

3-2015

# A Guide to the Records of Vice President for Information Services and University Librarian, Dr. Donald E. Riggs

Nova Southeastern University, Archives

Follow this and additional works at: [http://nsuworks.nova.edu/nsudigital\\_findingaids](http://nsuworks.nova.edu/nsudigital_findingaids)

---

## NSUWorks Citation

Nova Southeastern University, Archives, "A Guide to the Records of Vice President for Information Services and University Librarian, Dr. Donald E. Riggs" (2015). *Finding Aids*. Paper 6.  
[http://nsuworks.nova.edu/nsudigital\\_findingaids/6](http://nsuworks.nova.edu/nsudigital_findingaids/6)

This Finding Aid is brought to you for free and open access by the NSU Digital Collections at NSUWorks. It has been accepted for inclusion in Finding Aids by an authorized administrator of NSUWorks. For more information, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).

# A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

## I. Descriptive Summary

Provenance: Nova Southeastern University, Alvin Sherman Library

Title: Records of Vice President for Information Services and University Librarian, Dr. Donald E. Riggs

Dates: 1996-2007 (1997-2007)

Abstract: Administrative records of Donald E. Riggs, Vice President for Information Services and University Librarian at Nova Southeastern University

Extent: 11 boxes

## II. Biographical Sketch

Donald E. Riggs served as Vice President for Information Services and University Librarian at Nova Southeastern University from 1997 to 2007. Prior to this position, Dr. Riggs served for six years as Professor of Information and Library Science and Dean of University Libraries at the University of Michigan. He served twelve years as Dean of University Libraries at Arizona State University prior to going to the University of Michigan. In addition to his university library experience, Dr. Riggs served as head librarian in a high school, community college, and a four-year college.

Dr. Riggs grew up in rural West Virginia where his love of books started at an early age. He received his B.A. in Biological Sciences from Glenville State College in 1964, his M.A. in Educational Administration and Liberal Arts from West Virginia University in 1966, his M.L.S from the University of Pittsburgh in 1968, and his Ed.D. in Higher Education Administration and Community Education with Instructional Media Resources as the cognate area from Virginia Polytechnic Institute and State University in 1975. His dissertation was entitled *An Application of a Planning-Programming-Budgeting-System (PPBS) to a Technical Services Processing Center*.

Dr. Riggs served in several leadership positions in the library profession; for example, he was elected to the presidency of three state library associations (Arizona, Colorado and West Virginia). From 1994-95, Dr. Riggs was President of the national 5,200 member Library Administration and Management Association. Locally he served as President of SEFLIN (the multi-type library cooperative serving Florida's five southeastern counties). He was an author/editor of multiple books, book chapters, and journal articles. He served as editor of *Library Administration and Management*, *Library Hi Tech*, and the *College & Research Libraries* journals. He was invited to present professional papers and serve as a consultant for library programs throughout the world including the United States, China, Hungary, Ukraine, Republic of South Africa, Mexico, Puerto Rico, Australia, and the Czech Republic. In 1981 he received the national Hugh Atkinson Memorial Award for his innovation in library technology and risk-taking leadership, however he claimed his favorite award was that of Alumnus of the Year from his alma mater, Glenville State College, in 1992.

## III. Scope and Content

General Correspondence, memos, budgets, human resources paperwork, reports, and proposals are present in the administrative records of Donald E. Riggs. The majority of the files' coverage includes the planning and construction materials related to the building of the joint-use library with Broward County spearheaded by Donald E. Riggs from NSU and Sam Morrison from Broward County. Additional materials related to his work with various organizations is included, particularly the Association of

## A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

College and Research Libraries where he served as editor of *College & Research Libraries* and from universities where he served as a distance education faculty member.

The main bulk of the materials is from 1997 to 2002. Therefore, the collection offers a very thorough portrayal of the many facets of the Nova Southeastern University Libraries during those years. The bulk of the material is concerned with the administration of the various libraries at Nova Southeastern University – both on the main campus and at the regional campuses. This includes the Oceanography, Law, Health Professions Division, East Campus, North Miami Beach Campus, Panama, Jamaica, Bahamas, and the main campus libraries. There are files regarding the affiliation agreements between Nova University and various other institutions and organizations. Also included are many files covering the joint-use library planning, libraries' administration (finance, strategic plans, human resources documentation), and professional and personal correspondence. The challenges of a growing university and a consequently growing university library system are evident in the administrative files.

#### IV. Access or Use Restrictions

Archival collections are closed to the public. Permission must be obtained from the current NSU Archivist and the Vice President for Information Services and University Librarian. Certain files are restricted to protect identities of former staff and/or students.

