MACMILLAN LAW LIBRARY.
MacMillan Law Library records, 1941-2017

Emory University
Emory Law Archives
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322
404-727-0059

Descriptive Summary

Creator: MacMillan Law Library.
Title: MacMillan Law Library records, 1941-2017
Call Number: L-025
Extent: 5.5 linear ft. (11 boxes)
Abstract: Administrative records of the Emory University MacMillan Law Library including library construction documents, self-study records, mission statement and other information; library guides and other printed materials; student surveys and usability tests; and a small collection of photographs and audio visual materials.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Access to gift records files restricted; no other restrictions.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.

Related Materials in This Repository
L-003 - Emory Law School annual report; L-005 - Emory Law School self-study records; all collections of Emory Law School dean's office files.

Source
Transfer.

Citation
[after identification of item(s)], MacMillan Law Library records, Emory Law Archives, Hugh F. MacMillan Law Library, Emory University.
**Processing**

---

**Collection Description**

**Administrative History**
The Hugh F. MacMillan Law Library was established in September of 1916 with the opening of the Lamar School of Law of Emory University. Due to limited funding, donations of "most any kind of law book" were requested. The first professional librarian was hired in 1940. Enrollment declined drastically due to World War II, but rose again after the war when many veterans returned to complete their degree work. Space became a crucial issue for the next two decades and finally in 1972 a new building for the Law School and Library was constructed. The current library building was constructed in 1994 as an addition to the Law School.

**Scope and Content Note**
The collection consists of administrative files containing library construction documents, self-study records, mission statement and other information; library guides and other printed materials such as brochures, newsletters and directories; memorabilia; student surveys and usability tests; and a small collection of photographs and audio visual materials.

**Arrangement Note**
Arranged by type of material.
## Container List

### Administrative files

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>All-staff meeting minutes, 1988-1992, 1999</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Building condition report, 1941</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>Building construction memorandum, 1987</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
<td>Cataloging files, 2000, undated</td>
</tr>
<tr>
<td>1</td>
<td>5</td>
<td>Collection development policy, 1989-2009</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>Collection development policy, 2010</td>
</tr>
<tr>
<td>1</td>
<td>7</td>
<td>Construction documents, 1991-Gambrell Hall expansion; Program requirements</td>
</tr>
<tr>
<td>1</td>
<td>8</td>
<td>Construction documents, 1992-Gambrell Hall expansion; Agreement form</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>Construction documents, 1992-Gambrell Hall expansion; Schematic design report</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>Construction documents, 1992-Gambrell Hall expansion; Amendment to schematic design report</td>
</tr>
<tr>
<td>1</td>
<td>11</td>
<td>Construction documents, 1992-Gambrell Hall expansion; Space requirements</td>
</tr>
<tr>
<td>2</td>
<td>BV</td>
<td>Construction documents, 1994-Gambrell Hall expansion; Hugh F. Macmillan Law Library</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Groundbreaking ceremony, 1994-Invocation</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Law library organization chart, 1994, undated</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Law library history files, 1986-2004</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Law library operations budget, 1997-2000 [Restricted until 2075]</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Law library access statistics, 2000</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>Memorandums, 1999</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>Orientation tour scripts, 1995-1999</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>Reference schedule, 2007</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>Self-study, 1962</td>
</tr>
<tr>
<td>2</td>
<td>11</td>
<td>Self-study, 1986, 1993</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Self-study, 1999</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
<td>Hein online, 2000</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Floor plans, 1993, 1999</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Initial purchases and donations of books, 1914</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Gift records, 1949-1961 [Restricted until 2036]</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Gift records, 1962-1965 [Restricted until 2040]</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>Gift records, 1966-1969 [Restricted until 2044]</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Gift records, 1970-1974 [Restricted until 2049]</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>Gift records, 1975-1980 [Restricted until 2055]</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>Gift records, 1981-1984 [Restricted until 2059]</td>
</tr>
</tbody>
</table>
Gift records, 1985-1987 [Restricted until 2062]
Gift records, 1988-1989 [Restricted until 2064]
Gift records, 1962-1980, no date-Named gifts [Restricted until 2055]
Gift records, 1964-1965-Hilkey, C. J. [Restricted until 2040]
Gift records, 1985-Berman, Harold. [Restricted until 2060]
Gift records, 1992-1993-O'Kelley, William C. [Restricted until 2068]
Gift records, 1994-1997-Robitscher, Jonas [Restricted until 2072]

