

Trinity Western University Archives

Finding Aid - Library Fonds (42)

Generated by Access to Memory (AtoM) 2.2.0 Printed: April 07, 2016

Language of description: English

Trinity Western University Archives

7600 Glover Road

Langley

BC

Canada

V2Y 1Y1

Telephone: 604-513-2023 ext. 3925

Fax: Fax: 604-513-2063

[Email: stopfort@twu.ca](mailto:stopfort@twu.ca)

<http://archives.twu.ca>

<http://archivessearch.twu.ca/index.php/library-fonds>

Library Fonds

Table of contents

Summary information	3
Administrative history / Biographical sketch	3
Scope and content	4
Notes	4
Access points	5
Series descriptions	5
42-01, Correspondence and Memoranda, 1969 -	5
42-02, Minutes of Meetings, 1968 -	11
42-03, Financial Records, 1970 -	17
42-04, Reports and Planning Documents, 1972 -	23
42-05, Events, 1965 -	28
42-06, Policies and Procedures, 1962 -	29
42-07, Community Projects, 1975 -	31

Summary information

Repository:	Trinity Western University Archives
Title:	Library Fonds
ID:	42
Date:	1962-2009 (date of creation)
Physical description:	1.5 m of textual records
Physical location:	Bay 14
Physical location:	Bay 15
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

According to the Trinity Junior College Act of 1969, the "Board of Governors, upon the recommendation of the President, may appoint the ... Librarian ..."

The first Librarian appointed was Ms. Edna Modig, who served in that capacity for one year. Mr. John Trotter was the second Librarian appointed, ca. 1963. During the 1970/1971 academic year, Ms. Ardath Sydor served as Acting Librarian, while the administrators sought a candidate to fill the position on a permanent basis.

In the fall of 1971, Mr. David Twiest accepted the position. Under Mr. Twiest's able leadership, library services and collections were greatly expanded. Mr. Twiest served on many College and University committees, contributing to the campus community in many capacities. In addition, he initiated and participated in a variety of wider community endeavours, including the McMillan Park project and the Langley Library Advisory Commission/Committee.

Recognising the need to document the history of Trinity Western, he began to accumulate archival records, and established the University Archives within the Library. In 1983 Board members Bill Tatum and Dean Johnson "moved the establishment of an archives department at Trinity Western ..." (Board of Governors minutes).

As of January, 2003, upon the retirement of Mr. Twiest, Mr. Ted Goshulak agreed to serve as Acting Director of Libraries, until a permanent successor for David Twiest could be found. In August of 2003, Ted Goshulak was appointed the new University Librarian.

The Library was first located in a wing of the Calvin B. Hanson Chapel, and consisted of several shelves filled with books. In 1965, the Vernon Strombeck Library was built to accommodate approximately 200 students; at this time, 103 students were enrolled at the College. The new library building was dedicated on October 23. In 1971, the Library building was renovated, and in 1972, the Women's Missionary

Society embarked on a "Library Volumes Project" to expand the collections. Portables were added in 1983 to provide more space for researchers.

In 1988 a new library building was constructed at a more central campus location. This project required that Faculty House be moved, and Hubbard House be demolished. In January of 1989 the new library was officially opened, and in 1994, a naming ceremony was held for the newly-christened Norma Marion Alloway Library.

As of 2000, the mission of the Library, "as a gateway to the global information environment, is to support and further the University's goal of developing godly Christian leaders by providing excellent services and resources which will enable users to achieve their research goals, equip them to navigate effectively and wisely in the information age, and foster a life-long dedication to learning."

Scope and content

The fonds consists of records dating from 1962 to 2009 that document the activities, functions, and decisions of the Director of Libraries. It provides a unique source of information regarding the establishment and expansion of services and resources available to students, faculty, staff, affiliates, and community borrowers, at the University Library.

Series within the fonds include:

Series 01: Correspondence and Memoranda

Series 02: Minutes of Meetings

Series 03: Financial Records

Series 04: Reports and Planning documents; Proposals

Series 05: Events; Newspaper Clippings

Series 06: Policies and Procedures

Series 07: Community Projects

Notes

Title notes

- **Source of title proper:** Title based on the contents of the fonds

Restrictions on access

Access restrictions apply. Please contact Archivist for additional information.

