

Guide to the Department of Geography, Yale University, Records

RU 715



compiled by Daniel Hartwig

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Collection Overview

REPOSITORY: Manuscripts and Archives
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CALL NUMBER: RU 715

CREATOR: Yale University. Dept. of Geography

TITLE: Department of Geography, Yale University, records

DATES: 1945-1977

PHYSICAL DESCRIPTION: 5 linear feet (4 boxes)

LANGUAGE: English

SUMMARY: The records consist of correspondence, financial records, and printed material documenting the activities and operations of the Yale Department of Geography, which no longer exists as a separate academic unit.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0715>

Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ru.0715>.

To order reproductions from this collection, please go to http://www.library.yale.edu/mssa/ifr_copy_order.html. The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b. box
f. folder

Administrative Information

Conditions Governing Access

Access to the records is partially restricted. See inventory for details.

Conditions Governing Use

Copyright for materials authored or otherwise produced as official business of Yale University is retained by Yale University. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

Preferred Citation

Department of Geography, Yale University, Records (RU 715). Manuscripts and Archives, Yale University Library.

Processing Information

Yale University records are arranged and described at the accession level by the creating office. The University Archives creates collection level descriptive records, but typically does no further arrangement and description at the accession level.

Scope and Contents

The records consist of correspondence, financial records, and printed material documenting the activities and operations of the Yale Department of Geography, which no longer exists as a separate academic unit.

General note

Forms part of Yale Record Group 14-B (YRG 14-B), Records of academic departments and programs of the Yale Faculty of Arts and Sciences.

Arrangement

The records are arranged by type of material.

Collection Contents

Accession 1977-A-004: Records, 1945-1977

Departmental files by subject, including:

b. 1, f. 1 - 3	Geography Dept. plans and reports	1945-1965, undated
b. 1, f. 4 - 5	Administrative files	1963-1968, undated
b. 1, f. 6 - 8	General correspondence	1957-1967
b. 1, f. 9 - 10	University: general matters	1955-1968
b. 1, f. 11	FOFIRP (Foreign Field Research Program) Screening	1962
b. 1, f. 12 - 13	Huntington Library	1948-1960
b. 1, f. 14 - 15	Provost	1955-1972
b. 1, f. 16 - 22	Various conferences	1955-1968
Financial Records		
b. 1, f. 23	Department budget correspondence	1948-1960
b. 1, f. 24	Budget statements	1958-1977
b. 2, f. 25	Ledger accounts	1951-1965 June
b. 2, f. 26	General appropriations	1965-1969
b. 2, f. 27	Requisitions	1952-1966 June
b. 2, f. 28	Delivery slips	1951-1960
b. 2, f. 29	Purchase orders	1951-1960
b. 2, f. 30	Bills	1951-1963 April
b. 2, f. 31	Folders of miscellaneous financial records, supplies and equipment	
Faculty and staff files		
Restricted until January 1, 2050		
b. 3, f. 32	Staff general files	
b. 3, f. 33	Staff individual files	
b. 3, f. 34	Applications for positions within the department	
Academic Files		
Restricted until January 1, 2051		
b. 4, f. 35	Yale College and undergraduate subjects	

Academic Files (continued)

b. 4, f. 36	Graduate School and related subjects
b. 4, f. 37	Departmental files, examinations, courses, majors
b. 4, f. 38	Individual student files
b. 4, f. 39	Student inquiries about Geography Department
b. 4, f. 40	Bursary students

Selected Search Terms

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

Subjects

Geography -- Study and teaching
Universities and colleges -- Administration
Universities and colleges -- Departments

Corporate Bodies

Yale University. Dept. of Geography
Yale University -- Administration
Yale University -- Curricula