## Winthrop University Archives
### Preliminary Descriptive Inventory

**Unit:** Library  
**Record Group no:** W409  
**Sub-Group:**  
**Sub-group no:**  
**Series:** Systems Librarian: Correspondence and Memoranda  
**Series no:** 25

**Description of series and its contents:**

This series consists of the correspondence and memoranda produced by the Systems’ Librarian in the Winthrop Library. The Systems’ Librarian is in charge of hardware and software needs of the library as well as web and database maintenance. This series is organized by calendar year.

<table>
<thead>
<tr>
<th>Box (es)</th>
<th>Folder(s)</th>
<th>Contents</th>
<th>Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Correspondence</td>
<td>2013</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Correspondence and Memoranda</td>
<td>2014</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>Correspondence and Memoranda</td>
<td>2018</td>
</tr>
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- Topics:
  - Hurricane Weekend Technology protocols