



# Guide to the Perkins Library Reference Department Records, 1937-2009

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Durham 27708

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URL: <https://library.duke.edu/rubenstein/>

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## Summary

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**Collection Title:**

Perkins Library Reference Department records, 1937-2009

**Creator:**

Duke University. Perkins Library. Reference Department.

**Abstract:**

The Reference Department at William R. Perkins Library offers research guidance and consultations, tours of the library, and instruction to students and patrons of the library. The collection contains records related to the Perkins Library Reference Department including annual reports, statistics, meeting minutes, materials related to renovation projects at Perkins, departmental policies, Duke Summer Reading Program, and records of the Librarians Assembly.

**Extent:**

9.5 Linear Feet

**Language:**

Materials in English

**Collection ID:**

UA.08.07.0002

**Permalink:**

<https://idn.duke.edu/ark:/87924/m1744b>

**Preferred Citation**

[Identification of item], Perkins Library Reference Department records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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## Background

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**Scope and Content**

The collection contains records related to the Reference Department at Perkins Library. Includes annual reports, statistics, meeting minutes, correspondence, departmental policies, exhibit materials, staff training and orientation materials, library instruction, and records of the Librarians Assembly. The collection

includes files of Emily Werrell, the first Coordinator of Library Instruction and Outreach, and Sara Seten Berghausen, who served as a reference librarian from 2001-2014. These files consist of materials related to library tours, Perkins renovations, strategic planning, and the Duke Summer Reading program.

## **Biographical/Historical**

The Duke University library was relocated to West Campus from East Campus in 1930 and was named the General Library. After undergoing expansions in 1949 and 1966, the library was renamed to honor William R. Perkins, a Duke Endowment trustee. In 2000, the Perkins Library Renovation Committee was established to facilitate another expansion and redesign of the library through the Perkins Project. Construction began in 2003, and the William R. Perkins Library reopened along with the addition of Bostock Library in 2005. The Perkins Library renovations focused on creating a space to facilitate interactive learning for students and faculty.

The William R. Perkins Library Reference Department offers research guidance, consultations, tours of the library, and instruction to students and patrons. The reference department also oversaw the Reference Internship Program, which provided library science school students with professional experience in reference, instruction, and the development of library resources.

Sources:

<https://blogs.library.duke.edu/magazine/2012/01/12/timeline-of-the-perkins-project/>, accessed February 19, 2024

<https://library.duke.edu/rubenstein/uarchives/history/articles/library-history>, accessed February 19, 2024

<http://www.lib.duke.edu/reference/>, accessed February 19, 2024

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## **Administrative Information**

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### **Publication Statement**

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive  
Duke University  
Durham 27708  
[askRL@duke.edu](mailto:askRL@duke.edu)

URL: <https://library.duke.edu/rubenstein/>

## **Access Restrictions**

Access restricted. Some materials in this collection are Duke University administrative materials. For a period of twenty-five years from the origin of the material, permission in writing from the office of origin and the University Archivist is required for use of administrative records. After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist. Contact Research Services for more information.

Access restricted. Some materials in this collection are personnel records. Records pertaining to employment where individuals are identified are closed for 70 years.

## **Acquisition Information**

The Perkins Library Reference Department records were received by the University Archives as a series of transfers during 1985-2024.

## **Processing Information**

Processed by: University Archives Staff

Finding aid derived from MARC record, November 2014

Accessions A85-056, A85-80, A85-102, A91-26, UA2024-0010 added and finding aid updated by April Blevins, February 2024

## **Use Restrictions**

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## **Related Materials**

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### **Related Material**

Duke University Library Staff Association records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

Library Committees records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

Duke University Library General records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

Duke University Library Administration records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

William R. Perkins Library of Duke University records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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## Names and Subjects

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- Academic libraries -- Reference services -- North Carolina -- Durham
- Library buildings -- North Carolina -- Durham
- Exhibitions
- Employees -- Training of
- Duke University. Perkins Library. Reference Department.
- William R. Perkins Library
- Duke University. Library -- History
- Duke University -- Staff
- Duke University -- Administration

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## Collection Inventory

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### Accession date unknown, 1942-1984

Exhibitions, 1960-1980	Box 1
Exhibitions Scrapbook, 1969-1976	Box 1
Exhibitions Clippings	Box 1
Brochures	Box 1
Exhibitions to 1960 and General List, 1957-1969	Box 1