Finding aids

File list available

Related material

- * Photo album documenting the history of the library, 1963 to 1988; Bay 2

* See also Fonds 41

Accruals

Further accruals to this fonds are expected

Other notes

- **Publication status:** Published
- **Alpha-numeric designations:** 9325

Access points

- Goshulak, Ted (subject)
- Twiest, David (subject)
- Textual record (documentary form)

Series descriptions

Series 42-01: Correspondence and Memoranda

Date: 1969 - (date of creation)

Scope and content:

Series consists of correspondence, both internal and external, and memoranda

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9326

File / item list

Ref code	Title	Dates	Access status	Container
42-01-02 18	File - Internal and External Correspondence re: various issues <u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u>	1996-1997		B 14 S 6 Box 2

	Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)		
42-01-02 09	File - Memoranda re: various issues, policies, and procedures	1992	B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)		
42-01-02 02	File - Internal and external correspondence re: various issues, including personnel, circulation, donations, resources, collection development, and various library policies and procedures.	1990	May contain sensitive materials re: fines and disciplinary matters B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)		
42-01-02 19	File - Memoranda re: various issues, policies, and procedures	1995	B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)		
42-01-04 21	File - Correspondence and memos re: Plans to install the Biblical Museum display in the library	1984-1985; 1992-1996; 1999	B 14 S 6 Box 4
	<u>Physical location:</u> B 14 S 6 Box 4 <u>Note:</u>		

	<p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p> <p><u>Note:</u></p> <p>Plans for this display were cancelled</p>		
42-01-02 10	File - Memoranda re: Various Issues, Policies, and Procedures	1993	B 14 S 6 Box 2
	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>		
42-01-02 20	File - Memoranda re: various issues, policies, and procedures	1996-1997	B 14 S 6 Box 2
	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>		
42-01-02 11	File - Memoranda re: Various Issues, Policies, and Procedures	1994	B 14 S 6 Box 2
	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>		
42-01-02 05	File - Internal and external correspondence	1989	May contain sensitive materials re: fines and disciplinary matters B 14 S 6 Box 2
	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p>		

	Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)		
42-01-05 01	File - Original Library Building 1970-1971	1969-1971	B 14 S 6 Box 5
	<u>Physical location:</u> B 14 S 6 Box 5		
	<u>Note:</u> Box 05: David Twiest's reference binders		
42-01-02 12	File - Internal and External Correspondence re: various issues, including donations of books, services offered, personnel issues, subscriptions to periodicals, fines, and the Electronic Library Network (ELN)	1991	B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2		
	<u>Note:</u> Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)		
42-01-01 13	File - Memo providing names, titles, addresses, and birth dates for library faculty and staff	1995	B 14 S 6 Box 1
	<u>Physical location:</u> B 14 S 6 Box 1		
	<u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995		
42-01-02 06	File - Memoranda re: various issues, including services, membership in associations, personnel issues, events, copyright, facilities maintenance, etc.	1986	May contain sensitive materials re: fines and disciplinary matters B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2		
	<u>Note:</u>		

	Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)			
42-01-02 13	File - Internal and External Correspondence re: various issues <u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)	1992		B 14 S 6 Box 2
42-01-02 07	File - Memoranda re: various issues, policies, and procedures <u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)	1990	May contain sensitive materials re: fines and disciplinary matters	B 14 S 6 Box 2
42-01-02 14	File - Correspondence, primarily concerning periodical/serial subscriptions <u>Physical location:</u> B 14 S 6 Box 2 <u>Note:</u> Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)	1994		B 14 S 6 Box 2
42-01-04 16	File - Notes and printed email messages of the Art Sub-Committee <u>Physical location:</u> B 14 S 6 Box 4 <u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)	1997		B 14 S 6 Box 4
42-01-02 08	File - Memoranda re: various issues, policies, and procedures	1991	May contain sensitive materials re: fines and disciplinary matters	B 14 S 6 Box 2

