William C. Jason Library-Learning Center collection

Repository: Delaware State University Archives
William C. Jason Library
1200 N. DuPont Highway; Dover, DE 19901
302-857-6130

Creators: William C. Jason Library personnel
Date: 1962-2018
Location: Row 16, Bay C, Shelf 1-3
Extent: 7 linear feet
Language: English

Source of Acquisition: William C. Jason Library personnel

Conditions Governing Access: This collection is open to public viewing. No restrictions.

Conditions Governing Use: US Code Title 17 applies. Permission to publish, quote, or reproduce must be secured from Delaware State University.

Related Materials: Architectural Drawings collection

Abstract:
The William C. Jason Library-Learning Center collection is comprised of administrative files including staff meeting minutes and correspondence, records of library building construction and renovations, annual reports, event programs, library newsletters and publications, and documents of Title III grants given to the library and university at large.

Scope and Content:
This collection is comprised of six series: Administrative files, Building Information, Events programming, Publications, Reports, and Title III.

The Administrative Files series contains general information about the library, its operations, and its policies. The vast majority of the series consists of correspondence exchanged between the staff and meeting minutes of the Professional Librarians’ Council or staff at large.

The Building Information series has four sub-series in accordance with the phases of construction and renovations: 1975 construction, 1991 renovation, 2008 renovation, and 2016 renovation. The series contains bidding and contract documents as well as project manuals for each phase of construction or renovation. The manuals give details for the floor plans, technical specifications, library furnishings and equipment, and contractor punch lists.

The Events Programming series is less extensive. It consists of programs for library building dedications and ground-breakings, art exhibits, black history month, book banquets, and other miscellaneous programs and flyers.

The Publications series is made up of library handbooks from 1971 to 1997 and issues of the library newsletter, Check This Out! dated between 1988 and 1998. The remainder of the series includes library newsletters published under titles other than Check This Out!, as well as brochures, pamphlets, and subject guides produced about library departments or services.

The Reports series primarily consists of annual library reports drafted between 1971 and 2005. Other reports found within the series include self-study reports for the Council on Social Work Education Accreditation Commission (2004), Middle States Accreditation (1971-1997), and the National Council for Accreditation of Teacher Education (2003). Lastly, the series also contains internal reports of library operations.
The Title III series contains grant applications drafted by the William C. Jason Library and Delaware State College in general. It also holds award notifications for Title III grants.

**Administrative History:**

The William C. Jason Library is named in honor of Delaware State University’s longest serving president. President Jason’s tenure from 1895 to 1923 was punctuated by expansive growth of both the student body and campus infrastructure. His achievement is fully appreciated with the recognition that, despite being a public school, financial support from Delaware State was initially insufficient.

In 1902 the Board of Trustees approved President Jason’s request to publically raise $1,000 for campus improvements. The president’s fundraising efforts took the form of a speaking tour that resulted in 700 pledges largely received from the African American community. While the pledges totaled $1,112 regrettably, only $533 was received. The money was frugally applied to the construction of a chapel, however, by the 1920’s the perpetual pattern of college-wide growth required the chapel to be converted into a library.

By the 1970’s, the college determined that it was necessary to construct a new library building and expand the collections which had not developed proportionally to the college-wide growth. Dr. Daniel Coons, who interestingly did not possess a masters of library science, but a masters and doctorate in education, was hired as the Director of Libraries and Learning Resources to lead the construction process and grow the library holdings. He achieved the latter task through a donation of nearly 5,000 books from the Library of Congress.

Starting in the late 1980’s Dr. Coons prepared the library for the construction of an addition (completed in 1991). The original five-story semicircular library building received a second, six-story “ring” built onto the backside. Although Dr. Coons contributed greatly to the renovation, he ultimately left the library in 1990 to devote his full attention to Delaware State College’s aviation department which he had founded in 1987.

