

SUNY College Cortland

Digital Commons @ Cortland

Archival Finding Aids

College Archives

2021

Memorial Library

State University of New York College at Cortland

Follow this and additional works at: <https://digitalcommons.cortland.edu/findingaid>

Recommended Citation

Memorial Library. SUNY Cortland College Archives, Memorial Library, State University of New York College at Cortland, Cortland, NY.

This Article is brought to you for free and open access by the College Archives at Digital Commons @ Cortland. It has been accepted for inclusion in Archival Finding Aids by an authorized administrator of Digital Commons @ Cortland. For more information, please contact DigitalCommonsSubmissions@cortland.edu.

Record Group:
Memorial Library

Overview of the Collection

Title:	Memorial Library
Inclusive Dates:	1921-2018 (Inclusive)
Extent:	5.5 Linear Feet
Language:	English
Repository:	SUNY Cortland College Archives Memorial Library 81 Prospect Terrace Cortland, NY 13045 https://cortland.libguides.com/c.php?g=354291

Biographical History

Memorial Library was built in 1961. While this was the first building dedicated to a library on campus, the original location existed in a few places. When the Cortland Normal School was founded in 1868, no room was dedicated for a library. However, the first principle, James Harmon Hoose, did keep a collection of books in his office he would often loan to students. It was not until the turn of the century when the first library started to emerge at Cortland. While a new room was devoted for study and books, it lacked a librarian until 1914 when Mildred E. Morse was hired. She served until 1919. This is the same year when the fire destroyed the entire building, forcing Cortland to relocate permanently on top of the hill with the construction of Old Main.

During the inter-construction years, classes were held all around the City of Cortland including the YMCA, various churches, and the library was temporarily located in a house on Greenbush Street and ran by Marguerite Robinson. She served Cortland until 1951. After Old Main was finished, a new room within the building was dedicated for the library, and even created a Campus School Library for school children at the time (the children's library would move into Ella Van Hoesen Hall until the Campus School was retired in 1981).

When Robinson retired, that Dr. Robert Hertel assumed her role. In 8-years' time, he expanded the current library staff from 3 to 15 and introduced the notification system for remaining students about their over-due books.

The library in Old Main consisted of a large reading room, stacks, a small office, a workroom, a reserve book room, and educational seminar room. Adjacent to the main library, the elementary school library resided.

In the 1930's the collection consisted of 20,000 volumes and in the 1950's the collection contained 50,000 volumes that increased by roughly 4,000 volumes annually. Staff members increased drastically. In 1951 there were 6-staff members, and by 1957 there were 15-staff members. The library could provide seating for 10% of the college population at the time. The library moved beyond housing just books to include periodicals, audio-visual materials, maps, archives, and microfilm readers.

In 1945 the first official plans to build a library were drawn up. The building was to be located north-east of Old Main. It was designed by Carl Clark who also designed Moffett and Brockway halls. He wanted the library to be of the same Georgian style. However, after land was purchased along Graham and Prospect Terrace, the plans changed and library was relocated to the water towers. The design also received a complete overhaul as well and the building was modernized. Construction began on the new building in 1959 and was completed in 1961.

The original building in 1961 was much different from now. The library was very modern (of the time) which was brick and included large glass windows and stone-wall accents. The library was built on a much larger budget than the 1945 plan, exceeding 1.1 million dollars compared to less than a quarter of a million. The size of the building was 48,000 square feet and included seating for 900 students and shelf space for 150,000 volumes. \$3,000 was allotted to pack and move all the contents from the Old Main library to Memorial Library. This consisted of 65,000 books and periodicals. "Operation Bookstrap" was created to help fund new books for the library when it opened. Students agreed to pay \$5 each to help generate \$30,000 to purchase new books.

A year after the library was open, the Teaching Materials Center (TMC), headed by Carl Cox engaged in 45 instructional classes. The College Archives was officially opened. Concerns peeked as reports were generated stating that the library building was still too small, hiring more staff, and improving the quantity of the collection.

In the 1970's the library went through a major renovation and looks similar to today's building. In 1971 ground was broken to add a new 4-story wing. By 1973, the old building was enlarged. By 1975 furniture was finally added and offices were complete, the building was fully operational. This new space allowed for 350,000 volumes and the library currently had filled 200,000 volumes. It was expected to fill the total 350,000 by 1990.

