

# OXFORD COLLEGE OF EMORY UNIVERSITY.

## Oxford College Library records, 1941-2018

Emory University  
Oxford College Archives  
Oxford College Library  
134 Few Circle  
Oxford, GA 30054  
770-784-8380

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### Descriptive Summary

**Creator:** Oxford College of Emory University.  
**Title:** Oxford College Library records, 1941-2018  
**Call Number:** Series No. 004  
**Extent:** 4.90 linear ft. (10 boxes) and 2 bound volumes (BV)  
**Abstract:** Contains general subject files pertaining to the Oxford College Library as well as correspondence, printed material, and material related to the accreditation by the Southern Association of Colleges and Schools (SACS).  
**Language:** Materials entirely in English.

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### Administrative Information

#### Restrictions on Access

Unrestricted access.

#### Terms Governing Use and Reproduction

All requests subject to limitations noted in departmental policies on reproduction.

#### Source

Transfer with subsequent additions.

#### Citation

[after identification of item(s)], Oxford College Library Records, Oxford College Archives, Oxford College Library, Emory University.

#### Processing

Processed by Nancy Watkins, 2005.

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## **Collection Description**

### **Biographical Note**

Candler Hall housed the library on the Oxford campus from the time of its construction in 1897 through 1969. In 1963 the decision was made to construct a new library building. Groundbreaking for the building was held on January 19, 1968. Two years later, on January 19, 1970 a “book walk” took place to transfer the books from the old facility to the new. Students, Oxford faculty and staff, as well as Oxford residents participated by carrying the 23,102 volumes, 331 unbound pieces and 163 maps from Candler Hall and placing them on the shelves in the new library.

In 1983 the Oxford College Library became the Hoke O’Kelley Memorial Library, in recognition of Mr. O’Kelley’s devotion to the Methodist Church and to education, upon presentation of a major gift to the college by Mrs. Willie D. O’Kelley Dubois.

### **Scope and Content Note**

This series consists of correspondence, information about library special events and activities, historical information, ledgers, printed materials, reports, evidence related to accreditation by the Southern Association of Colleges and Schools (SACS), and general subject files pertaining to the Oxford College Library.

### **Arrangement Note**

Arranged according to type of material and alphabetically or chronologically thereunder.

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## Container List

### Correspondence

Box	Folder	Content
1	1	Few genealogy, 1966-1976, undated
1	2	General, 1953-1959
1	3	Glee Club exhibit, 2002
1	4	Library dedication, 1969
1	5	Memoranda, various dates
1	6	"Miss Peggy Mack Fearsome," 1985
1	7	Newton County Historical Society, 1971
1	8	William and Adelle Dickey, 1972-1986

### Events and Activities

1	9	Book walk, 1970
1	10	Groundbreaking, 1968-Publicity
1	11	Groundbreaking, 1968-Speech by Sara Gregory
1	12	Guillebeau painting
Shelf		Inspired performances, 2006-Photo book
Shelf		Inspired performances, 2007-Photo book
1	13	Inspired performances, 2008-Invitation
1	14	Library dedication, 1969-Guest list
1	15	Library dedication, 1969-Invitation and program
1	16	Library dedication, 1969-Publicity
1	17	Library dedication, 1969-Speech and prayer
1	18	Orientation, 1983
1	19	Re-naming and re-dedication, 1983
1	20	Willie D. O'Kelley Endowed Book Fund reception, 1986
1	21	Women at Emory exhibit

### Historical Information

2	1	Historical information (includes <i>Sesquicentennial Chronicle of the Emory University Libraries</i> by Thomas H. English), 1961-1985
2	2	History of Oxford College Library by Sara Gregory, 1919-1985
2	3	<i>Memories of Oxford</i> , phase 1, Aultman-Ayres, 1919-1970
2	4	<i>Memories of Oxford</i> , phase 1, Barker-Brown, 1919-1970
2	5	<i>Memories of Oxford</i> , phase 1, Calhoun-Cunningham, 1919-1970
2	6	<i>Memories of Oxford</i> , phase 1, Davis-Greene, 1919-1970
2	7	<i>Memories of Oxford</i> , phase 1, Haley-Humphrey, 1919-1970
2	8	<i>Memories of Oxford</i> , phase 1, Jones-Jolley, 1919-1970

- 2 9 *Memories of Oxford*, phase 1, Kelley-Lyle, 1919-1970
- 2 10 *Memories of Oxford*, phase 1, Mann-Mundy, 1919-1970
- 2 11 *Memories of Oxford*, phase 1, Napoles-O'Steen, 1919-1970
- 2 12 *Memories of Oxford*, phase 1, Philips-Proctor, 1919-1970
- 2 13 *Memories of Oxford*, phase 1, Reed-Rojas, 1919-1970
- 2 14 *Memories of Oxford*, phase 1, Satterfield-Sumner, 1919-1970
- 2 15 *Memories of Oxford*, phase 1, Thompson-Varn, 1919-1970
- 2 16 *Memories of Oxford*, phase 1, Watson-Wright, 1919-1970

### Ledgers

- 3 1 General, 1941-1953
- 3 2 General, 1953-1958
- 3 3 General, 1958-1964
- 3 4 General, 1965-1969
- 3 5 General, 1968-1970
- 3 6 General, 1969-1971
- 3 7 General, 1977-1979
- 3 8 Special accounts, 1965-1978
- 3 9 Restricted accounts, 1984-1985
- 4 1 Acquisitions, 1971-1972
- 4 2 Acquisitions, 1972-1974
- 4 3 Acquisitions, 1974-1976
- 4 4 Acquisitions, 1976-1978
- 4 5 Acquisitions, 1978-1980
- 4 6 Acquisitions, 1980-1982
- 5 1 Petty cash and endowed book funds, 1980-1982
- 5 2 Acquisitions, 1982-1983
- 5 3 Gift funds, 1982-1983
- 5 4 Acquisitions, 1983-1984
- 5 5 Endowed accounts and gift funds, 1983-1985
- 5 6 Acquisitions, 1984-1985