The following list is comprised of all the known library directors, deans, and head librarians accompanied by their highest degrees (if known) and title. The dates attributed to each are approximations based on the faculty directories printed in the course catalog.

2018- present: Tracey Joel Hunter Hayes, D. Min., Director of Library Services
2017-2018: Beverly Charlot, MLIS, Interim Director of Library Services
2009-2016: Dr. Rebecca E. Batson, Dean of University Libraries
2007-2009: Dr. Matthew Simon, Dean of University Libraries
2006-2007: Dr. Rebecca E. Batson, D.Min., Acting Dean of University Libraries
c. 2002/2003-2006: Dr. Vivian Royster, Ph.D. Dean of University Libraries
1996-2001: Gertrude Jackson, Head Librarian
1990-1992: Dr. Richard Bradbury, Ph.D. Director of Libraries and Learning Resources
1973-1990 Dr. Daniel Coons, Ed.D. Director of Libraries and Learning Resources
1970-1973: Arthur Gunn, MLS, Head Librarian
1968-1970: Gertrude Winston, Head librarian
1963-1967: Jestina T. Henderson, MLS, Head Librarian
1962-1963: Lloyd D. Mayfield, B.S., Acting Head Librarian
1960-1962: Alice A. Jackson, MLS, Librarian
1959-1960: Vernetta Bryant, MLS, Coordinator of Library Service
1955-1959: Elonnie J. Josey, MLS, Librarian
1952-1955: Judith D. White, BS, Librarian
1944-1952: Lillian M. Gary, BS Librarian
1929-1944: Nell C. Jefferson, MA, Librarian
Arrangement:
This collection is arranged alphabetically by subject and thereafter by chronological order. It consists of six series: Administrative files, Building Information, Events programming, Publications, Reports, and Title III.

Box and Folder Listing:
Series I): Administrative files
Box 1:
1890 Land Grant and Tuskegee University Library Directors Association meetings, 1992-1998
Budget, 1983-1984
Cataloging statistics, 1989-1995
Collection: William C. Jason papers, 1983
Collection: Charles E. Mohr, 2008-2015
Collection holdings statistics, 1989-2003
Collection management: social work, c. 2005
Committees, 1981-2003
Correspondence and memoranda, 1970-1971
Correspondence and memoranda, 1973-1981

Box 2:
Correspondence and memoranda, 1983
Correspondence and memoranda, 1989
Correspondence and memoranda, 1990
Correspondence and memoranda, 1991
Correspondence and memoranda, 1992
Correspondence and memoranda, 1993
Correspondence and memoranda, 1994
Correspondence and memoranda, 1995
Correspondence and memoranda, 1996
Correspondence and memoranda, 1997-1999
Correspondence and memoranda, 2000-2005
Department of State, Division of Historical and Cultural Affairs mutual release, n.d.
Donohan, Charles E. Jr. news clippings, 1994-1995
Exterior mural symbolism, 1977
Federal publications research guide, n.d.
Gift acknowledgements, 1975-2003
Hours of operation, 1992-2003
Internet gopher, n.d.
Job descriptions, c. pre-1975-1991
Job descriptions, 1992-1999
Library directory entries, 1984-1992
Library science course offering at DSU, 1987
Mission of the William C. Jason Library-Learning Center, c. 1975

Box 3:
Policies and procedures manuals, 1991-2003
Policies: collection development, 2018
Press releases, c. 1975-1992
Professional Librarian Council governance, n.d.
Staffing lists, 1993-2003
Staff meeting minutes, 1972
Staff meeting minutes, 1975
Staff meeting minutes, 1976
Staff meeting minutes, 1977-1989
Staff meeting minutes, 1990-1991
Staff meeting minutes, 1992-1993
Staff meeting minutes, 1994
Staff meeting minutes, 1995
Staff meeting minutes, 1996
Staff meeting minutes, 1997
Staff meeting minutes, 1998

