Collection Overview:

Title: Jerry Falwell Library
Creator: Liberty University
Dates: 1971 – Current
Repository: Liberty University Archive
Extent: 3.0 linear feet.
Abstract: This Record Group contains promotional materials, newsletters, student survey, minutes, policies, handbooks, and archive department paperwork.

Historical Note:
The library was founded in 1971 with the founding of the University. In 1998 the library was named the A. Pierre Guillermin Library in honor of the former Liberty University President. In 2002 the Integrated Learning Resource Center (ILRC) was formed when the library combined with the university computer labs. In 2014 with the opening of the new building the ILRC was renamed the Jerry Falwell Library.

Heads of the Library:
1972 – 1976: Peggy Horton
1976 – 1980: Richard M. Elmer
1980 – 1992: Ernest V. Liddle
2004 – 2007: Greg Smith
2007 – 2010: David Barnett
2010 – 2012: Carl Merat
2012 – Current: Marcy Pride

Scope and Content Notes:
This Record Group is approximately 3.0 linear feet. It contains promotional materials, newsletters, student survey, minutes, policies, handbooks, and archive department paperwork. Materials range from 1971 – current.

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]; Jerry Falwell Library, Record Group 29; 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 24, 2014.

Related Materials:
Faculty Authored Articles

Brief Description of the Collection:

LU 29:1-2 Box 1: General Materials and Official Papers
LU 29:1-2 Box 2: Restricted Policies, Thesis and Dissertations, Miscellaneous Materials and Accreditation Materials
LU 29:1-2 Box 3: Restricted Financial Materials and Student Worker Materials
LU 29:3 Box 1: Minutes Etc.
LU 29:4 Box 1: Annual Reports and Survey Reports
LU 29:4 Box 2: Survey Reports and Circulation Statistics
LU 29:4 Box 4: Annual Reports
LU 29:5-11 Box 1: Restricted Materials of the Archive department, Circulation department, Technical Services department, Information Services department, Library Faculty, Collection Management department and Third Party Library Materials
LU 29:5-11 Box 2: Archive department, Circulation department, Technical Services department, Information Services department, Library Faculty, Collection Management department and Third Party Library Materials
LU 29:12 Box 1: Library Committee Minutes

Detailed Description of the Collection:

LU 29:1-2 Box 1

Sub-Group 1: General Materials

Series 1: Promotionals and Informational Materials

Unit 1: Brochures and Promotionals (*Oversize* LU-29 Folder 1A)
Unit 2: Jerry Falwell Library Brochures and Promotionals
Unit 3: Miscellaneous Materials
Unit 4: Library Directory
Unit 5: General Information Packet
Unit 6: Blank Forms
Unit 7: Building the Library Brochures and Promotionals (*Oversize* LU-29
Folder 3A)  
Unit 8: Miscellaneous Informational Materials  

Series 2: Student Materials  
Unit 1: Class Assignments and Workshops  

Series 3: Publications  
Unit 1: IT Informer Newsletter  
Unit 2: Library Student Employee Enquirer  
Unit 3: Library Broadcaster Newsletter  
Unit 4: The ILRC Connection Newsletter  
Unit 5: Biblioteca Book Lists (1978)  
Unit 6: Mass Mailings  
    Folder A: 2010 – 2014  

Series 4: Events and Programs  
Unit 1: Writer’s Conference  
    Folder A: 2008 (*Oversize* LU-29 Folder 1B)  
    Folder B: 2010 – 2014  
Unit 2: Jerry Falwell Library Grand Opening 2014  
Unit 3: Miscellaneous Library Events and Programs (1971 – 2014)  
Unit 4: Miscellaneous Jerry Falwell Library Events and Programs  
    (2014 -)(*Oversize LU-29 Folder 5A)  
Unit 5: Library Conferences Hosted by the JFL  

Series 5: Building and Facility Materials  
Unit 1: Library Sculptures  
Unit 2: Jerry Falwell Library Maps and Building Plans (2012 – 2014) (*Oversize*  
    LU-29 Folder 4A)  
Unit 3: Robot Stack Maps (*Oversize* LU-29 Folder 4B)  
Unit 4: Furniture and Signage Materials (*Oversize* LU-29 Folder 3B)  

