



Guide to the Naoko Takemaru Professional Papers

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Summary Information

Repository:	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
Creator:	Takemaru, Naoko
Title:	Naoko Takemaru Professional Papers
ID:	UA-00151
Date [inclusive]:	approximately 2012 to 2023
Physical Description:	0.585 Gigabytes (PDF, JPG, PPT, XSLX)
Language of the Material:	The material in this collection is in English and Japanese.
Abstract:	The Naoko Takemaru Professional Papers (approximately 2012-2023) consist of digital files that remained on Dr. Takemaru's work computer after her death on December 6, 2023. The digital files primarily document the teaching and scholarship of Dr. Naoko Takemaru, including syllabi, handouts, assignments, and an early draft of the monograph she was working on at the time of her death. Also included are flyers and documents for campus and local events related to organizations Takemaru was involved with, such as Japanese Culture Days and the UNLV Women's Council. Materials in this collection are in English and Japanese.

Preferred Citation

Naoko Takemaru Professional Papers, approximately 2012-2023. UA-00151. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada. <http://n2t.net/ark:/62930/f1cn4k>

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Scope and Contents Note

The Naoko Takemaru Professional Papers (approximately 2012-2023) consist of digital files that remained on Dr. Takemaru's work computer after her death on December 6, 2023. The digital files primarily document the teaching and scholarship of Dr. Naoko Takemaru, including syllabi, handouts, assignments, and an early draft of the monograph she was working on at the time of her death. Also included are flyers and documents for campus and local events related

to organizations Takemaru was involved with, such as Japanese Culture Days and the UNLV Women's Council. Materials in this collection are in English and Japanese.

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Arrangement

Materials are arranged topically.

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Administrative Information

Access Note

Collection is open for research.

Publication Rights

This material is made available to facilitate private study, scholarship, or research. Material in this collection may be protected by copyright, trademark, privacy, publicity rights, or other interests not owned by UNLV. Users are responsible for determining whether permissions are necessary from rights owners for any intended use and for obtaining all required permissions. Please contact UNLV Special Collections and Archives (special.collections@unlv.edu) for additional information.

Acquisition Note

Materials were transferred to the University Archives in 2026 by the UNLV Department of World Languages and Cultures; accession number 2026-032.

Appraisal

Acquired by Sarah Quigley, Director, as part of UNLV Special Collections and Archives holdings in university history. Sarah Quigley appraised the digital files and retained a small amount that were directly related to Professor Takemaru's time at UNLV.

Processing Information

In 2026, Sarah Quigley reviewed all digital files and selected which files to retain. Sarah Jones processed born digital materials including migrating files off of a portable hard drive which were normalized to standard preservation and access formats following UNLV Special

Collections and Archives Digital Preservation guidelines. Sarah Jones created the finding aid in ArchivesSpace.

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Names and Subjects

- Japanese language
- Education (Higher)
- University of Nevada, Las Vegas. Department of Foreign Languages

Collection Inventory

Title/Description	Containers
Course syllabi, schedules, and assignments: digital files, 2013 to 2022 Physical Description: 44 Digital Files (PDF, XSLX)	digital file 00
Japanese Culture Day flyers: digital files, 2012 to 2019 Physical Description: 4 Digital Files (PDF)	digital file 00
UNLV-related documents and campus events: digital files, approximately 2013 to 2023 Physical Description: 19 Digital Files (PDF, PPTX)	digital file 00
Manuscript drafts and research: digital files, approximately 2015 to 2023 Physical Description: 10 Files (PDF, JPG)	digital file 00