Box 4:
Staff meeting minutes, 1999
Staff meeting minutes, 2000
Staff meeting minutes, 2001
Staff meeting minutes, 2002
Staff meeting minutes, 2003
Staff meeting minutes, 2012-2015
Staff meeting minutes, 2016-2017
Telephone directories, 1991-1994
Title VI award, book funding, September 21, 1988

Series II): Building Information
Sub-series i) 1975 Construction
Box 5:
Architect interviews, 1972
Correspondence, 1970-1974
Education consultants, Davis-MacConnell-Ralson, 1970
Educational specifications for library building, report, November 1970
Floorplans for furniture layout, March 29, 1974
Furniture and equipment report addendum, n.d.
Ground breaking ceremony, 1973
Manual of Instructions, conditions, specifications and proposals for the supply
and installation of furniture, furnishings, and equipment [copy 1 of 2],
March 1974
Manual of Instructions, conditions, specifications and proposals for the supply
and installation of furniture, furnishings, and equipment [copy 2 of 2],
March 1974
Meeting minutes, 1970-1974
News clippings, 1970-1975

Box 6:

- Project manual, September 21, 1973
- Project manual addendum #1, 1973
- Project manual: miscellaneous library furniture and equipment, February 1975
- Project manual: site improvements, September 1975
- “A review of the facilities and services of the William C. Jason Library” [copy 1 of 2], 1970
- “A review of the facilities and services of the William C. Jason Library” [copy 2 of 2], 1970
- Substantial completion punch list, August 14, 1975
- Whiteside, Moeckel and Carbonell Architects bid proposal, 1972

Sub-series ii) 1991 Renovation

Box 6 continued:

- Construction estimates and costs, August 1989
- Fire alarm operating manual, 1991
- Operational procedures for the library, 1991-1992
- Project Manual BID PAC ‘A’ [folder 1 of 2], September 1989
- Project Manual BID PAC ‘A’ [folder 2 of 2], September 1989
- Project Manual, BID PAC ‘C’ – Bidding and contract documents, proposal forms [folder 1 of 7], December 1989

Box 7:

- Project Manual, BID PAC ‘C’ – Bidding and contract documents, Owner-Contractor Agreements through Bid general conditions [folder 2 of 7], December 1989
- Project Manual BID PAC ‘C’ – General Requirements Section [folder 3 of 7], December 1989
- Project Manual BID PAC ‘C’ – Technical specifications, Selective demolition through glass and glazing [folder 4 of 7], December 1989
- Project Manual BID PAC ‘C’ – Technical specifications, Gypsum drywall through projection screens [folder 5 of 7], December 1989
- Project Manual BID PAC ‘C’ Addendum No. 1, January 1990

Sub-series iii) 2008 Renovation

Box 7 continued:

- Generator installation [copy 1 of 2], January 2008
- Generator installation [copy 2 of 2], January 2008
- Indoor air quality study, October 14, 1999
- Library renovations, binder #1: Library renovations site conditions and general requirements to contractors, 2008

Box 8:

- Library renovations binder #2A – bids, budget/funding, contracts and addendums [folder 1 of 2], 2008
- Library renovations binder #2A – correspondence, computer equipment,
Sub-series iv) 2016 Renovation
Box 8 continued:
2016 Renovation, 2016

Series III) Events Programming
Box 9:
Art exhibition of Theodore E. Wells, April 1962
Black history month, 1995, n.d
Book banquet, 1997-2000
Faculty library open house, 1993-1998
Miscellaneous events and workshop flyers, 1993-2014
William C. Jason Library-Learning Center dedication, October 12, 1975
William C. Jason Library –Learning Center expansion dedication, October 8, 1992
William C. Jason Library-Learning Center ground breaking, December 7, 1973

Series IV) Publications
Box 9 continued:
Brochures, 1994-2018
Library handbooks, 1971-1977
Library handbooks, 1977-1978
Library handbooks, 1982-1991
Library handbooks, 1991-1993
Library handbooks, 1992-1994
Box 10:
Library handbooks, 1995-1997
Newsletter, “Check This Out,” 1988-1993
Newsletter, “Check This Out,” 1994-1998
Subject guides, n.d.