#### V. Contents List

##### Box 1 of 11

- Resume
- Hiring Documentation
- Calendar, 2/2001-5/2001, 2/2003
- Holiday Cards
- Handwritten Notes
- Expense Reimbursement Requests
- University of Michigan Publications
- Book Reviews + 2 books reviewed
- Conferences – materials
- Presentations
- Miscellaneous Presentation Materials
- Publications
- Interview
- Courses Taught (folder 1 of 3)
- Courses Taught (folder 2 of 3)
- Courses Taught (folder 3 of 3)
- Sha Li Zhang (folder 1 of 2)

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- Sha Li Zhang (folder 2 of 2)
- Letters of Condolence

Box 2 of 11

- Media Union Proposal
- Parker Building Collaborative Technology Resources Facility
- NSU Auditorium
- Leo Goodwin Institute
- Law Library
- Oceanographic Center Library
- East Campus Branch Library
- Health Professions Division Library
- History of the Library Project
- Electronic Village
- ILLIAD
- Myra, Gross and Associates / Einstein Library Brochure
- Library Newsletter
- ASL-PLS Tab/Teen Volunteer Slumber Party
- Library Programming
- Library Card Drive
- Emil Buehler Interactive Learning Center
- Edward Pinkowski Polish American Research Center
- Hispanic Culture and Education Center
- Human Rights and Diversity Center
- Co-op with Jacksonville University
- Indian River Library
- Gurdjieff Society of Florida
- NASA Education Research Center
- Broward County Library Meetings
- Library Publications/Brochures
- Jewish Studies Institute
- Music Library
- Executive Librarians' Meetings
- Librarian Meeting Agendas

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- Xerox Copy Machine materials
- Circle of Friends
- Mr. Alvin Sherman
- Wayne State University – Host Research Library
- Sun Sentinel Children’s Fund and Knight Foundation Grant
- Funding Proposals FY 2005
- Panama, Jamaica, Bahamas Libraries
- North Miami Beach Library
- Central Florida Library Agreement
- George Mason University Agreement
- University of Southern Carolina Agreement
- Aventura Public Library Proposal
- Broward County and Florida Atlantic University
- Patriot Act

Box 3 of 11

- Collection Development Policy, 1994-1996
- Policy Documentation, various
- Libraries Serials Department Procedures Manual
- Library Student Assistants Policy Manual
- Alvin Sherman Library Training Manual
- Electronic Journal Management Systems Task Force, May 2002
- Technology Task Force
- Strategic Plan, 1997-2000
- Strategic Plan, 2000-2003
- Strategic Plan, 2001-2004
- Strategic Plan, 2005-2008, 2006-2009
- Strategic Plans, misc.
- ILL / Doc Delivery
- ASL Departmental Strategic Plans
- Task Forces
- Marketing Plan, 2000
- Faculty Strategic Planning Charrette, 98-99
- Emergency Preparedness Plan
- Library Statistics

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- Human Resources Report on Alvin Sherman Library, 2006
- Libraries Report
- Gallup Survey (folder 1 of 3)
- Gallup Survey (folder 2 of 3)
- Gallup Survey (folder 3 of 3)
- Student Evaluation of Library, 9/97, 2000
- Library Survey Results, 1996, 1997
- Library Survey Results, 2000
- SACS and distance library services
- Reaffirmation Committee
- SACS accreditation 1996
- SACS accreditation 1997
- SACS accreditation 2000

Box 4 of 11

- Memos/Correspondence to/from Peter Spyers-Duran 5/1996 – 12/1996
- Student Incident ([NAME REDACTED])
- Dean's Review of Majors Evaluated, 2000-01
- Ferrero Presentation – Excellence is Our Standard
- Town Hall Meetings
- Distance Education
- Employee Recognition Program, 99-00
- John Flynn Recognition
- Dean's Update and State of the Library
- Albert and Birdie Einstein
- Faculty Reception Invitations, 2005, 2006, 2010
- Dean's Council Retreat
- Local and NSU Publications
- ACRL and ALA materials
- SEFLIN (folder 1 of 2)
- SEFLIN (folder 2 of 2)
- SEFLIN Awards Programs
- ICUF
- NSU Policy Manual 1997

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- NSU Fundamentals of Supervision
- Newspaper Clippings
- Research Articles (folder 1 of 2)
- Research Articles (folder 2 of 2)

Box 5 of 11

- Broward County Joint Use Library (folder 1 of 25)
- Broward County Joint Use Library (folder 2 of 25)
- Broward County Joint Use Library (folder 3 of 25)
- Broward County Joint Use Library (folder 4 of 25)
- Broward County Joint Use Library (folder 5 of 25)
- Broward County Joint Use Library (folder 6 of 25)
- Broward County Joint Use Library (folder 7 of 25)
- Broward County Joint Use Library (folder 8 of 25)
- Broward County Joint Use Library (folder 9 of 25)
- Broward County Joint Use Library (folder 10 of 25)
- Broward County Joint Use Library (folder 11 of 25)
- Broward County Joint Use Library (folder 12 of 25)
- Broward County Joint Use Library (folder 13 of 25)
- Broward County Joint Use Library (folder 14 of 25)
- Broward County Joint Use Library (folder 15 of 25)
- Broward County Joint Use Library (folder 16 of 25)

