

Audio Visual Services, Administrative Files

Ward M. Canaday Center for Special Collections

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**UNIVERSITY OF TOLEDO ARCHIVES
INVENTORY**

Collection Number: UR 11/01

Collection Name: Audio Visual Services, Miscellaneous Administrative Files

Dates: 1980's to 2011

Received from (department and person): Mark Walker, Digital Initiatives

Date Received: 1/15/2011

Quantity: .5 linear feet

Condition: Good

Location: 1/A/4

Access: Open

Description (include arrangement, types of material, subjects covered, processing notes, etc.):

Series contains files documenting various aspects of the Audio-Visual Services (AVS) and its predecessors. Files were maintained by Mark Walker, who held various positions in the department. His last position was in Digital Initiatives in University Libraries.

Completed by: Savannah Xaver

Date: 4/12/2016

ITEM DESCRIPTION	BOX	FOLDER
AV General Information	1	1
AVS Personnel Information	1	2
Conference Bureau	1	3
Correspondence	1	4
Drill Down Team	1	5
HEI Area Inventory	1	6
Job Description	1	7
Library Reorganization- Meeting Notes	1	8
Miscellaneous Materials	1	9
Organizational Charts	1	10
Peer Institutes	1	11
Program Review 1993-1997	1	12
Purchasing Card & Accounts Payable Procedures Training	1	13
Resource Management Unit	1	14
SWAC Building Committee 1998	1	15