

2010

University Archives Directories, Guides & Handbooks Collection

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Guide to the University Archives Directories, Guides & Handbooks Collection

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Guide to the University Archives Directories & Handbooks

Collection number: MSS-2010-05-04



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Descriptive Summary

Title: San José State University Archives Directories, Guides & Handbooks Collection

Dates: 1920-1997

Bulk Dates: 1941-1976

Collection number: MSS-2010-05-04

Creator: San José State University

Collection Size: 17 boxes(6.88 linear feet)

Repository: San José State University Library.

San José, California 95192-0028

Abstract: The San José State University Archives Directories, Guides & Handbooks, 1920-1997 (bulk 1941-1976) consists of handbooks and directories targeted to students, faculty and staff. The directories contain address and telephone lists of students, staff, and faculty. The handbooks, mostly produced for student usage, give a comprehensive view of University procedures, resources, and traditions. The records consist of printed materials, bound and unbound guides and handbooks, directories, and pamphlets. This collection is arranged into four series: Series I. Directories, 1921-1997 (bulk 1945-1981); Series II. Student Handbooks, 1923-1997 (bulk 1941-1967); Series III; Staff Reference Guides, 1962-1997 (bulk 1961-1978); Series IV. Miscellaneous, 1902-1979 (bulk 1934-1969).

Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access

The collection is open for research.

Publication Rights

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Preferred Citation

San José State University Archives Directories, Guides & Handbooks Collection, MSS-2010-05-04, San José State University Library Special Collections & Archives.

Processing Information

Collection processed by Stephanie Waslohn. Finding aid EAD encoded by Stephanie Waslohn. Reviewed by Danelle Moon.

Project Information

This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

Organizational History

In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized \$200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns' Normal School is now San José State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

Bibliography

Gilbert, Benjamin F., and Burdick, Charles. *Washington Square, 1857-1979: The History of San José State University*. San José, California: San José State University, 1980.

San José State University. *About SJSU*. http://www.sjsu.edu/about_sjsu/

Walsh, James P. *San José State University: An Interpretive History, 1950-2000*. San José, California: San José State University, 2003.

Related Material

San José State University Faculty Wives Club Records, MSS-2010-03-02. San José State University Library Special Collections & Archives.

Scope and Content of Collection

The San José State University Archives Directories, Guides & Handbooks, 1920-1997 (bulk 1941-1976) consists of handbooks and directories targeted to students, faculty, and staff. The directories contain address and telephone lists of students, staff and faculty. The handbooks, mostly produced for student usage, give a comprehensive view of University procedures, resources, and traditions. The records consist of printed materials, bound and unbound guides and handbooks, directories, and pamphlets.

Arrangement

This collection is arranged into four series: Series I. Directories, 1921-1997 (bulk 1945-1981); Series II. Student Handbooks, 1923-1997 (bulk 1941-1967); Series III. Staff Reference Guides, 1962-1997 (bulk 1961-1978); Series IV. Miscellaneous, 1902-1979 (bulk 1934-1969).

Subject Headings

The following terms have been used to index the description of this collection in the library's online public access catalog.

San Jose State Teachers College -- History.

San Jose State College -- History.

San José State University -- History.

San Jose State Teachers College -- Directories.

San Jose State College -- Directories.

Education, Higher -- California -- San José.

Universities and College -- California -- San José.

Series I: **Directories 1921-1961**

Physical Description: 6 boxes

Series Scope and Content Summary

The materials in this series include student telephone directories, the *Blue Key* also known as the *Spartan Key*, and faculty & staff directories of varying size and formats.

Arrangement

Files are arranged alphabetically by format, and then chronologically within each folder.

Box 1 **Student and Faculty Directories, Faculty Directory 1921-1961**

Box 2 **Student and Faculty Directories, Departmental Telephone Directory 1925-1961**

Box 3 **Faculty Directories, alphabetical edition & Office and Department edition, New Faculty addendums, Report on shifts in Faculty and Staff, Student and Faculty Directories 1960-1966**

Box 4 **University Telephone Directories, Student Directories 1966-1981**

Box 5 **University Telephone Directories 1982-1993**

Box 6 **Fifty Year Reunion Directories 1979-1986**

Series II: **Student Handbooks 1923-1997**

Series Scope and Content Summary

This series consists of handbooks that were distributed to the student body. Early examples include the *Campus Compass* and *A Spartan from the Start*. The handbooks describe school regulations, dress codes and provides some context for campus traditions, as well as maps documenting the locations of specific student spots. Also included in this series are pamphlets produced for current and prospective students on financial aid, student activities, and night school.

Arrangement

Files are arranged alphabetically by format, and then chronologically within each folder.

Box 7 **Student Handbooks 1953-1967**

Box 8 **Pamphlets 1949-1963**

Box 9 **Activities Calendars, Pamphlets, Student Handbooks 1942-1979**

Box 10 **Student Handbooks 1923-1953**

Box 11 **Student Handbooks, Pamphlets, Student Newspapers 1966-1996**