	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)</p>			
42-01-02 15	<p>File - Internal and External Correspondence re: various issues, including a brief update on automation and retrospective conversion to the Alloways (Maranatha Foundation)</p> <p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>	1994		B 14 S 6 Box 2
42-01-06 06	<p>File - Correspondence</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p>	1996-2000	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 6
42-01-02 16	<p>File - Internal and External Correspondence re: various issues</p> <p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>	1993		B 14 S 6 Box 2
42-01-02 17	<p>File - Internal and External Correspondence re: various issues</p> <p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence & memos (1986-1997, predominantly 1990-1995)</p>	1995-1996		B 14 S 6 Box 2
42-01-05 05	<p>File - Building Communication: Correspondence, Committees</p>	1982; 1987-1989		B 14 S 6 Box 5

	<u>Physical location:</u> B 14 S 6 Box 5		
	<u>Note:</u> Box 05: David Twiest's reference binders		
42-01-09 08	File - Memoranda	1991-2001	B 17 S 1 Box 9
42-01-09 10	File - Correspondence	2001-2002	B 17 S 1 Box 9

Series 42-02: Minutes of Meetings

Date: 1968 - (date of creation)

Scope and content:

Series consists of minutes of the Library Committee, as well as other committees on which the Director of Libraries served

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9327

File / item list

Ref code	Title	Dates	Access status	Container
42-02-04 19	File - Minutes of one meeting of the Committee on Naming Buildings <u>Physical location:</u> B 14 S 6 Box 4 <u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)	1980		B 14 S 6 Box 4
42-02-04 10	File - Minutes of Meetins of the Task Force on the Future of Computing at TWU <u>Physical location:</u> B 14 S 6 Box 4 <u>Note:</u>	1995-1996		B 14 S 6 Box 4

	Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)			
42-02-04 01	File - Minutes of Meetings of the Ways and Means Committee	1977; 1979-1981		B 14 S 6 Box 4
	<u>Physical location:</u> B 14 S 6 Box 4			
	<u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)			
42-02-04 11	File - Minutes of the Committee on Academic Restructuring	1990-1991		B 14 S 6 Box 4
	<u>Physical location:</u> B 14 S 6 Box 4			
	<u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)			
42-02-04 02	File - Records of the Ethics Review Committee	1988?	Access restrictions apply. Please contact Archivist for additional information.	B 14 S 6 Box 4
	<u>Physical location:</u> B 14 S 6 Box 4			
	<u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)			
42-02-02 03	File - Minutes and notes of meetings of the Library Committee	1991		B 14 S 6 Box 2
	<u>Physical location:</u> B 14 S 6 Box 2			
	<u>Note:</u> Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)			
42-02-04 03	File - Minutes and Notes of Meetings of the Heritage and Culture Committee	1997; 2000		B 14 S 6 Box 4

	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-07 08	File - Minutes of meetings of the Library Committee	1992-1996; 1998	B 15 S 1 Box 7
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 7</p>		
42-02-02 04	File - Minutes of meetings of the Library Committee	1988-1990	B 14 S 6 Box 2
	<p><u>Physical location:</u> B 14 S 6 Box 2</p> <p><u>Note:</u></p> <p>Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)</p>		
42-02-04 13	File - Records of the Student Job Committee	1980-1981	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-03 01	File - Minutes of meetings of the Library Committee	1968-1969; 1974-1976; 1978-1979	B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p> <p>Box 03: Library Committee Records (1968-2001)</p>		
42-02-04 04	File - Records of the Four-Year Study Commission	1977-1978?	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p>		

	<p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-04 14	File - Records of one meetings of the Ad Hoc Committee on Operating Systems	1994	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-03 02	File - Memos and reports	1971-1980	B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p> <p>Box 03: Library Committee Records (1968-2001)</p>		
42-02-04 05	File - Minutes of Meetings of the Audio-Visual Committee (also called the Learning Resource Committee)	1978-1988	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-06 03	File - Minutes of meetings of the Information Systems Committee	1994-1996	B 15 S 1 Box 6
	<p><u>Physical location:</u> B 15 S 1 Box 6</p>		
42-02-04 15	File - Minutes of Meetings of the Ad Hoc Committee Honours Program	1986-1987	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p>		