Reference Department Administrative	Box 1
Affirmative Action (Library)	Box 1
BEP Meeting	Box 1
Broadfoot	Box 1
By-Laws	Box 1
<b>Physical Description:</b> 2 folders	
Canadian Studies, 1973-1984	Box 1
Clippings	Box 1
Committee on Special Materials	Box 1
Correspondence re) Robert Christ's Indexed Periodicals, 1956 February 4	Box 1
COPSS	Box 1
COPSS Papers (By-Law Active)	Box 1
Continuing Appointment	Box 1
Credentials Committee	Box 1
Dunlap-Meetings/Agenda, 1978	Box 1
Dunlap	Box 1
Educ. Technology Committee	Box 1
Grant Proposals	Box 1
Departmental Reading Room	Box 1
Interns-Reference Department, 1973 July- 1984 December	Box 1
Lib. Adm. Survey, 1967	Box 1
Librarians Assembly Minutes, 1976-1978	Box 1
Librarians Assembly	Box 1
<b>Physical Description:</b> 2 folders	

Library Schedules, 1942-1979	Box 1
LRPC East Campus	Box 1
LRPC Reports	Box 1
LRPC-Questionnaires	Box 1
Staff Directories	Box 1
Miscellaneous	Box 2
Personnel-Branson Report & Supplements	Box 2
Quick Check	Box 2
Reference Department Meetings, 1970-1979	Box 2
Reference Department Memo, 1952-1964	Box 2
Reference Department Policies	Box 2
Reference Group Minutes	Box 2
Reference Room Routines	Box 2
Training Manual for Intern, 1979; Other materials re) internship, 1979	Box 2
Triangle U. Coop. Committee	Box 2
Regs & By-Laws-Actual Documents	Box 2
UNC-Duke Cooperation	Box 2
University By-Law	Box 2
Board of Visitors	Box 2
[Shelf List]	Box 2

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### **Accession A91-26, 1955-1977**

Annual Report, 1973-1974	Box 2
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Annual Report, 1974-1975	Box 2
Annual Reports, 1975-1976	Box 2
Annual Reports, 1976-1977	Box 2
Periodicals- Circulation Policy, 1972-1973	Box 2
Inventory Policy, 1955	Box 2
Ref. Meetings, 1976	Box 2
Ref. Meeting and Group Work, 1977	Box 2
Ref Meeting, 1977	Box 2

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**Accessions A85-056, A85-080, A85-102, 1956-1985**

Reference Department Clipboard, 1972-1974	Box 3
Reference Training Notebook, 1976	Box 3
Reference Collection Policy, 1981	Box 3
Library Instruction, Pre-1960	Box 3
Library Instruction, 1966-1970	Box 3
Library Instruction, 1960-1965	Box 3
Library Instruction, 1970-1971	Box 3
Library Instruction, 1971-1972	Box 3
Library Instruction, 1972-1979	Box 3
Reference Department Schedules	Box 3
Reference Department Miscellaneous	Box 3
Library Instruction: Mary Canada, 1956-1984	Box 3
Reference Department- Job Descriptions	Box 3
Manual, 1985	Box 3

Vols. Held by Reference, 1979	Box 3
Correspondence, 1983	Box 3
Correspondence, 1984	Box 3
Reference Department Meetings, 1980-1984	Box 3
Orientation Committee	Box 3

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### **Accession UA2019-0009, 1937-2005**

Reference Annual Report, 1991-1992	Box 4
Annual Report Notes, 1989-1990	Box 4
Annual Report Working Papers, 1988-1989	Box 4
Annual Report Notes, 1990-1991	Box 4
CAR Annual Report, 1986-1987	Box 4
Annual Report, 1987-1988	Box 4
Annual Report Notes, 1987-1988	Box 4
Annual Report, 1986-1987	Box 4
Annual Report, 1985-1986	Box 4
Annual Report, 1984-1985	Box 4
Annual Report, 1991-1992	Box 4
Annual Report, 1990-1991	Box 4
Annual Report, 1990-1991	Box 4
Annual Report, 1989-1990	Box 4
Annual Report, 1988-1989	Box 4
Annual Report, 1986-1987	Box 4
Annual Report, 1985-1986	Box 4

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Annual Report, 1983-1984	Box 4
Annual Report, 1982-1983	Box 4
Annual Report, 1981-1982	Box 4
Annual Report, 1980-1981	Box 4
Annual Report, 1979-1980	Box 4
Annual Report, 1978-1979	Box 4
Annual Reports and DOTS, 1976-1978	Box 4
Annual Report, 1976-1977	Box 4
Annual Report, 1975-1976	Box 4
Annual Report, 1974-1975	Box 4
Annual Report, 1973-1974	Box 4
Annual Report, 1972-1973	Box 4
Annual Report, 1971-1972	Box 4
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Annual Reports, 1967-1969	Box 4
Annual Reports, 1965-1967	Box 4
Annual Reports, 1956-1962	Box 5
Annual Reports, 1962-1965	Box 5
Annual Reports, 1937-1944	Box 5
Annual Reports, 1947-1956	Box 5
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Annual Report, 1998-1999	Box 5