Guides
Directories, undated
Dispute Resolution, 1986
Documents, undated
Emergency procedures handbook, 1998-2002
Georgia materials, 1986, 1998
Government documents and microforms, 1995
International and foreign materials, 1994, 1997
Internet, 1996
Lexis/Westlaw
Library services, 1990-1991
Library services, 1993
Library services, 1994
Library services, 1995
Library services, 1996
Library services, 1998-1999
Library services, 1999-2000
Library services, 2001-2002
Library services, 2002-2003
Loose-leaf services, 1997
New employee, [1995]
Periodicals, 1994
Periodicals, 1995
Periodicals, 1996
Periodicals, 1998-1999
Periodicals, 1999-2000
Periodicals, 2000-2001
Periodicals, 2001-2002
Periodicals, 2002-2003
Research guides, 2000-2001
Professional conduct code, 2000
Subject guide to forms, 1997
Tax materials, 1998
U. S. and European Union documents, undated
Video guide, 1990

Printed materials
Brochures, various dates
Clippings, [1990s]
Courageous Inquiry - A Report to the Community, Emory University Libraries, 2010-2011
Groundbreaking and dedication, 1994-1996-Programs and bookmark
Kessler/Eidson room dedication, 1999- Program
Library services for faculty, 1997, 2001
"Meet the Authors" reception and faculty book lists, 2007, 2010, undated
Newsletter, 1992-Brief!
Newsletter, 1953-Law Library Bulletin
Reflections from the Blackmun archives, 2004-Program
Sesquicentennial chronicle of the Emory University Library, 1987
Staff directory, 1989-1990
Staff directory, 1992-1993
Therapy dog program, 2012
Visitor's guide, 1999-2006
Display case information, 1990-2003
Legacy finding aids, 2006 (1 of 2)
Legacy finding aids, 2006 (2 of 2)
Handout for Tina Stark manuscript deeds exhibit, created by Terry Gordon, Summer 2017
Quick notes, 2012-2017
FCIL-SIS: IALL Diplomatheratic dialogues round up, 2017
International association of law libraries, conference program, October 2017
International journal of legal information, Spring, Summer, 2018
Terry Gordon's Retirement, 2017

Memorabilia
Guest book, 10th anniversary celebration, 2005
"Just Ask" program, [1989]
Pins, no date
The Standard, Argentine newspaper edition, 1953 April 22
Surveys
10  6  Depository library status: correspondence, 1972-2001
10  7  Satisfaction surveys, 2000
10  8  Student, 1993-Key
10  9  Student, 1993-Total numbers
10 10  Student, 1993-1L results
10 11  Student, 1993-2L & 2LJ results
10 12  Student, 1993-3L & 3LJ results
10 13  Summary report, 2000
10 14  Usability tests, 2009-discoverE
10 15  Usability tests, 2008-Faculty
10 16  Usability tests, 2008-Library website
10 17  Usability tests, undated-Library website

Photographs and audio visual materials
10  18 DVD tour of Macmillan Law Library and Emory School of Law, undated
10  19 CD, posters, and slideshows, undated
11   1 Floppy discs, library guides and reference statistics, undated
11   2 CD, Robin Mills Schreiber retirement celebration, undated
11   3 CD, "Meet the Authors" event, documents and background music, undated
11   4 Overview of the history of the law library from 1916-present, photos, clippings, undated
11   5 Law Library photographs, 1st-3rd floors, 1985
11   6 Law Library photographs, technical services, 1985-1986
11   7 Law Library staff name key, created 2017
11   8 Law Library staff photographs, staff directory, 1992-1993
11   9 Law Library staff photographs, 1994-2000
11  10 Law Library staff photographs, headshots, 2000
11  11 Law Library photographs, building photos, 1995
11  12 Law Library photographs, catalogue, 1995
11  13 Law Library photographs, students, 1995-1997
11  14 Law Library photographs, Exhibits, undated
11  15 Photographs on CD, 2006-2011
11  16 "Meet the Authors" event, photographs on CD, 2007-2010
12   1 Law Library photographs, staff, undated
12   2 CD, MacMillan 10th Anniversary Celebration, 2005
12   3 CD, Archives Dedication, 2006
12   4 CD, Law Archives, 2009-2010
13  Law Library photographs, construction photos, 1994-1995