



## Guide to the University of Nevada, Las Vegas Office of Media Relations Records

---

This finding aid was created by UNLV Special Collections and Archives staff. This copy was published on March 29, 2022. Please contact [special.collections@unlv.edu](mailto:special.collections@unlv.edu) for questions regarding this collection.

Persistent URL for this finding aid: <http://n2t.net/ark:/62930/f1j36c>

© 2022 The Regents of the University of Nevada. All rights reserved.

**University of Nevada, Las Vegas. University Libraries. Special  
Collections and Archives.**

Box 457010

4505 S. Maryland Parkway

Las Vegas, Nevada 89154-7010

[special.collections@unlv.edu](mailto:special.collections@unlv.edu)

---

## Table of Contents

---

Summary Information .....	3
Scope and Contents Note .....	3
Arrangement .....	4
Administrative Information .....	4
Related Materials .....	5
Names and Subjects .....	5
Collection Inventory .....	5

---

## Summary Information

---

<b>Repository:</b>	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
<b>Creator:</b>	University of Nevada, Las Vegas. Media Relations
<b>Title:</b>	University of Nevada, Las Vegas Office of Media Relations Records
<b>ID:</b>	UA-00036
<b>Date [inclusive]:</b>	1969-2003
<b>Physical Description:</b>	9.72 Cubic Feet (15 boxes)
<b>Physical Description:</b>	8.13 Linear Feet
<b>Physical Location:</b>	Materials are stored in the Lied Automated Storage and Retrieval Unit (LASR). Advanced notice may be required to access these materials.
<b>Language of the Material:</b>	English
<b>Abstract:</b>	The University of Nevada, Las Vegas (UNLV) Office of Media Relations Records (1969-2003) primarily contain copies of UNLV faculty, staff, and alumni newsletters including <i>Inside Out</i> and <i>Update</i> . Also included in the collection are contact sheets, photographic prints, articles, and other editorial documents used in the creation of the <i>Inside Out</i> newsletter, as well as documents pertaining to various UNLV events, committees, programs, and policies. Additional materials include photographic slides and negatives, magazines, and audiocassettes.

### Preferred Citation

University of Nevada, Las Vegas Office of Media Relations Records, 1969-2003. UA-00036. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

[^ Return to Table of Contents](#)

---

## Scope and Contents Note

---

The University of Nevada, Las Vegas (UNLV) Office of Media Relations Records (1969-2003) primarily contain copies of UNLV faculty, staff, and alumni newsletters including *Inside Out*

and *Update*. Also included in the collection are contact sheets, photographic prints, articles, and other editorial documents used in the creation of the *Inside Out* newsletter, as well as documents pertaining to various UNLV events, committees, programs, and policies. Additional materials include photographic slides and negatives, magazines, and audiocassettes.

[^ Return to Table of Contents](#)

---

## Arrangement

---

Materials are loosely arranged by subject.

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Access Note

Contents of this collection have not yet been reviewed for sensitive materials. Collection is open subject to review; documents containing personally identifiable information need to be removed prior to access by researchers. Where use copies do not exist, production of use copies is required before access will be granted; this may delay research requests. Advanced notice is required.

### Publication Rights

Materials in this collection may be protected by copyrights and other rights. See [Reproductions and Use](#) on the UNLV Special Collections and Archives website for more information about reproductions and permissions to publish.

### Acquisition Note

Materials were transferred to the University Archives by the UNLV Office of Media Relations; accession numbers 2017-085 and 2017-088. This set of records includes former record group numbers 9.2.1 and 9.6.1.

### Processing Note

These records are unprocessed. In 2019, as part of an archival backlog elimination project, Christina Lamoureux rehoused the materials, created a brief summary of the materials, estimated dates, identified material types, and entered the data into ArchivesSpace. No other work has been performed on the materials.

[^ Return to Table of Contents](#)

---

## Related Materials

---

### Related Collections

The following resource may provide additional information related to the materials in this collection:

University of Nevada, Las Vegas Creative Services Records, 1959-2016. PH-00388. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

[^ Return to Table of Contents](#)

---

## Names and Subjects

---

- photographs
- Universities and colleges--Nevada
- Newspapers
- Correspondence
- Journalism -- Nevada -- Las Vegas (Nev.) -- Twentieth century
- University of Nevada, Las Vegas -- History

---

## Collection Inventory

---

Title/Description	Containers
Articles, photographic prints, proof sheets, and other editorial documents used to create the <i>Inside Out</i> newsletter, 1980-1986	box 01
	box 02
	box 03
	box 04
	box 05
Contact sheets, negatives, and assorted photographic prints, 1990s-2000s	box 06
Documents pertaining to commencement, honorary doctoral degrees, building dedications, UNLV State of the University addresses, university policies, political activity, committees, and other assorted topics;	box 07
	box 08

photographic prints and slides; audiocassettes; and web design and  
ListProcessor 6.0 instruction manuals, 1969-2003  
Physical Description: 2 Audio Cassettes

box 09

---

*Inside Out* newsletter, 1979 September-1989 June

box 10

box 11

box 12

---

*UNLV Magazine*, *OASIS* magazine, *Inside UNLV* newsletter, and *Editing Your  
Newsletter* book, 1988, 1991-1998

box 13

---

*Update* newsletter, 1992 January-2002 October

box 13

box 14

box 15