	<p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>			
42-02-03 03	File - Minutes of meetings of the Library Committee	1979-1982		B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p> <p>Box 03: Library Committee Records (1968-2001)</p>			
42-02-06 13	File - Minutes of meetings of the TWU Graduate Academic Council - also referred to as the Graduate Council	1990-1992	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 6
	<p><u>Physical location:</u> B 15 S 1 Box 6</p>			
42-02-04 06	File - Records of the Faculty Committee on Image Criteria for a New Trinity Western College President	ca. 1972		B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>			
42-02-06 04	File - Minutes of meetings of the Information Systems Committee	1992-1996		B 15 S 1 Box 6
	<p><u>Physical location:</u> B 15 S 1 Box 6</p>			
42-02-03 04	File - Minutes of meetings of the Library Committee	1976-1977; 1982-1989		B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p> <p>Box 03: Library Committee Records (1968-2001)</p>			
42-02-04 07	File - Minutes of one meeting of the Computer Committee	1981		B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p>			

	<p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-06 05	File - Graduate Academic Council Minutes Cumulative Index for 1990-1997	1997	B 15 S 1 Box 6
	<p><u>Physical location:</u> B 15 S 1 Box 6</p>		
42-02-03 05	File - Minutes of Meetings of the Library Committee	1989-1991	B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p> <p>Box 03: Library Committee Records (1968-2001)</p>		
42-02-04 17	File - A memo re: Health Services from David Twiest, representing the Faculty Advisory Committee	1973	B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-04 08	File - Notes of Bookstore Manager Search Committee	1982	Access restrictions apply. Please contact Archivist for additional information. B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>		
42-02-03 06	File - Minutes of Meetings of the Library Committee	1992-2001	B 14 S 6 Box 3
	<p><u>Physical location:</u> B 14 S 6 Box 3</p> <p><u>Note:</u></p>		

	<p>Box 03: Library Committee Records (1968-2001).</p> <p><u>Note:</u></p> <p>No minutes for 1995 or 1997.</p>			
42-02-08 11	File - Records management at Trinity Western University (TWU)	1994-1997; 1999; 2001; 2003	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>			
42-02-04 18	File - Records of the Library Planning Committee	1981		B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>			
42-02-04 09	File - Records of the Faculty Commission on Higher Education	ca. 1974		B 14 S 6 Box 4
	<p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p> <p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p>			
42-02-09 05	File - Minutes of Meetings of the Library Committee	1999-2002		B 17 S 1 Box 9

Series 42-03: Financial Records

Date: 1970 - (date of creation)

Scope and content:

Series consists of financial records, fundraising materials - including applications for grants - donor packages, and other related documents. Also includes Bill Badke's accession records for Northwest Baptist Theological College (NBTC)

Access points:

- Textual record (documentary form)

<u>Alpha-numeric designations:</u>				
9328				
File / item list				
Ref code	Title	Dates	Access status	Container
42-03-08 03	File - Budget, 1970-1981 <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1970-1981	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-01 19	File - Applications for grant funding sent to the Vancouver Foundation <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1978-1981		B 14 S 6 Box 1
42-03-08 13	File - Mel Smith Papers <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1995; 1997-1999; 2001-2002	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-04 20	File - Proposals, Recommendations, and Guidelines re: the Contract Services Group <u>Physical location:</u> B 14 S 6 Box 4 <u>Note:</u> Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)	1984-1986		B 14 S 6 Box 4
42-03-08 04	File - Budget, 1981-1987 <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1981-1987	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-01 20	File - Catalogue Classification Project application for Employment and Immigration Canada's Student Employment Program	1981		B 14 S 6 Box 1