Scope and Content

The materials in this record group include information on the operations within the library. Examples include accessions, committees, and annual reports, library expenditures, statistics, and services.

Related Materials

For information regarding the Library Building, see College Buildings, Sub-Group 2, Series 2

A digital collection of Memorial Library exists on Digital Commons at Cortland (listed under Academic Buildings). <https://digitalcommons.cortland.edu/academicbuildings/>

Access

No special restrictions for access.

Preferred Citation

Memorial Library. SUNY Cortland College Archives, Memorial Library, State University of New York College at Cortland, Cortland, NY.

Processing Information

This record is currently fully processed.

Finding Aid Information

Created by Kayla Bellan, Spring 2021

Arrangement

The materials are arranged by the record group, then by sub-group, then series. Materials are processed to the folder level, with some item level materials. There are 4 sub-groups: Faculty and Staff, Departmental Information, Services and Programs, and Publicity.

Inventory

Sub-Group 1: Faculty and Staff

Series 1: Directors

Container 1	Container 2	Title	Date
Box 49	Folder 4	Marguerite Robinson	1931-1948
Box 49	Folder 5	Robert Hertel	1949-1959
Box 49	Folder 6	George Bobinski	1960-1967
Box 49	Folder 7	Selby Gration	1968-1979
Box 49	Folder 8	Selby Gration	1980-1995
Box 49	Folder 9	Gail Wood	2000-2003

Series 2: Subject Files

Container 1	Container 2	Title	Date
Box 52	Folder 6	Conferences	1979-1992
Box 52	Folder 7	Staffing	1964-1982
Box 52	Folder 8	Equipment Requests	1962-1964

Sub-Group 2: Departmental Information

Series 1: Reports

Container 1	Container 2	Title	Date
Box 50	Folder 1	Annual Reports	1928-1950
Box 50	Folder 2	Annual Reports	1950-1969
Box 50	Folder 3	Annual Reports	1969-1995
Box 50	Folder 4	Annual Reports	1995-2007
Box 50	Folder 5	Annual Reports	2008-2012
Oversize 3	-	Annual Reports (bound)	2005-2017
Box 50	Folder 6	Review and Reconstructing Process Reports	1995
Box 60	Folder 1	Handicapped Reports	1978-1979

Box 60	Folder 2	Library Organization	1970's
--------	----------	----------------------	--------

Series 2: Financials and Statistics

Container 1	Container 2	Title	Date
Box 52	Folder 1	Library Expenditures	1951-1972
Box 60	-	Library Expenditures	1954-1955
Box 51	-	Library Expenditures	1957-1958
Box 51	-	Library Expenditures	1958-1959
Box 51	-	Library Expenditures	1961-1962
Box 52	Folder 2	Operating Budget Summaries	1961-1964
Box 52	Folder 3	Inventory Statistics	1952-1970
Box 52	Folder 4	Comparative Library Statistics	1966-1970

Sub-Group 3: Services and Programs

Series 1: Committees

Container 1	Container 2	Title	Date
Box 52	Folder 9	Accreditation Committee	1961-1962
Box 52	Folder 10	Ad Hoc Committee on Library Priorities	1989
Box 52	Folder 5	Art Committee	1980-1993
Box 53	Folder 1	Collection Preparation Committee Minutes	1987
Box 53	Folder 2	Collection Preparation Committee LAIP	1987
Box 53	Folder 3	Collection Preparation Committee Proposals	1987-1996
Box 53	Folder 4	Friends of the Library	2004-2007
Box 53	Folder 6	Media Resources for Teacher Education Committee	1969-1970
Box 54	Folder 1	Program Standards and Evaluation Committee- Minutes	1974-1986
Box 54	Folder 2	Program Standards and Evaluation Committee	1972-1983
Box 54	Folder 3	Program Standards and Evaluation Committee	1984
Box 54	Folder 4	Program Standards and Evaluation Committee	1985-1986
Box 53	Folder 7	Reorganization Committee	1983-1986
Box 53	Folder 8	Space Utilization Committee	1997