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CIS Statistics, 1994-1995	Box 5
Statistics, 1994	Box 5
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Statistics Week, Spring 2001	Box 5
Statistics Week, Spring 2004	Box 5
Statistics Week, 2002 November 18-24	Box 5
Statistics, 1997	Box 5
Statistics, 1999-2000	Box 5
Statistics, 1998-1999	Box 5
Monthly Report, 1996	Box 5
Desk Stats, 1995	Box 5
Statistics, 1991-1993	Box 5
Statistics: Questions, 1990-1991	Box 5
Statistics: Searches, 1990-1991	Box 5
Statistics, 1989-1990	Box 5
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Statistics, 1988-1994	Box 5
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Statistics, 1977-1978	Box 5
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Statistics, 1974-1975	Box 5
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Statistics, 1972-1973	Box 5
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Statistics, 1968-1969	Box 5
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Statistics, 1966-1967	Box 5
Monthly Statistical Reports, 1962-1966	Box 5
Monthly Statistical Reports, 1955-1961	Box 5
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Correspondence, 1999	Box 6
<b>Access Restrictions:</b> review for PI	
Correspondence, 2002	Box 6
<b>Access Restrictions:</b> review for PI	
Correspondence, 2001	Box 6
<b>Access Restrictions:</b> review for PI	

Correspondence, 2000	Box 6
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review for PI	
Consultant	Box 6
<b>Access Restrictions:</b>	
review for personnel	
Reference Retreat, 1999	Box 6
Collection Development Financial Reports	Box 6
Information Services Division, 1988-1989	Box 6
Monthly Reports, 1985	Box 6
Reference Department Self-Study, 1975	Box 6
Information Services Division Meeting	Box 6
Libraries Staff Committee, 1988-1989	Box 6
Libraries Staff Committee, 1988	Box 6
Libraries Staff Committee	Box 6
Professional Librarians Other than Supervisors (PLOTS)	Box 6
Public Service Meetings	Box 6
Public Service/Technical Service Meetings	Box 6
Reference Meeting Minutes, 2005	Box 6
Reference Meeting Minutes, 2004	Box 6
Reference Meeting Minutes, 2003	Box 6
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**Accession UA2024-0010: Emily Werrell and Sara Seten Berghausen files, 1994-2009**

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processed may be consulted with the permission of the University Archivist. Contact Research Services for more information.

**Scope and Contents**

Records from former employees Emily Werrell and Sara Seten Berghausen related to their work with the Perkins Reference Department.

Werrell- Instruction Meetings, 2004-2005	Box 7
Werrell- Retreat Planning, 2005-2006	Box 7
<b>Physical Description:</b> 2 folders	
Werrell- Voting Teach In, 2004	Box 7
Werrell- Tour, undated	Box 7
Werrell- Undergraduate Research, 2005	Box 7
Berghausen- Bostock Move, 2005	Box 7
Berghausen- Buddy Program, 2004	Box 7
Berghausen- Collection Services Strategic Planning Committee, 2002	Box 7
Berghausen- Duke Summer Reading, 2007-2008	Box 7
<b>Physical Description:</b> 2 folders	
Berghausen- Duke Summer Reading (Class of 2013), 2008-2009	Box 7
Berghausen- Film & Video, 1997-2002	Box 7
Berghausen- Information Commons, 2004	Box 7
Berghausen- Librarians Assembly, 2002-2006	Box 7
Berghausen- Lilly, 2002-2003	Box 7
Berghausen- LSC Task Force, 2001-2002	Box 7
Berghausen- Metalab 3, 2005	Box 7
Berghausen- Patriot Act, 2007	Box 7
Berghausen- Perkins, 2001-2004	Box 7

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Berghausen- Perkins Renovation, 2002	Box 7
Berghausen- Perkins Strategic Planning, 2000-2006	Box 7
Berghausen- Orientation Information Perkins, 1994-2002	Box 7
Berghausen- Reference Meetings, 2001-2008	Box 7
Berghausen- Visual Studies, 2006	Box 7
Berghausen- WLS Working Group, 2001-2002	Box 7
Berghausen- Web Process Task Force, 2006	Box 7
Berghausen- ECGF, 2004-2006 <b>Physical Description:</b> 2 folders	Box 7
Berghausen- Parents@Duke, 2002-2007	Box 7

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