	<p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>			
42-03-01 10	<p>File - Donor package for the "TWU Library Completion" project</p> <p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>	ca. 1988		B 14 S 6 Box 1
42-03-08 14a	<p>File - Maranatha Foundation</p> <p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>	1993-1998; 2000-2001	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-06 08a	<p>File - NBTC (Northwest Baptist Theological College) Library accession list</p> <p><u>Creator:</u> Badke, Bill</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p> <p><u>Note:</u></p> <p>Handwritten</p>	1938-1973		B 15 S 1 Box 6
42-03-08 05	<p>File - Budget, 1987-1992</p> <p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>	1986-1992	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-04 12	<p>File - Records for the 25th Anniversary Fund Campaign</p> <p><u>Physical location:</u> B 14 S 6 Box 4</p> <p><u>Note:</u></p>	[ca. 1985?]		B 14 S 6 Box 4

	<p>Box 04: Minutes and Notes of Various Committee Meetings (1973-1996)</p> <p><u>Note:</u></p> <p>David Twiest served as Faculty/Staff Campaign Chairman</p>			
42-03-06 08b	File - NBTC (Northwest Baptist Theological College) Library accession list	1938-1973		B 15 S 1 Box 6
	<p><u>Creator:</u> Badke, Bill</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p> <p><u>Note:</u></p> <p>Handwritten</p>			
42-03-08 14b	File - Maranatha Foundation	1993-1998; 2000-2001	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>			
42-03-08 06	File - Budget, 1992-1997	1991-1997	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>			
42-03-01 12	File - Applications for grant funding sent to the Koerner Foundation	1970-1973		B 14 S 6 Box 1
	<p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>			
42-03-06 09a	File - NBTC (Northwest Baptist Theological College) Library accession list	1975-1982		B 15 S 1 Box 6
	<p><u>Creator:</u> Badke, Bill</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p>			

	<u>Note:</u> Handwritten			
42-03-07 10	File - Periodical Holdings list <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1999		B 15 S 1 Box 7
42-03-06 16	File - Accessions List for Vancouver Bible Institute (VBI) <u>Physical location:</u> B 15 S 1 Box 6	1969-1976		B 15 S 1 Box 6
42-03-08 07	File - Budget, 1998-1999 <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1998-2001	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-06 09b	File - NBTC (Northwest Baptist Theological College) Library accession list <u>Creator:</u> Badke, Bill <u>Physical location:</u> B 15 S 1 Box 6 <u>Note:</u> Handwritten	1975-1982		B 15 S 1 Box 6
42-03-08 08	File - Budget, 2001-2002 <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	2001-2002	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-03-06 10a	File - NBTC (Northwest Baptist Theological College) Library accession list <u>Creator:</u> Badke, Bill <u>Physical location:</u> B 15 S 1 Box 6 <u>Note:</u> Handwritten	1982-1992		B 15 S 1 Box 6
42-03-08 09	File - Budget, 2002-2003 <u>Creator:</u> Twiest, David	2002-2005	May contain confidential information. Please contact Archivist	B 15 S 1 Box 8

	<u>Physical location:</u> B 15 S 1 Box 8		for additional information.
42-03-05 04a	File - 1988 Building Costs: Furniture, Equipment, Shelving, etc. <u>Physical location:</u> B 14 S 6 Box 5 <u>Note:</u> Box 05: David Twiest's reference binders <u>Note:</u> Files 4a and 4b were originally one file	1998-1990	B 14 S 6 Box 5
42-03-07 09	File - Periodical Holdings list <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1991	B 15 S 1 Box 7
42-03-06 10b	File - NBTC (Northwest Baptist Theological College) Library accession list <u>Creator:</u> Badke, Bill <u>Physical location:</u> B 15 S 1 Box 6 <u>Note:</u> Handwritten	1982-1992	B 15 S 1 Box 6
42-03-05 04b	File - 1988 Building Costs: Furniture, Equipment, Shelving, etc. <u>Physical location:</u> B 14 S 6 Box 5 <u>Note:</u> Box 05: David Twiest's reference binders <u>Note:</u> Files 4a and 4b were originally one file	1998-1990	B 14 S 6 Box 5
42-03-06 11a	File - NBTC (Northwest Baptist Theological College) Library accession list	1993-2000	B 15 S 1 Box 6