Series 2: Library Services & Areas

Container 1	Container 2	Title	Date
Box 55	Folder 1	Teaching Materials Center	1963-1993
Box 55	Folder 2	Center for Advancement of Technology in Education	1997
Box 55	Folder 3	Circulation (Help Center)	1973-1985
Box 55	Folder 4	Electronic Media Center	1974-1990
Box 55	Folder 5	Exhibits	1979-1992
Box 55	Folder 6	Inter-Library Loan	1969-1997
Box 55	Folder 7	Mohawk Valley Graduate Center	1987-1997
Box 55	Folder 8	Student Employee Program	1967-1991
Box 55	Folder 9	Dragon Sculpture (by Howard Lindh)	1967-1981
Box 55	Folder 10	Technical Services	1967-1992
Box 55	Folder 11	Work Familiarization Program	1975-1989

Series 3: Collection Development

Container 1	Container 2	Title	Date
Box 229	-	Social Studies Collection Accessions	1940's
Box 229	-	Accessions	1914-1915
Box 229	-	Accessions	1915-1928
Box 229	-	Accessions	1923-1924
Box 230	-	Accessions	1925-1930
Box 230	-	Accessions	1930-1935
Box 230	-	Accessions	1935-1940
Box 231	-	Accessions	1941-1944
Box 231	-	Accessions	1944-1947
Box 231	-	Accessions	1947-1948
Box 232	-	Accessions	1949-1950
Box 232	-	Accessions	1950-1952
Box 232	-	Accessions	1952
Box 233	-	Accessions	1953-1954
Box 233	-	Accessions	1954-1955
Box 233	-	Accessions	1955-1956
Box 234	-	Accessions	1956-1957
Box 234	-	Accessions	1957-1958
Box 234	-	Accessions	1950's

Box 56	Folder 1	Acquisitions	1934-1941
Box 56	Folder 2	Acquisitions	1943-1950
Box 56	Folder 3	Acquisitions	1951-1971
Box 56	Folder 4	Children's Literature Collection	1980-1983
Box 57	Folder 1	Circulation Statistics	Undated
Box 57	-	Circulation Statistics	1961
Box 57	Folder 2	Government Documents	Undated
Box 57	Folder 3	Periodicals	Undated
Box 56	Folder 5	Philosophies	1943-1973
Box 56	Folder 6	Operation Bookstrap	1964
Box 57 1967	-	What's New? Contents of Periodicals in –	April
Box 57	-	Education Subscribed to by the Memorial Library A Study of Periodical Borrowing from the – Cortland State Teachers College by – Robert Hertel and Dorothy Graves	June 1957

Series 4: Library Instruction & Reference

Container 1	Container 2	Title	Date
Box 56	Folder 7	Research Help Questions and Stats	1983-1998
Box 54	Folder 5	Reference Support Staff	1980-1989
Box 54	Folder 6	Reference Reports	1980-1992
Box 54	Folder 7	Composition Library Instruction Program (CLIP)	1980-1994

Box 56	Folder 8	Publicity	2006
Box 53	Folder 11	Audio/Visual Instruction	1960's
Box 53	Folder 9	Instructional Reports	1985-1996
Box 53	Folder 10	IRA	1998-1999
Box 57	Folder 4	Miscellaneous Instruction Materials	1940's

Sub-Group 4: Publicity

Series 1: Newsletters

Container 1	Container 2	Title	Date
Box 59	-	<i>Additions and Editions</i> , Bound	November 1958-May 1963
Box 59	-	<i>Additions and Editions</i> , Bound	September 1963- May 1966
Box 59	-	<i>Additions and Editions</i> , Bound	September 1966-April 1968
Box 58	Folder 1	<i>Additions and Editions</i>	May 1968-December 1971
Box 58	Folder 2	<i>Library Explicator</i>	1971-1973
Box 58	Folder 3	<i>For Your Information</i>	1981-1983
Box 58	Folder 4	<i>At the Library</i>	1985-1997
Box 58	Folder 5	<i>Catch Up</i>	1995-1997
Box 58	Folder 6	<i>Scales and Tales</i>	2001-2003
Box 58	Folder 7	<i>Dragon's Bookshelf</i>	2005-2010

Series 2: Guides and Handbooks

Container 1	Container 2	Title	Date
Box 58	Folder 8	Guides to the College Library	1951-1974
Box 58	Folder 9	<i>Setting the Book Straight in the Library</i>	1979-1983
Box 58	Folder 10	<i>Sorting it Out</i>	1992-1995

Series 3: Subject Files

Container 1	Container 2	Title	Date
Box 58	Folder 8	Bookweek Posters	Undated
Box 58	Folder 9	Library Logos	1960's