

**EMORY UNIVERSITY. OFFICE OF  
INFORMATION TECHNOLOGY.**  
**Office of Information Technology records, 1980-2009**

Emory University  
Emory University Archives  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
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Digital Material Available in this Collection

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## Descriptive Summary

**Creator:** Emory University. Office of Information Technology.  
**Title:** Office of Information Technology records, 1980-2009  
**Call Number:** Series No. 215  
**Extent:** 2.25 linear ft. (5 boxes and 3 oversized papers (OP)) and  
**Abstract:** Records from the Office of Information Technology—the University department responsible for managing and developing Emory's technical infrastructure—consist of administrative, promotional, and audiovisual material documenting information technology at Emory, including University Technology Services.  
**Language:** Materials entirely in English.

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## Administrative Information

### Restrictions on Access

Special restrictions apply: Researchers must contact MARBL in advance to access audiovisual materials in this collection. Series 8 restricted in accordance with Emory University Archives access policy for unprocessed material.

### Terms Governing Use and Reproduction

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

### Source

Transfer

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**Citation**

[after identification of item(s)], Office of Information Technology records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

**Processing**

Processed by Emory University Archives staff, 2012-2013.

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**Collection Description****Administrative History**

The Office of Information Technology is responsible for all services and support related to the use of information technology in teaching, research, and administration at Emory University. From its organization in 1989 to its renaming in 2005, the office was called the Information Technology Division (ITD). Its formation in 1989 followed the establishment of a new position at Emory, the Vice Provost for Information Technology, and combined the functions of the Telecommunications Office and the Emory University Computing Center. It was reorganized in 2005 as the Office of Information Technology, headed by a Vice President for Information Technology and Chief Information Officer. Emory University Technology Services is a sub-unit of the Office of Information Technology maintaining software services and managing computing centers and labs for faculty, staff, and students.

**Scope and Content Note**

Records of Office of Information technology include administrative material documenting the function of the Information Technology Division through reports, manuals, promotional material, and newsletters. Records additionally include material from University Technology Services such as architectural plans and network schemas from the construction of Cox Hall, clippings and material about LearnLink, an early academic social network on the Emory campus, and documents from other digital projects at Emory. Audiovisual material consists of video recordings from divisional planning sessions and UTS events as well as slides used by ITD staff for presentations. Collection also contains the captured and preserved website of the Office of Information Technology available to browse via the Web Archiving Service of the California Digital Library.

**Arrangement Note**

Organized into 5 series: (1) Administrative records, (2) University Technology Services records, (3) Audiovisual material, (4) Web archives, and (5) Unprocessed additions.

## **Description of Series**

[Series 1: Administrative records, 1989-2002](#)

[Series 2: University Technology Services records, 1989-2009](#)

[Series 3: Audiovisual material, 1975-1994](#)

[Series 4: Web archives, 2012-](#)

[Series 5: Unprocessed additions](#)

**Series 1**  
**Administrative records, 1989-2002**  
**Box 1**

**Scope and Content Note**

Administrative records document the function of the Office of Information Technology in reports, manuals, promotional material, and newsletters.

**Arrangement Note**

Arranged by material type.

| <b>Box</b> | <b>Folder</b> | <b>Content</b>                                |
|------------|---------------|---|
| 1          | 1             | Administrative materials, 1989-2002           |
| 1          | 2             | Handouts, pamphlets, and brochures, 1989-2002 |
| 1          | 3             | Guide books, 1989-2002                        |
| 1          | 4             | Annual reports, 1989-2002                     |
| 1          | 5-6           | Reports, 1989-2002                            |
| 1          | 7             | Newsletters, 1989-2002                        |

**Series 2**  
**University Technology Services records, 1989-2009**  
**Boxes 2-3**

**Scope and Content Note**

Records from the construction of Cox Hall, the establishment of LearnLink, an early academic social network at Emory, and the development of other University digital projects.

| <b>Box</b> | <b>Folder</b> | <b>Content</b>                                     |
|------------|---------------|--|
| 2          | 1             | Computing Center at Cox Hall, circa 2002-2009      |
| XOP1       |               | Computing Center at Cox Hall architectural plans   |
| 2          | 2             | Instructional Computing Program, 1989-1999         |
| 2          | 3             | Reports and guides, 1997-2000                      |
| 2          | 4             | Assorted administrative materials, 1998, undated   |
| 2          | 5             | Holocaust Denial on Trial project, 2002            |
| 2          | 6             | LearnLink material, circa 1993-2011                |
| 2          | 7             | LearnLink clippings, 2003-2004                     |
| 2          | 8             | InfoTalk newsletter, March 1990- August 1993       |
| 3          | 1-3           | InfoTalk newsletter, September 1993- February 1998 |
| XOP2       |               | Emory network diagram                              |
| XOP3       |               | Architectural plans                                |

**Series 3**  
**Audiovisual material, 1975-1994**  
**Box 4**

**Scope and Content Note**

Video recordings of divisional planning sessions and slides used by Information Technology Division staff for presentations as well as video related to UTS.

**Video recordings**

| <b>Box</b> | <b>Folder</b> | <b>Content</b>  |
|------------|---------------|---|
| 2          |               | Ron Wood And John Palms discussing computing at Emory on Mary Bugg's cable TV program, University Technology Services, undated  |
| 4          |               | The Ghost of Uppergate House: The Emory University Information Technology Division Technical Services Group presents The Ghost of Uppergate House produced by Peter W. Day and Betty's Troop for the Staff Meeting of March 17, 1992 and subsequently polished and extended, VHS cassette, March 17, 1992 |
| 4          |               | ITD Long Range Planning, version 2, approx. 28m, VHS cassette, 1992 October   |
| 4          |               | One Year Planning Retreat, VHS cassette, December 7-8, 1992   |
| 4          |               | One Year Directions For Improvement 1993-1994, VHS cassette, undated  |
| 4          |               | Trip to National Computer Conference 4/17/1975, RCA 10/7 arrives at Uppergate House 9/11/1972, IBM 1410 (basement Uppergate House) June 1966, VHS cassette, undated   |
| 4          |               | 3 unidentified VHS cassettes, undated   |

**Slides**

|   |  |  |
|---|--|--|
| 4 |  | Hardware, slides, June 1980                          |
| 4 |  | AUUA Talk, Lazer Printer #1," slides, September 1980 |
| 4 |  | AUUA Talk, Lazer Printer #2, slides, September 1980  |
| 4 |  | ISP Talk, Network and Client Talk, slides, undated   |

**Series 4**  
**Web archives, 2012-**  
**web sites**

**Scope and Content Note**

Series 3 consists of captured and preserved web pages from the Emory University Office of Information Technology that are made available through the Web Archiving Service of the California Digital Library.

The Emory Office of Information Technology website (<http://it.emory.edu>) provides information about Information Technology at Emory, such as supported software, IT service requests, and news updates.

| <b>Box</b> | <b>Folder</b> | <b>Content</b>  |
|------------|---------------|---|
| Online     |               | Emory University Office of Information Technology web archive, 2012-<br><a href="#">[Resource available online]</a> |

**Series 5**  
**Unprocessed additions**  
**Box 5**

**Restrictions on Access**

Special restrictions apply: series restricted in accordance with Emory University Archives access policy for unprocessed material.

| <b>Box</b> | <b>Folder</b> | <b>Content</b>        |
|------------|---------------|-----------------------|
| 13         |               | Unprocessed additions |

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