Box 6 of 11

- Broward County Joint Use Library (folder 17 of 25)
- Broward County Joint Use Library (folder 18 of 25)
- Broward County Joint Use Library (folder 19 of 25)
- Broward County Joint Use Library (folder 20 of 25)
- Broward County Joint Use Library (folder 21 of 25)
- Broward County Joint Use Library (folder 22 of 25)
- Broward County Joint Use Library (folder 23 of 25)
- Broward County Joint Use Library (folder 24 of 25)

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney

Nova Southeastern University Archives

March 2015

- Broward County Joint Use Library (folder 25 of 25)
- Broward County Joint Use Library – Peter Spyers-Duran consulting materials
- Broward County Joint Use Library – Alvin Sherman Library, Research and Information Technology Center media packet
- Broward County Joint Use Library – Reception Planning Materials, May 20, 1997
- Broward County Joint Use Library – Library Dedication Planning

Box 7 of 11

- Personnel Paperwork / HR (folder 1 of 11)
- Personnel Paperwork / HR (folder 2 of 11)
- Personnel Paperwork / HR (folder 3 of 11)
- Personnel Paperwork / HR (folder 4 of 11)
- Personnel Paperwork / HR (folder 5 of 11)
- Personnel Paperwork / HR (folder 6 of 11)
- Personnel Paperwork / HR (folder 7 of 11)
- Personnel Paperwork / HR (folder 8 of 11)
- Personnel Paperwork / HR (folder 9 of 11)
- Personnel Paperwork / HR (folder 10 of 11)
- Personnel Paperwork / HR (folder 11 of 11)
- Personnel Paperwork / HR – Senior Admin Evaluations
- Personnel Paperwork / HR – [NAME REDACTED] (folder 1 of 2)
- Personnel Paperwork / HR – [NAME REDACTED] (folder 2 of 2)
- Personnel Paperwork / HR – [NAME REDACTED] (folder 1 of 2)
- Personnel Paperwork / HR – [NAME REDACTED] (folder 2 of 2)
- Personnel Paperwork / HR – University Librarian Search
- Personnel Paperwork / HR – Law Library Director Search
- Personnel Paperwork / HR – Donald Riggs Performance Report, Summary and Goals

Box 8 of 11

- Finance/Budget FY 1996
- Finance/Budget FY 1997
- Finance/Budget FY 1998



A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- Finance/Budget FY 1999 (folder 1 of 2)
- Finance/Budget FY 1999 (folder 2 of 2)
- Finance/Budget FY 2000 (folder 1 of 2)
- Finance/Budget FY 2000 (folder 2 of 2)
- Finance/Budget FY 2001 (folder 1 of 2)
- Finance/Budget FY 2001 (folder 2 of 2)
- Finance/Budget FY 2002
- Finance/Budget FY 2003
- Finance/Budget FY 2004
- Finance/Budget FY 2005
- Finance/Budget, misc.

Box 9 of 11

- Correspondence April –Dec 1996
- Correspondence January 1997
- Correspondence February 1997
- Correspondence March 1997
- Correspondence April 1997
- Correspondence May 1997
- Correspondence June 1997
- Correspondence July 1997
- Correspondence August 1997
- Correspondence September 1997
- Correspondence October 1997
- Correspondence November 1997
- Correspondence December 1997
- Correspondence January 1998
- Correspondence February 1998
- Correspondence March 1998
- Correspondence April 1998
- Correspondence May 1998
- Correspondence June 1998
- Correspondence July 1998
- Correspondence August 1998

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney  
Nova Southeastern University Archives  
March 2015

- Correspondence September 1998
- Correspondence October 1998
- Correspondence November 1998
- Correspondence December 1998
- Correspondence January 1999
- Correspondence February 1999
- Correspondence March 1999
- Correspondence April 1999
- Correspondence May 1999
- Correspondence June 1999
- Correspondence July 1999
- Correspondence August 1999
- Correspondence September 1999
- Correspondence October 1999

Box 10 of 11

- Correspondence November 1999
- Correspondence December 1999
- Correspondence January 2000
- Correspondence February 2000
- Correspondence March 2000
- Correspondence April 2000
- Correspondence May 2000
- Correspondence June 2000
- Correspondence July 2000
- Correspondence August 2000
- Correspondence September 2000
- Correspondence October 2000
- Correspondence November 2000
- Correspondence December 2000
- Correspondence Jan – July 2001
- Correspondence Aug – Dec 2001
- Correspondence Jan – June 2002
- Correspondence July – Dec 2002

A Guide to the Records of the VP for Information Services and University Librarian Donald E. Riggs

Finding aid created by Michele Gibney

Nova Southeastern University Archives

March 2015

- Correspondence Jan – Dec 2003 (unsorted)
- Correspondence Jan – April 2004
- Correspondence May – Dec 2004
- Correspondence Jan – Dec 2005 (unsorted)
- Correspondence Jan – Dec 2006 (unsorted)
- Correspondence Jan – Dec 2007 (unsorted)

Box 11 of 11

- Unsorted miscellaneous books, 3x5 discs, and NSU publications