	<p><u>Creator:</u> Badke, Bill</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p> <p><u>Note:</u></p> <p>Handwritten</p>			
42-03-08 01	File - Budget - Maranatha Funding	1994; 2000-2001	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>			
42-03-06 11b	File - NBTC (Northwest Baptist Theological College) Library accession list	1993-2000		B 15 S 1 Box 6
	<p><u>Creator:</u> Badke, Bill</p> <p><u>Physical location:</u> B 15 S 1 Box 6</p> <p><u>Note:</u></p> <p>Handwritten</p>			
42-03-08 12	File - Robert N. Thompson Collection	1983; 1994-1997; 1999; 2001	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
	<p><u>Creator:</u> Twiest, David</p> <p><u>Physical location:</u> B 15 S 1 Box 8</p>			

Series 42-04: Reports and Planning Documents

Date: 1972 - (date of creation)

Scope and content:

Series consists of reports, proposals, and planning documents

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9329

File / item list

Ref code	Title	Dates	Access status	Container
42-04-02 01	File - Reports, statistics, proposals, and recommendations re: library services, collection, and expansion	1972; 1980; 1985; 1989; 1992		B 14 S 6 Box 2

	<u>Physical location:</u> B 14 S 6 Box 2		
	<u>Note:</u> Box 02: Correspondence and memos, 1986-1997 (predominantly 1990-1995)		
42-04-07 04	File - Annual Report <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1997	B 15 S 1 Box 7
42-04-05 06	File - Building Completion <u>Physical location:</u> B 14 S 6 Box 5 <u>Note:</u> Box 05: David Twiest's reference binders	1992-1993	B 14 S 6 Box 5
42-04-01 09	File - "TWC Vernon Strombeck Library: A Moderate Approach to Develop a New Facility Rather than Opt for an Addition to the Current Facility" draft by David Twiest <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1980	B 14 S 6 Box 1
42-04-07 05	File - Annual Report <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1998	B 15 S 1 Box 7
42-04-07 07	File - Annual Report <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	2000-2001	B 15 S 1 Box 7
42-04-08 15	File - Strategic Planning <u>Creator:</u> Twiest, David	1985; 1988-1989; 1992; 1996; 1999	May contain confidential information. Please contact Archivist B 15 S 1 Box 8

	<u>Physical location:</u> B 15 S 1 Box 8		for additional information.	
42-04-06 01	File - Strategic planning <u>Physical location:</u> B 15 S 1 Box 6	1988, 1996-1997	Contains confidential information (memo)	B 15 S 1 Box 6
42-04-06 15	File - Library Building - planning documents <u>Physical location:</u> B 15 S 1 Box 6	1980; 1985-1988		B 15 S 1 Box 6
42-04-08 16	File - Library Moving <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1988	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-04-08 19	File - As found report, Calvin B. Hanson Chapel, Trinity Western University <u>Creator:</u> Stopforth, Sylvia <u>Physical location:</u> B 15 S 1 Box 8	2008		B 15 S 1 Box 8
42-04-06 02	File - President's Friends' Strategic Planning Session (May 13) <u>Physical location:</u> B 15 S 1 Box 6	1993		B 15 S 1 Box 6
42-04-05 02	File - Building Programs/TJC Strombeck <u>Physical location:</u> B 14 S 6 Box 5 <u>Note:</u> Box 05: David Twiest's reference binders	1979-1987		B 14 S 6 Box 5
42-04-01 14	File - Application forms, notes, and reports re: Library Services Improvement Project <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1982-1983		B 14 S 6 Box 1
42-04-01 04	File - Interim Report and Library Monograph Spending Discipline Guidelines	1975; 1984-1985		B 14 S 6 Box 1

