
		Shared Governance—Faculty Senate	
	7	Memos/Meetings 1990-92	1990-92
	8	Memos/Meetings 1993	1993
	9	Memos/Meetings 1994	1994
	10	Memos/Meetings 1995	1995
12	11	Memos/Meetings 1996	1996
	1	Committees 1995-96	1995-96
	2	Constitution 2003-04	2003-04
	3	Librarian Governance 1988-2005	1988-2005
		Shared Governance—Library, Research and Computing Committee (LRC)	
	4	LRC 1992	1992
	5	LRC 1993	1993
		Shared Governance—UPC/FRC Joint Meetings	
	6	Meetings 2004-05	2004-05
	7	UPC Bylaws 2003	2003
	8	University Mission Statement 2001	2001
13		Southern Association of Schools and Colleges (SACS)	
	9	SACS 1982	1982
	10	SACS—General 1999-2000	1999-2000
	11	SACS—General 2001	2001
	12	SACS—General 2002	2002
	1	Organization and Administration 2001	2001
	2	Assumptions 2000	2000
	3	Diversity 2001	2001
	4	Employees Subcommittee 2000-01	2000-01
	5	Programs and Services 2000	2000
	6	Steering Committee 2000	2000
14	7	Steering Committee 2001-02	2001-02
	8	Subcommittee on Students 2000	2000
		SACS—Educational Support Services Committee (ESSC)	
	9	SACS Documentation: Educational Support Services 1991-92	1991-92
	1-5	SACS Documentation: Educational Support Services 1991-92	1991-92
	6	Committee Drafts 1991	1991
	7	SACS Library 1991	1991
15	1	Memos 1985-91	1985-91
	2	Memos 1991	1991
	3	Minutes/Notes 1991	1991
	4	Neumann Library Handbook for Librarians	c. 1991
	5	Periodicals Indexes 1991	1991
	6	Surveys 1991	1991
		Newsletters	
	7	<i>The Neumann News</i>	1997-98
	8	Other Libraries' Newsletters 1992-97	1992-97
16		Texas Council of State University Librarians	
	1	TCSUL 1991	1991
	2	TCSUL 1992-93	1992-93

	3	TCSUL 1994	1994
	4	TCSUL 1995	1995
	5	TCSUL 1996	1996
		Subject Files	
	6	Annual Staff Retreats 1996-97, 1999	1996-97, 1999
	7	Book Review Center 1983-87	1983-87
	8	Furniture (Historical) 1975-79	1975-79
17	1	Furniture—Computer Comforts, Inc. 1994-99	1994-99
	2	HARLIC 2010	2010
	3	ILL—Guadalajara 1997	1997
	4	Learning Resources Review Center 1984-88	1984-88
	5	Neumann Library (Facts About) c. 1975-76	c. 1975-76
	6	Neumann Library Organization Charts 1987-2002	1987-2002
	7	Outside Users c. 1975-91	c. 1975-91
	8	Office of Federal Contract Compliance Program Requirements 1981-82	1981-82
	9	Remodeling 1993-94	1993-94
	10	Remodeling 1995-97	1995-97
	11	Remodeling—Archives 1995-96	1995-96
	12	Russian TV 1988-89	1988-89
	13	UHCL Fingertip Facts 1994-99	1994-99
	14	UHCL Mission Statement & Table of Programs 1996	1996