Note to Researchers: To request materials, please note both the location and box numbers shown below.

<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
<th>Newsletters: Staff and Resident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>120.E.3.2F</td>
<td>2</td>
<td>The Arrow, May and June, 1921.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
<th>Newsletters: Terrace Topics, 1933-1952. 9 volumes and 1 folder.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>(Another set of issues for 1933-1939 is cataloged in the MHS Library)</td>
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<td></td>
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<td>August 1933, August 1952. 1 folder.</td>
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<td></td>
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<td>Covers only, 1933-1938. 1 volume.</td>
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<td></td>
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<td>1933-1935. 1 volume.</td>
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<td>1936-1938. 1 volume.</td>
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<td>1939-1940. 1 volume.</td>
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<td>1941-1942. 1 volume.</td>
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<td>1943-1944. 1 volume.</td>
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<td>1945-1946. 1 volume.</td>
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<td>1947-1948. 1 volume.</td>
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<td></td>
<td>Oak Leaves, 1949-1955. 1 volume and 2 folders.</td>
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<td>December 16, 1949 (Volume II, no. 7). 1 item in folder.</td>
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<td>1952 August. 1 folder.</td>
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<td></td>
<td>1953-1955. 1 volume.</td>
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<td>(Another partial set is cataloged in the MHS Library).</td>
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<td>Terrace Topics II, 1979-1989. 3 folders.</td>
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<td></td>
<td>The Glen Lake Observer, July 4, 1962 (draft copy).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Notes (newsletter), 1962-1978. 2 folders.</td>
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<tr>
<td></td>
<td></td>
<td>Happy-Go-Lucky Days (patient newsletter), August 5, 1977.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essays by Patients, undated and 1978. 3 items in folder.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“What Oak Terrace Means to Me: Thirty-seven Essays by Residents,”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[undated].</td>
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<tr>
<td></td>
<td></td>
<td>Essay Number 3, January 1978.</td>
</tr>
</tbody>
</table>
### Location | Box
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120.E.3.1B | 1

There are two 1973 directories, one for Glen Lake State Sanatorium and one for Oak Terrace Nursing Home.

List of registered nurses employed at Glen Lake Sanatorium, 1959.

**Historical Materials, 1926-1991:**
- Historical Booklets, 1926-1990. 1 folder.
  - Glen Lake Sanatorium [history booklet], 1926; Glen Lake Sanatorium [booklet of photographs], 1927; On Your Way to Health at Glen Lake Sanatorium, 1952; Glen Lake Sanatorium: 1916-1961 [history booklet], 1961; and San Memories [75th anniversary history booklet], 1990.
- Hennepin County Sanatorium Commission Silver Anniversary Dinner at Glen Lake Sanatorium [program], 9 September 1938. 1 folder.
- It Takes a Special Kind of Person to be an Oak Terrace Employee [autograph booklet], 1990-1991. 1 folder.
- Homecoming Program, 19 August 1990. 1 folder.
- Me and My Memories [booklet], 1990. 1 folder.
  - Blank booklet given to each resident, designed to include miscellaneous information regarding the resident. Intended as a gift for the resident to take to his or her new home after closure of Oak Terrace Nursing Home.

### Location | Box
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120.E.3.2F | 2

**Non-Medical Topics:**


### Location | Box
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115.H.11.10F | [3]

Policy Manual, 1986-1990:
- Current, 1986-1990. 4 folders.
- Historical, 1986-1990. 3 folders.
- Desk Book (patient care manual), [ca. 1940]. 1 volume.
- Diet Notes, 1941. 1 folder.
- Dietbook, 1960. 1 volume in folder.
- Employee Handbooks/Personnel Manuals, 1942-1986. 3 folders.
- Rules for Interns Relative to the Administrative Division, undated.
- Glen Lake Sanatorium, report on, January 1957.
- Glen Lake Sanatorium, report on, second study, March 1959.
  - Both issued by the Community Welfare Council, Health and Medical Care Division.
## Non-Medical Topics (cont):
Glen Lake Sanatorium, studies of, 1959-1960. 2 volumes.
  Volume 1. Role, Programs, and Space Utilization.

### Location and Box

<table>
<thead>
<tr>
<th>Location</th>
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<td>120.E.3.2F</td>
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</tbody>
</table>

Glen Lake Sanatorium: A Study of its Rehabilitation and Education program, 1959.
Issued by the National Tuberculosis Association.

Handbook for Townsend Hall and Naysmith Hall [nurses and female staff members' residences], [ca. 1960].
Laboratory Procedures [manual], undated.
  Parts 1 and 2.
History of the Development of Tuberculosis Facilities and Services in Hennepin County, 1946. 1 volume.
  Master’s thesis by Viola Louise Lundin.
Problems of the Sanatorium Administrator, 1937.
Information and Rules for Patients at Glen Lake Sanatorium, 1943, 1947.
  2 volumes in folder.
Appraisal Reports [property], 1970-1986. 2 folders.
Handbooks and Pamphlets, 1980-1989. 7 folders:
  Visitor Leaflets, [undated].
  Description of Services – OTNH, [1980s].
  Handbook for Volunteers, [1980s].
  Resident Handbook, [ca. 1980].
  Volunteer Workshop Escort Handbook, [1980s].
  Pamphlet: Together We Provide Quality, 1957.
Disaster Plan, 1985.
Location  Box  Medical Topics:
120.E.3.2F  2  Some of the reports and studies include related correspondence.
Applications of the Minnesota Multi-Phasic Personality Inventory to Tuberculosis Patients (thesis), by Roger B. Page, 1947. 1 volume.
Cases Presented at the Pembine Conference, September 11-13, 1953; and Orthopedic Cases Presented at the Pembine Conference, September 10-12, 1954. 2 volumes in folder.
Cases Presented at the Pembine Conference, September 10-12, 1965.
Cases Presented to the Minnesota Trudeau Consultation Committee, April 24-25, 1954. 1 volume in folder.
Medical Social Service in a Tuberculosis Hospital, reprinted from Hospital Social Service, XXVI, 1932.
Rezipas Study for Squibb Institute for Medical Research, 1956-1959.
Includes related correspondence.