	<u>Physical location:</u> B 14 S 6 Box 1			
	<u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995			
42-04-07 06	File - Annual Report <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1999		B 15 S 1 Box 7
42-04-01 05	File - Five-year Library Development Program 1985-1989 <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1986		B 14 S 6 Box 1
42-04-06 14	File - TWU Graduate Academic Council (Graduate Council) records <u>Physical location:</u> B 15 S 1 Box 6	1990-1991	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 6
42-04-01 16	File - Copy of agreement between Employment and Immigration Canada and Trinity Western College re: the Library Access Catalogue project <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1982		B 14 S 6 Box 1
42-04-08 10	File - Library Automation Project <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1982; 1984; 1988-1989; 1992-1995	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-04-01 17	File - Copy of a student paper evaluating the library's periodical holdings entitled	1986	contains confidential material - student's	B 14 S 6 Box 1

	"Management Information Systems: TWU Library" by Christopher Peasland <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995		grade on paper is recorded	
42-04-07 03	File - Annual Report <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	1996-1997		B 15 S 1 Box 7
42-04-08 02	File - Bell Tower and Atrium projects <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	1992; 1995; 1998; 2001; 2009	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-04-01 18	File - Trinity Western Library Survey <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library Records, 1962 -1988; 1994-1995 <u>Note:</u> Survey is 85 pages plus appendices <u>Note:</u> Includes photographs.	1982		B 14 S 6 Box 1
42-04-09 01	File - Library Building Program - Trinity Western College to Board of Governors - Phase I - Revised Statement <u>Creator:</u> Library	1985		B 17 S 1 Box 9
42-04-09 02	File - Library Building Program - Trinity Western University to Board of Governors - Phase I - Second Revision	1987		B 17 S 1 Box 9
42-04-09 03	Otherlevel - Library Building Program	1988		B 17 S 1 Box 9
42-04-09 04	File - Library Building Program	1980		B 17 S 1 Box 9

42-04-09 06	File - Reports, Plans, Surveys, Proposals	2000-2006	B 17 S 1 Box 9
42-04-09 07	File - NBTC [Northwest Baptist Theological College] / ACTS [Associated Canadian Theological Schools] Library at TWU Library	1989-2000	B 17 S 1 Box 9
42-04-09 12	File - Reference Desk Statistics	1993-2014	B 17 S 1 Box 9
42-04-09 13	File - Library Report and Langley Bog Report	2009-2010	B 17 S 1 Box 9

Series 42-05: Events

Date: 1965 - (date of creation)

Scope and content:

Series consists of records documenting dedication and naming ceremonies, ground-breaking ceremonies, and other events; includes some newspaper clippings

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9330

File / item list

Ref code	Title	Dates	Access status	Container
42-05-01 01	File - Brochures documenting events, and services available <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1965; 1983		B 14 S 6 Box 1
42-05-08 18	File - Deans' Council Retreat <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 8	2002	May contain confidential information. Please contact Archivist for additional information.	B 15 S 1 Box 8
42-05-01 03	File - Newspaper Clippings <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u>	1965; 1976		B 14 S 6 Box 1

	Box 01: Miscellaneous Library records, 1962-1988; 1994-1995		
42-05-07 11	File - ai05 - Arts Intersection 2005: art, nature, and medicine, a celebration of interdisciplinary exchange <u>Creator:</u> Twiest, David <u>Physical location:</u> B 15 S 1 Box 7	2005	B 15 S 1 Box 7
42-05-01 08	File - Library Dedication Ceremonies <u>Physical location:</u> B 14 S 6 Box 1 <u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995	1989; 1994	B 14 S 6 Box 1

Series 42-06: Policies and Procedures

Date: 1962 - (date of creation)

Scope and content:

Series consists of records documenting library policies and procedures; also includes a copy of the Faculty Advisor Manual and the Academic Policy Manual

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9331

File / item list

Ref code	Title	Dates	Access status	Container
42-06-06 12	File - Academic Policy Manual <u>Physical location:</u> B 15 S 1 Box 6	1979-1992		B 15 S 1 Box 6
42-06-06 07b	File - Faculty Advisor Manual <u>Physical location:</u> B 15 S 1 Box 6	1994		B 15 S 1 Box 6
42-06-01 21	File - Library policy and procedures manual for the Vernon Strombeck Library	[ca. 1975?]		B 14 S 6 Box 1