### Printed Materials

- 6 1 Bookmarks, undated
- 6 2 Brochures and invitations, various dates
- 6 3 DOBIS information, 1987
- 6 4 EUCLID information, 1994
- 6 5 *Ex Libris*, 1977
- 6 6 *Graphik: German prints at mid-century*, 1967
- 6 7 Guide to library resources and services

6	8	<i>Hoke's Notes</i> newsletter, 1994-1996
6	9	Malcolm H. Dewey bookplate, undated
6	10	Old Timers Library Fund bookplate, undated
6	11	<i>Roots of the future: the new building for the Oxford College Library</i> , 1966
6	12	Student guide, undated
6	13	Student worker handbook, 1999-2000; 2001-2002
6	14	Emory Libraries: A Report to the Community, 2007-2008
6	15	<i>Emory Libraries</i> , Fall 2016; Fall 2017
6	16	Emory Libraries and Information Technology - Faculty Services, 2017
6	17	Stories of the Oxford College Library: A Stewardship Report in Gratitude to Our Donors, 2017

### Reports

7	1	ARL/OMS Preservation Planning Program: background paper, 1986
7	2	Annual report, 1975-1979
7	3	Annual report, 1992-1993
7	4	Annual report, 1993-1994
7	5	Annual report, 1994-1995
7	6	Annual report, 1995-1996
7	7	Annual report, 1996-1997
7	8	Annual report, 1997-1998
7	9	Annual report, 1998-1999
7	10	Annual report, 1999-2000
7	11	Annual report, 2000-2001
7	12	Annual report, 2001-2002
7	13	Annual report, 2002-2003
7	14	Annual report, 2003-2004
7	15	Annual report, 2004-2005
7	16	Annual report, 2005-2006
7	17	Annual report, 2006-2007
7	18	Annual report, 2007-2008
10	1	Annual report, 2008-2009
10	2	Annual report, 2009-2010
10	3	Personal leadership report-Kent Linville, 2002-2003
10	4	Personal leadership report-Kitty McNeill, 2000-2005

### SACS evidence, 2001

8	1	ACT student opinion survey
8	2	Electronic reserves site for Chinese
8	3	Faculty survey, Fall 2001

8	4	Guide to library resources and services
8	5	Library and audiovisual committee minutes
8	6	Library annual report, 1996-1997
8	7	Library annual report, 1997-1998
8	8	Library annual report, 1998-1999
8	9	Library annual report, 1999-2000
8	10	Library annual report, 2000-2001
8	11	Library collection development policy
8	12	Library mission statement
8	13	Library organization chart
8	14	Library vision statement
8	15	Library website
8	16	Project to create a new library and information technology center-program statement
8	17	Renaissance at Oxford master plan / A Strategic plan for Oxford College of Emory University, 2001
8	18	Sample research guides
8	19	Sophomore exit comments
8	20	Statement of policies governing the professional library staff, 1972
8	21	Zip disk
8	22	SACS response, 2001

### Subject files

9	1	Acquisition policy and procedure, undated
9	2	Andrew Family Bible, 1986
9	3	Friends or patrons, 1970
9	4	Georgia Association of Junior Colleges, 1974-1976
9	5	Haygood desk refinishing, 2000
9	6	Library and audiovisual committee minutes, 1978-1979
9	7	Library and audiovisual committee minutes, 1982-1988
9	8	Library and audiovisual committee minutes, 1990-1995
9	9	Library and audiovisual committee minutes, 1996-1999
9	10	Library and audiovisual committee minutes, 2000-
9	11	Library and Information Technology Center: a support structure for the academic program, undated
9	12	Library construction, 1967-1969
9	13	Library essay contest, 1968-1970
9	14	Museum holdings, 1958-1966, 2007
9	15	Oral history list, 1975
9	16	Panorama Ray, 1987

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| 9 | 17 | Portrait information, 1978-1982  |
| 9 | 18 | Service of the Oxford College Library to the citizens of Newton County, 1971 |
| 9 | 19 | Special Collections procedures, 1972, undated                                |
| 9 | 20 | Staff manual, undated  |
| 9 | 21 | Student assistants, 1958-1984  |
| 9 | 22 | "Teaching the use of the library," undated                                   |

**Oversize**

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| 10 |   | Emory Presidents (Sanford S. Atwood, S. Walker Martin, Goodrich C. White, Harvey W. Cox, Augustus R. Longstreet, Ignatius A. Few), undated |
| 10 |   | Dillard Lasseter photographs (4)   |
| 10 |   | Aerial photos of Oxford College, circa 1987  |
| 8  | 8 | Charcoal drawings of Dooley by Tracey Haynes, 1982   |
| 8  | 9 | Watercolor paintings by Carlton Fowler, undated  |
| 9  | 6 | White, Goodrich C., framed, undated  |
| 9  | 1 | Aerial view of Oxford College, tinted, undated   |
| 9  | 2 | Boisfeuillet Jones wedding, undated  |
| 9  | 3 | Exterior scenes (6 photographs), undated   |
| 10 | 5 | "The Emory Magazine" (3 issues), 1972, 1974  |
| 10 | 7 | Poster: Emory Academy Glee Club, circa 1920  |
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