

Environmental Library of Minnesota Collection

M/A 2014.08.01-03

Finding aid prepared by Edward Steffen Morrow Jr.

This finding aid was produced using the Archivists' Toolkit

May 26, 2016

Describing Archives: A Content Standard

James K. Hosmer Special Collections Library

August 11, 2014

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Summary Information

Repository	James K. Hosmer Special Collections Library
Creator	Adamson, Wendy
Creator	Bloom, George
Creator	Environmental Library of Minnesota.
Creator	Legg, Dianne
Creator	Muscumeci, Jo Ann
Title	Environmental Library of Minnesota Collection
Date	1970-1975
Extent	2.75 Linear feet
Language	English

History

The need for a library focusing on local environmental issues became apparent to 3 local Minnesota environmental groups in early 1970. These three groups, Students for Environmental Defense, Minnesota Committee for Environmental Information (MCEI), and Minnesota Environmental Control Citizens' Association (MECCA), were all aware there was a need for information on environmental issues to support environmental education as well as to support action on local environmental problems.

Starting with virtually nothing, a group of volunteers, some affiliated with the 3 groups, pulled together materials donated by MCEI, MECCA, and other environmental groups as well as from individuals to establish an initial collection. Financial contributions from environmental groups, individuals and local industries helped get the library going. The Minneapolis Public Library provided a space in the basement of the Southeast Branch. Old furniture including shelving was available on loan to the library from the University of Minnesota Inventory warehouse.

ELM opened to the public in February, 1970.

From 1970 to 1975 ELM was governed, organized, maintained and staffed almost exclusively by volunteers.

ELM received two grants from the U.S. Office of Environmental Education. One to purchase library materials; the other to hire two part-time staff for approximately one year to coordinate activities and volunteers. An extensive collection including books, periodicals, government publication, newspaper clippings and vertical file materials was developed and used by many students and citizens during extensive service hours.

ELM provided outreach services through the U.S. mail to those who could not come into the library.

ELM sponsored the Minnesota Environmental Information Symposium February 3, 1973.

Volunteer staff compiled a Directory of Environmental Information Resources in the Twin Cities and updated the index to Environment magazine.

In April of 1972 the State funded Environmental Conservation Library (ECOL) opened in the downtown Minneapolis Public Library. In 1974, ELM was required to drastically cut its service hours to conform to those of the Southeast Branch Library in response to the energy crisis. Many evening and weekend hours were cut eliminating many hours when volunteers and users could conveniently work at ELM. Use of ELM diminished and sustaining a volunteer staff became difficult.

ELM disbanded by the end of June 1975.

Reference: Adamson, W., Bloom, G. Legg, D., & Musumeci, J. (2000, April 22). "Environmental Library of Minnesota (ELM): A Brief History [unpublished Letter].

Description of Collection

the Environmental Library of Minnesota (ELM) Collection includes 3 boxes of material related to the organization including financial records, publications, correspondence, newsletters, and documents related to committees, projects, and staff.

Administrative Information

Publication Information

James K. Hosmer Special Collections Library August 11, 2014

Controlled Access Headings

Corporate Name(s)

- Environmental Library of Minnesota.

Subject(s)

- Environmental education.
- Environmental protection

Financial Records

Collection Inventory

Financial Records		
	Box	Folder
M.C.E.I. ELM Financial Expenditures 1969 - 1973	1	33
Book Sales	1	34
Financial Records (Petty Cash) 1972 - 1973	1	35
Grant, 1971-72 (OEE) 1971 - 1973	1	36
Financial Reports 1974 - 1975	1	37
Comments		
2 handwritten notes and one copy of handwritten material.		
Bills Received at ELM 1972 - 1973	1	38
Comments		
Majority of content deals with ELM seeking a retroactive rebate on their phone bill with Northwestern Bell because the ELM received tax exempt status.		
Expenditures for the Library from Petty Cash 1970 - 1971	1	39

Financial Records

Comments

Handwritten notes on notebook paper.