	<u>Physical location:</u> B 14 S 6 Box 1		
	<u>Note:</u> Staff Handbook		
42-06-06 18b	File - Faculty Manual	2000	B 15 S 1 Box 6
	<u>Physical location:</u> B 15 S 1 Box 6		
42-06-01 02	File - Library Regulations and Guides / Handbooks for the Vernon Strombeck Library	1962-1964; ca. 1975-1983	B 14 S 6 Box 1
	<u>Physical location:</u> B 14 S 6 Box 1		
	<u>Note:</u> Box 01: Miscellaneous Library records, 1962-1988; 1994-1995		
42-06-06 17	File - Faculty Handbook	2000	B 15 S 1 Box 6
	<u>Physical location:</u> B 15 S 1 Box 6		
42-06-05 03a	File - Library Policy and Procedures Manual (last revision 1990)	1990	B 14 S 6 Box 5
	<u>Physical location:</u> B 14 S 6 Box 5		
	<u>Note:</u> Box 05: David Twiest's reference binders		
	<u>Note:</u> Files 3a and 3b were originally one file		
42-06-06 18a	File - Faculty Manual	2000	B 15 S 1 Box 6
	<u>Physical location:</u> B 15 S 1 Box 6		
42-06-05 03b	File - Library Policy and Procedures Manual (last revision 1990)	1990	B 14 S 6 Box 5
	<u>Physical location:</u> B 14 S 6 Box 5		
	<u>Note:</u>		

	Box 05: David Twiest's reference binders			
	<u>Note:</u>			
	Files 3a and 3b were originally one file			
42-06-06 19	File - Library Policy and Procedure Manual	2001		B 15 S 1 Box 6
	<u>Physical location:</u> B 15 S 1 Box 6			
42-06-07 01	File - Materials donated by Stan Olson, prior to his retirement in 2007	1981-1983; 1987; 1989-2006	Access restrictions apply. Please contact Archivist for additional information.	B 15 S 1 Box 7
	<u>Physical location:</u> B 15 S 1 Box 7			
42-06-07 02	File - Miscellaneous library records	1984-2000		B 15 S 1 Box 7
	<u>Creator:</u> Twiest, David			
	<u>Physical location:</u> B 15 S 1 Box 7			
42-06-06 07a	File - Faculty Advisor Manual	1994		B 15 S 1 Box 6
	<u>Physical location:</u> B 15 S 1 Box 6			
42-06-09 09	File - Discipline Monograph Funding Guidelines	1994; 2000		B 17 S 1 Box 9
42-06-09 11	File - Professional Librarians' Manual, prepared by David A. Twiest	ca. 1991-1992		B 17 S 1 Box 9

Series 42-07: Community Projects

Date: 1975 - (date of creation)

Scope and content:

Series consists of records documenting the involvement of the Director of Libraries in various community endeavours, including the Langley Public Library

Access points:

- Textual record (documentary form)

Alpha-numeric designations:

9332

File / item list

Ref code	Title	Dates	Access status	Container
----------	-------	-------	---------------	-----------

42-07-01 11	<p>File - Memos and correspondence re: Trinity's involvement in the Langley Library Advisory Committee</p> <p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>	1983-1986	B 14 S 6 Box 1
42-07-01 15	<p>File - McMillan Park Rest Area project</p> <p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>	1975	B 14 S 6 Box 1
42-07-01 06	<p>File - Library Facilities in the Township of Langley</p> <p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>	1986	B 14 S 6 Box 1
42-07-01 07	<p>File - Reports on Library Service to Shut-ins in the Langly Area and Library Service to Shut-ins Volunteer Handbook, prepared by members of the Langley Library Advisory Committee</p> <p><u>Physical location:</u> B 14 S 6 Box 1</p> <p><u>Note:</u></p> <p>Box 01: Miscellaneous Library records, 1962-1988; 1994-1995</p>	ca. 1978	B 14 S 6 Box 1