Series V) Reports
Box 10 continued:
Academic libraries survey, 1996
American library directory survey, 1991
Airway science department collection development analysis, 2004
Annual library report, 1971-1973
Annual library report, 1973-1979
Annual library report, 1979-1982
Annual library report, 1982-1985

Box 11:
Annual library report, 1985-1988
Annual library report, 1988-1989
Annual library report, 1989-1990
Annual library report, 1992-1993
Annual library report, 1993-1994
Annual library report, 1994-1995
Annual library report, 1995-1996 [folder 1 of 2]

Box 12:
Annual library report, 1995-1996 [folder 2 of 2]
Annual library report, 1996-1997
Annual library report, 1997-1998
Annual library report, 1998-1999
Annual library report, 1999-2000
Annual library report, 2000-2001
Annual library report, 2001-2002
Annual library report, 2004-2005
Archives – NAFEO/NEH grant final report, 1995
Cataloging Priorities, n.d.
Conservation Center for Art and Historic Artifacts Preservation Services pre-survey questionnaire, n.d.
Council on Social Work Education Accreditation Commission - - Library-Learning Center program review for social work [folder 1 of 4], 2004
Council on Social Work Education Accreditation Commission - - Library-Learning Center program review for social work [folder 2 of 4], 2004

Box 13:
Council on Social Work Education Accreditation Commission - - Library-Learning Center program review for social work [folder 3 of 4], 2004
Council on Social Work Education Accreditation Commission - - Library-Learning Center program review for social work [folder 4 of 4], 2004
Education materials report, n.d.
Government Printing Office inspection, 2002
Inter-library loan time study report, April 11, 1995
Information Systems Consultants Inc. evaluation of the William C. Jason Library, 2004
Internet Connectivity, n.d.
Inventory survey, 1970
General education study committee report, 1970
Library survey form of peer institutions, c. 2002
Middle States Accreditation faculty survey of the library, 1991
Middle States Accreditation library self-study reports, 1971-1997
National Council for Accreditation of Teacher Education - - Library-Learning Center program development and budget liquidation [folder 1 of 4], 2003
National Council for Accreditation of Teacher Education - - Library-Learning Center program development and budget liquidation [folder 2 of 4], 2003
National Council for Accreditation of Teacher Education - - Library-Learning Center program development and budget liquidation [folder 3 of 4], 2003
National Council for Accreditation of Teacher Education - - Library-Learning Center program development and budget liquidation [folder 4 of 4], 2003
Box 14:

OCLC First Search, May 24, 1995
Patron satisfaction survey, 1996-2001
School of management accreditation report on the library, n.d.
Sub-committee on computer program, c. 1980
William C. Jason Library evaluation by Karen McDaniel and Jessie Smith, 2002

Series VI) Title III
Box 14 continued:

Advanced institutional development program, 1976
Delaware State College grant application for Title III, 1974
Delaware State College grant application for Title III, 1975
Institutional support program notification of grant award, 1973-1974
National teaching fellows notification of grant award, 1969
Strengthening library enhancement program through bibliographic instruction CD-ROM, 1987-1992
Strengthening Library Services Title III award, 1980-1985
William C. Jason Library Title III award press release, February 24, 1988

Colophon:

This collection was initially processed by Emily Cottle. An accrual of building renovation documents, correspondence, reports, and staff meeting minutes totaling approximately 2 linear feet was added by Rejoice Scherry in 2018. At this time she additionally completed some light reprocessing of the collection. Namely, she folded the correspondence series into the administrative files and created sub-series within the building information series. This formal finding aid was then drafted by R. Scherry.