Billing Problems: Correspondence Concerning 1970 - 1972 1 40

Tax 1973 - 1975 1 41

Grant, 1972-73 (OEE) 1972 - 1974 1 42

Handwritten Notes 1971 - 1973 1 43

Comments

Three documents of handwritten notes dealing with financial matters.

Grant# OEG-0-72-5128 1973 1 44

Comments

A letter and envelope

Taxes Employee -- State and Federal 1971 - 1974 1 45

comments

Much of the content deals with a tax penalty and how the organization dealt with it.

Grant Proposal, 1973/74 (OEE) 1973 1 46

New Petty Cash Record

Funding Overles 1969 - 1972	1	47
Environmental Education Grant 1972	1	48
U.S. Superintendent of Documents 1973	1	49
Diane Legg 1970 & 1971 ELM Financial Records 1970 - 1971	1	50
Tax Deductible Status 1971 - 1974	1	51
New Petty Cash Record 1974 - 1975	Box	Volume
comments	1	
Pale blue three ring binder.		
Committees		
	Box	Folder
Pledge Committee Activities 1973	2	12
Library Affairs Committee	2	13
Publicity		
	Box	Folder
ELM Bookmarks	2	14

Projects

Publicity 1970 - 1972	2	15
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Scope and Contents note

Clippings, press releases and texts of presentations on the ELM.

Projects

	Box	Folder
Project Outreach Sheets Completed	2	2
Projects 1972	2	3

comments

This is what the folder was called "projects"

Interact 1973	2	4
ELM Reunion	2	5
Proposal Environmental Education 1972 - 1973	2	6
Science Magazine Index Project 1970	2	7
ELM 2000	2	8

Comments

Donor Collections

Folder was labeled ELM. Contents look like they have to do with an ELM Reunion

Local Environmental Documents Access Project 1971	2	9
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Bush Grant	2	10
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Vertical File Renovation Project 1971 - 1972	2	11
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Donor Collections

	Box	Folder
Donor Collections I 1970 - 1971	1	52
Donor Collections II 1970 - 1971	1	53
Donor Collections III 1970 - 1972	1	54
Donor Collections IV 1970 - 1973	1	55

Organizational Documents 1970-75

	Box	Folder
Maintenance Agreements: IBM, 3M 1973-74	1	1
Library User's Questionnaire	1	2

Comment

Organizational Documents

2 copies

Patron/User Log Book 1970 - 1973	1	3
Comments		
Log book of who came to and used the ELM.		
Telephone Log and Notes 1971 - 1975	1	4
Comments		
Hand written log of of telephone questions and a guide to questions that can be answered by the librarian.		
Ordering Supplies Guide 1973	1	5
Official Records of ELM's Existenece 1970 - 1975	1	6
Comments		
Article of Incorporation Certificate of Amendment Articles of Incorporation ByLaws Basic ELM Information Letters and postcards from Ex Board Members		
ELM History 1970 - 1978	1	7
ELM History 1970 - 2000	1	8
February 10th Agenda	1	9

Organizational Documents

Environmental Resource and Information Center Schedule 1970	1	10
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Comments

For the Summer of 1970

ELM Debriefing and Webpage Action Plan 2000	1	11
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ELM Histories, Etc. 1971 - 2000	1	12
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Schedules: ELM Old Ones	1	17
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ELM Records 1970 - 1973	1	18
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Comments

A heterogeneous mixture of organizational and operational documents. This folder could use better organizing by someone who understands the scope of the collection. Some documents may fit in a better series or folder. Contains handwritten notes, copies of copies, documentation on project Interact, ELM mission statement and more.

