Record Group 28: Information Services

Collection Overview:

Title: Information Services
Creator: Liberty University
Repository: Liberty University Archive
Extent: 0.29 linear feet
Abstract: This Record Group contains the newsletters, brochures and promotionals, and official papers of the Information Services department.

Historical Note:

The Information Services department provides computing, networking and telecommunications support to Liberty University.

Scope and Content Notes:

This Record Group is approximately 0.29 linear feet. It contains official papers, newsletters, and promotional materials. The materials range from 1998 to 2004.

Administrative Notes:

Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.

Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.

Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Information Services, Record Group 28; Liberty University; Liberty University Archive, Lynchburg VA.

Arrangement: Materials are arranged by subject.

Processing Information: Collection was processed by Abigail Sattler.

Last Updated: This Finding Aid was last updated on March 20, 2014.

Related Materials:

Brief Description of the Collection:

LU 28:1-5 Box 1: General Materials, Official Papers, IT Resource Center, Digital Information Service Center and Minutes Materials
LU 28:1-5 Box 2: General Materials, Official Papers, IT Resource Center, Digital Information Service Center and Minutes Restricted Materials
Effective Date:

**Detailed Description of the Collection:**

**LU 28:1-5 Box 1**

Sub-Group 1: General Materials

Series 1: Publications

Unit 1: Information Systems Update Newsletter
Unit 2: Faculty Guide to Information Services
Unit 3: Academic Website Materials

Series 2: Projects and Initiatives

Unit 1: Laptop Initiative 2004

**LU 28:1-5 Box 2**

Sub-Group 2: Official Papers

Series 1: Policy Documents

Unit 1: Information Services Mission Statements
Unit 2: Five Year Plan
Unit 3: Master Plan

Series 2: Financial Materials

Unit 1: Budget Development 1998 – 1999

Series 3: Annual Reports

Unit 1: 1996 – 1999

**LU 28:1-5 Box 1**

Sub-Group 3: IT Resource Center

Series 1: Promotional and Informational Materials

Unit 1: Brochures and Promotionals

Sub-Group 4: Digital Information Service Center (DISC)

Series 1: Promotional and Informational Materials

Unit 1: Informational Packets

**LU 28:1-5 Box 2**

Sub-Group 5: Minutes Etc.

Series 1: Information Services Committee Minutes

Unit 1: 2000 – 2001
Series 2: Information Systems Minutes
   Unit 1: 1998 – 1999
   Unit 2: 1999 – 2000

Series 3: Academic Staff IT Committee
   Unit 1: 1998 – 1999