Sub-Group 2: Official Papers  

Series 1: Policies  
Unit 1: Library Handbook/Manual  
    Folder A: Library Handbook: 1978
LU 29:1-2 Box 2

LU 29:1-2 Box 1
Unit 2: Student Employee Manual

LU 29:1-2 Box 2
Unit 3: Ten Year Plan
Unit 4: Miscellaneous Policies
Unit 5: Procedure/Departmental Manual Project
Unit 6: Librarian Evaluation Policy: 1999
Unit 7: Procedure Manual: 2001
  Folder A: Part 1
  Folder B: Part 2
Unit 8: Library Mission
Unit 9: Library Manual on Academic Rank and Promotion
Unit 10: Strategic Plan
  Folder A: 2009
Unit 11: Emergency Preparedness Plan
  Folder A: August 16, 2006
  Folder B: January 2014

Series 2: Thesis and Dissertation Program
Unit 1: Setup Paperwork

Series 3: Miscellaneous Materials
Unit 1: Position Descriptions
Unit 2: Miscellaneous Memorandum and Papers
Unit 3: Library Building Plans and Floor Plans
Unit 4: ILRC Flowcharts and Organizational Trees

LU 29:1-2 Box 1
Series 4: Student Survey
Unit 1: 1994 – 1995
Unit 2: 1995 – 1996
Unit 3: 1996 – 1997
Unit 4: 1997 – 1998
Unit 5: 1998 – 1999
Unit 6: Undated Surveys
Unit 7: 1992 – 1993

LU 29:1-2 Box 2
Series 5: Accreditation Materials
Unit 1: TRACS Materials

LU 29:1-2 Box 3
Series 6: Financial Materials
Unit 1: Photocopy Records
  Folder B: 1985 – 1988
Unit 2: Book Sale Records

Series 7: Student Worker Materials
LU 29:1-2 Box 1
Unit 1: Student Worker Orientation Materials
LU 29:1-2 Box 3
Unit 2: Student Worker Policies
LU 29:1-2 Box 1
Unit 3: Miscellaneous Materials
LU 29:1-2 Box 3
Unit 4: Student Worker Rosters

Series 8: Assessment Materials
Unit 1: 2010’s
  Folder A: Assessment 2014

LU 29:3 Box 1
Sub-Group 3: Library Minutes Etc.
Series 1: 1970’s
  Unit 1: 1972 – 1973
  Unit 2: 1975 – 1976
Unit 3: 1977 – 1978
Unit 4: 1978 – 1979
Unit 5: 1979 – 1980

Series 2: 1980’s
Unit 1: 1980 – 1981
Unit 2: 1981 – 1982
Unit 3: 1982 – 1983
Unit 4: 1983 – 1984
Unit 5: 1984 – 1985
Unit 6: 1985 – 1986
Unit 7: 1986 – 1987
Unit 8: 1987 – 1988
Unit 9: 1988 – 1989
Unit 10: 1989 – 1990

Series 3: 1990’s
Unit 1: 1991 – 1992
Unit 2: 1993 – 1994
Unit 3: 1994 – 1995
Unit 4: 1995 – 1996
Unit 5: 1997 – 1998
Unit 6: 1998 – 1999

Series 4: 2000’s
Unit 1: 2001 – 2002
Unit 2: 2005 – 2006
Unit 3: 2006 – 2007
Unit 4: 2007 – 2008
Unit 5: 2008 – 2009
Unit 6: 2009 – 2010

Series 5: 2010’s
Unit 1: 2010 – 2011
Unit 2: 2011 – 2012
LU 29:4 Box 1

Sub-Group 4: Statistical Materials

Series 1: Annual Reports
- Unit 1: Annual Reports 1971 – 1979
- Unit 2: Annual Reports 1980 – 1984
- Unit 3: Annual Reports 1985 – 1989
- Unit 4: Annual Reports 1990 – 1994

LU 29:4 Box 4

- Unit 5: Annual Reports 1995 – 1999
- Unit 6: Annual Reports 2000 – 2004
- Unit 7: External Degree Annual Reports
- Unit 8: LUSLLL Annual Reports