3M Negotiations 1970	1	19
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Subject Headings	1	20
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Comments

2 copies of a subject heading list

ELM: History Binder

ELM: History Binder 1970 - 2000	Box	Volume
comments	1	
Blue plastic 3-ring binder. Contents: collection lists, grant applications, user guides, history summaries		
Publications		
	Box	Folder
Directory of Environmental Resources in the Twin Cities 1973	1	13
Comments		
Two copies of a first draft		
Sampling of Reference Works Useful for Environmental Research	1	14
Comments		
Document compiled by ECOL and ELM		
Bibliography Biography Current Awareness -- Loose-leaf services, newsletters & Journals Encyclopedias and Dictionaries Handbooks and Manuals Indexes and Abstracts Statistics and Data Sources		
Why Start Another Library?	1	15
Environmental Information Conference	1	16

Correspondence

Correspondence		
	Box	Folder
Minneapolis Public Library Correspondence 1970 - 1973	1	21
Correspondence (Outreach): No Letters 1971 - 1972	1	22
Grant: Environmental Education Correspondence 1971 - 1972	1	23
Comments		
Contains correspondence with individuals interested in the grant proposal		
Letter to Dr. Greene 1972	1	24
comments		
Back of letter has a handwritten balance sheet for the BS CHR Account.		
Jo Ann Musumeci RE: ELM History Review 2000	1	25
Outreach Correspondence (Specific Requests) 1971 - 1973	1	26
Outreach Correspondence (Specific Requests) 1970 - 1973	1	27
Letters to Answer 1972	1	28
Correspondence (Outreach) Non-Specific Requests 1971 - 1973	1	29

Information Services

Correspondence 1970 - 1973	1	30
Correspondence 1970 - 1972	1	31
Correspondence 1972 - 1976	1	32
Questionnaires Filled Out by ELM 1971 - 1974	2	1
Fund Raising Correspondence 1973 - 1975	2	16
Sample Support Letters 1973	2	17
Support Letters 1972 - 1974	2	18
Information Services		
	Box	Folder
Periodical Lists: ELM	2	19
Periodical Lists, other libraries 1970 - 1971	2	20
SEED	2	21
Libraries for those who weren't born yesterday	2	22
Subscription to Environmental Affairs 1972	2	23

ECOL

Index: Clippings from Daily Metro Papers and Local Weeklys 1973	2	24
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Environmental Indexes and Copy Project 1967 - 1970	2	25
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Tabulation Sheets: Volumes 1 thru 11 1970	2	26
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comments

Dan McLaughlin Summer 1970 Possible shelf list inventory

ECOL 1969 - 1972**Box****Folder**

2

27

Meetings, Agendas & MEMOs**Box****Folder**

ELM Meeting Minutes 1974

2

28

ELM Meeting/Agenda Memo 1972

2

29

Monthly Moon MEMOs 1971 - 1972

2

30

Minutes ELM 1970 - 1978

2

38

comments

Contents were removed from a three ring binder

Volunteers

Newsletters

	Box	Folder
ELM Volunteers: Correspondence Misc 1971 - 2000	2	31
ELM Volunteer Lists 1970 - 2000	2	32
Library School Students 1973	2	33
Dear ELM Volunteer 1974	2	34
Surveys Returned	2	39
comments removed from 3 ring binder		
Phone Lists 1970 - 1974	2	40
Newsletters		
	Box	Folder
ELM Newsletters 1972 - 1973	2	35
ELM Newsletters 1973 - 1974	Box	Volume
comments A red 3 ring binder	2	
	Box	Folder

Publications

Miscellaneous	2	36
comments		
Signage, letterheads and an information sheet		

Publications		
	Box	Folder
Publications	2	37
Cumulative Index for ENVIRONMENT 1958 - 1971		
comments		
ELM contributed to this publication.. The 1970 and 1971 additions to the index were done by Joan Hanson, a volunteer for the ELM.		
Cloth covered blue three binder		
Ledgers		Box
		3
comments		
Includes 5 ledgers of financial information		
Reel to Reel Audio Tapes		Box
		3
comments		
includes 10 reel-to-reel audio tapes		