LU 29:4 Box 1

Series 2: Survey Reports
- Unit 1: 1990 – 1994
  - Folder A: Folder 1
  - Folder B: Folder 2

LU 29:4 Box 2

- Unit 2: 1995 – 1999
- Unit 3: Library Fact Book: 2000
  - Folder A: Part 1
  - Folder B: Part 2
- Unit 4: LibQUAL Surveys

Series 3: Departmental Statistics
- Unit 1: Circulation Statistics
  - Folder B: 1974 – 1984 Part 2
LU 29:4 Box 3

Folder C: **1984 – 1990**

**Unit 2:** Reference Statistics

**Unit 3:** Periodical Statistics

**Unit 4:** Media Services Statistics

Series 4: Miscellaneous Statistics

**Unit 1:** Photocopy Statistics

**Unit 2:** Reader Services Reports

**Unit 3:** Quarterly Reports

Series 5: Library Focus Group

**Unit 1:** **2002**

LU 29:5-11 Box 1

Sub-Group 5: Archive Department

Series 1: Official Papers 1981 - 2004

**Unit 1:** The Establishment of the Archive

**Unit 2:** Minutes Etc.

Folder A: **1981 – 1982**

Folder B: **1983 – 1984**

Folder C: **2004 – 2005**

**Unit 3:** Reports

Folder A: Archive Quarterly Reports 1982 – 1984


Folder C: Archive Journal Report 1981

Folder D: Archive Annual Reports 1981 – 1984

LU 29:5-11 Box 2

**Unit 4:** Faculty Donation Forms

**Unit 5:** Miscellaneous Materials

LU 29:5-11 Box 1


**Unit 1:** Archive Oral History Project 1985

**Unit 2:** Savas Oral History Project: 1983
Series 3: Donations
  Unit 1: Institutional Effectiveness

Sub-Group 6: Circulation Department
  Series 1: Official Documents
    Unit 1: Policies and Procedures

Sub-Group 7: Technical Services Department
  Series 1: Official Papers
    Unit 1: Library Budget Report
    Unit 2: Annual Report
    Unit 3: Student Worker Materials
    Unit 4: Memos and Announcements

LU 29:5-11 Box 2
  Unit 5: Current Technology Report

LU 29:5-11 Box 1
  Unit 6: Process Documents

Sub-Group 8: Information Services Department
  Series 1: Minutes
    Unit 1: 1990 – 1994
  Series 2: Official Papers
    Unit 1: Reference Schedules
    Unit 2: Annual Reports
    Unit 3: Quarterly Reports

LU 29:5-11 Box 2
  Series 3: General Materials
    Unit 1: Memos and Announcements
    Unit 2: General Forms

Sub-Group 9: Papers of the Library Faculty
  Series 1: Ernest Liddle
    Unit 1: Miscellaneous Materials
    Unit 2: Published Articles

  Series 2: Marcy Pride
Unit 1: Miscellaneous Materials

Sub-Group 10: Collection Management Department
    Series 1: Periodicals Materials
        Unit 1: Current Contents of Religion Journals: Fall 1992

Sub-Group 11: Third Party Library Materials
    Series 1: Local Libraries
        Unit 1: Lynchburg Area Libraries

**LU 29:5-11 Box 1**
    Unit 2: Lynchburg Area Library Cooperative
        Series 2: State Libraries
            Unit 1: Virginia Library Policies
        Series 3: Research into the Liberty University Library by Third Parties

**LU 29:5-11 Box 2**
    Unit 1: Establishing Personnel Policies for Liberty University Librarians: Thesis by Miyako Kawaguchi
        Series 4: Reference Materials
            Unit 1: Bibliography in Christian Education: 1960 -

**LU 29:12 Box 1**

Sub-Group 12: Committee Minutes
    Series 1: Leadership Team Minutes
        Unit 1: 2010’s
            Folder A: 2013 – 2014 (*Oversize* LU-29 Folder 2A)
    Series 2: Collection Services Leadership Minutes
        Unit 1: 2010’s
            Folder A: 2013 – 2014
    Series 3: Customer Service Committee Minutes
        Unit 1: 2010’s
            Folder A: 2013 – 2014

**LU 29:13 Box 1**

Sub-Group 13: Facilities Materials
    Series 1: Jerry Falwell Library Building