

9/1/6

Office for Human Resource Development & Recruitment (HRDR)
Director's Office
Subject Files, 1949-

Box 1:

Annual Reports (from HQ Files), 1974-80
General Materials, 1977-1987
 ALA Response to the U.S. Office of Personnel Management Regarding Tentative Standards for the GS-1409, GS-1420, and GS-1411 Series, 1982
 General Principles of Position Classification
 Minimum Qualifications for Librarians, Info. Packet, June 1980
 New Releases, 1980-81
 Part-time Employment: Current Issues
 Worklife Issues Facing Librarians in the 1980's
General Materials, 1977-1987
 Career Development Needs and Plans Study
 Library Education and Employment in the U.S.
 "Master's Degree from a Program Accredited by the ALA Required"
 Memos, 1984-85
 News Releases, 1983-84
Minutes, 1980-1990

Box 2:

Advisory Committee Annual Reports, 1977/78, 1979/80
Advisory Committee: Correspondence, Updates, Memos, Appointment Letters
 1980-81
 1981-82
 1982-83
 1983-84
 1984-85
 1985-86
 1986-87

Box 3:

Advisory Committee: Correspondence, Memos, Updates, Appointment Letters
 1987-1988
 1988-1989
 1989-1990
 1990-1991
 1991-1992
 1992-1993
Advisory Committee: Annual Conference Agenda Packet, 1992

Box 4:

Position Classification and Salary Administration in Libraries, 1949
ALA News and Memoranda, 1962, 1965, 1975
Resources for and about Librarians, 1962-1985
Library Manpower Related Resources, 1967
Positions Held by the Handicapped in Libraries, 1967

ALA Personnel Manual, 1968
 Resources for Employees - Health and Retirement, 1969-1970
 ALA Staff Manual: Personnel Policies and Procedures
 1971
 1979
 Memoranda for "ALA Staff Manual: Personnel Policies and Procedures," 1971-1976
 Report Pertaining to A Request for Action Submitted by Miss Ann Webb Under the ALA
 Program of Action for Mediation, Arbitration, and Inquiry, 1972
 Personnel Materials and Resources, 1974-1982
 General Principles of Position Classification by Pamela Foss (paper presented at the ALA
 OLPR/LED/LAD preconference "Effective Personnel Utilization: LEPU Guidelines and
 Principles," Detroit, June 16, 1977), 1977
 Supervisory Training - Questionnaire and Tabulations, 1979
 Equal Pay for Work of Comparable Worth: An Annotated Bibliography (Catherine Selden, et
 al.), 1982
 Response to the U.S. Office of Personnel Management Regarding Tentative Standards for the
 GS-1409, GS-1410, and GS-1411 Series, 1982
 The Racial, Ethnic, and Sexual Composition of Library Staff in Academic and Public Libraries,
 1981, 1986

Box 5:

ALA Survey of Librarian Salaries, 1988
 Anniversary Celebrations, 1993, 2003
 Librarians for the New Millennium, 1988
 Office for Library Personnel Resources Accountability Review, 1988
 Library Automation and Personnel Issues: A Selected Bibliography, 1989
 Occupational Entry: Library and Information Science Students' Attitudes, Demographics, and
 Aspirations Survey (Kathleen M. Heim & William E. Moen), 1989
 Certification of Public Librarians in the U.S., 1990
 ALA Survey of Librarian Salaries, 1990
 Pay Equity and Minnesota Public Libraries: Results of A Legislative Approach (Bonnie
 Watkins), 1992
 Library/Information Professionals: Competencies and the Labor Market (Annotated Bibliography
 by Susan S. Turner), 1992
 Knapp School Library Project (one roll of negative films in a tube), n.d.

Box 6:

ACONDA (Activities Committee on New Directions for ALA), 1967-1972
*Final Report of the Activities Committee on New Directions for ALA and Subcommittee
 Reports*, June 1970
 Advisory Committee, 1974-1984
 "Comparable Awards"
 Employment of Disabled Persons in Libraries
 AIDS in the Workplace/ALA Name and Logo/ALA Store, 1989-1995
 ALA-AASL (American Association of School Librarians)-NCATE (National Council for
 Accreditation of Teacher Education) Committee, 1970-1993 (4 folders)
 ALA-APA (Allied Professional Association) Certification Program, 1994-2004 (3 folders)
 Alternative Careers Discussion Group, 1977-1981
 Americans with Disabilities Act, 1991-2001
 General Information
 Publications (2 folders)

An Introduction to Job Evaluation/Position Description Questionnaire, undated
 CDACL (Career Development and Assessment Center for Librarians), 1980-1994
 History (4 folders)
 Projects (2 folders)
 Proposals

Box 7:

CDACL (continued), 1983-1992
 Survey
 Ten Year Follow-Up Study
 Career Planning, 1986-1991
 Photos (4 folders)
 Career Profiles, 1984
 Librarians
 “Celebrating 30 Years: A History of Service, A Future of Innovation, 2003
 Certification Task Force, 1976-1994
*A Survey of Public Library Certification Requirements in the National Library
 Community*, prepared for Nevada State Library and Archives by John R.
 McCracken, January 1992
 Chapter Relations Committee, 1989-1990
 Minutes and Agendas
 Collective Bargaining Committee, 1975-1995 (2 folders)
Unionization and Collective Bargaining (T. I. P. Kit #1), 1982
The Role of Professional Associations in Enhancing the Professional Status, by Jeanene
 McNair, 1984
Unionization in ARL Libraries (Kit 118), prepared by Fred C. Lynden, October 1985
*Professional Workers and Unions: A Handbook Published by the Department for
 Professional Employees, AFL-CIO*, prepared by David Grinnell, June 1988
 COLT (Council on Library/Media Technicians), 1989-1991
 Committee on Cultural Diversity, 1991-1993
 Grants
 Competencies, 1983-2002
*Guidelines for Quality in Continuing Education for Information, Library and Media
 Personnel*, prepared by Darlene E. Weingand, Mary C. Chobot, Margaret E.
 Meyers, 1988
Future Competencies of the Information Professional, Guy St. Clair, Miriam H. Tees,
 Lorraine Schulte, Martha J. Bailey, 1991
Library/Information Professionals: Competencies and the Labor Market, Susan S.
 Turner, 1992
 Core Values Task Force: “Who We Are: America’s Librarians Discuss Their Professional
 Values”, 2002
 Decade of the Librarian, 1990-1994 (2 folders)
 Distance Education, 1988-1995 (3 folders)
 Library Coalition Group
 Workshop (May 7-8, 1990)
 Diversity in the Workplace Committee, 1991-1993
 Drug Testing/Drug Screening in the Workplace, 1988-1995
Employee Assistance Programs: Helping the Troubled Employee (T. I. P. Kit #10), 1988
 Employee Benefits, 1984-2001
 Employee Guidelines, 1974-1983
Employment Law: Concepts and Current Issues (T. I. P. Kit #13), 1993
Employment Selection/Hiring Library Staff (T. I. P. Kit #8), 1978-1987
Employee Selection and Minimum Qualifications for Librarians (T. I. P. Kit #6), 1984

Box 8:

FALE (Financial Assistance for Library Education), 1980-1998
 Higher Education Act Title II-B Library Career Training Program, 1988-1995 (3 folders)
Humanizing the Work Place: Quality of Work Life in Libraries (T. I. P. Kit #4), 1983
 IFLA General Conference Papers, 1985
 Illinois Minorities Manpower Project Final Report, 1976
Improving Compensation for Library Workers: Strategies, 1995
 Internships, 1965-1996
 Job Analysis Project, 1971-1987 (3 folders)
 Job Market, 1981-1992 (2 folders)
 Job Sharing, 1984-1987
 Just What Does a Librarian Do?: Techniques for Raising Awareness, 1982
 Includes two cassette tapes
 King Research Project on Competencies: New Directions for Library and Information Science
 Education, 1981-1984 (2 folders)
 Leadership, 1987-1989
 Publications
 Library Education, 1971-1995 (3 folders)
 Education of State Library Personnel, Peter Hiatt, 1971
 Library Education and Manpower, 1968-1982
 LEPU (Library Education and Personnel Utilization) Task Force, 1967-1984 (1 of 5 folders)

Box 9:

LEPU (Library Education and Personnel Utilization) Task Force (continued), 1976-1995 (2-5
 folders)
 Library Education Centennial, 1984-1988
 Photos
 LISDEC (Library and Information Science Distance Education Consortium), 1989-1995 (2
 folders)
 Meeting Materials
 Publications
 Library Personnel News, 1986-1998 (2 folders)
 Survey
 Library Support Staff, 1991
 Issue Papers
 Librarian Career Resource Network Directory, 1987-1989
 Librarians for the New Millennium, 1988-1989
 Librarians for the New Millennium, edited by William E. Moen and Kathleen M. Heim,
 1988
 Medical Library Association, 1990-1991
 Mentoring Program, 1989-1995
Merwine v. Board of Trustees for State Institutions of Higher Learning, 1980-1987 (4 folders)
 Memoranda
 Court Filings
 Appellate Filings
 Minority Concerns Committee, 1976-1994 (3 folders)
 Minority Recruitment
 Minority Fellowship Program, 1991-1995 (2 folders)
 Applications
 Reports
 Minority Recruitment and Retention Committee, 1978-1995 (1 of 2 folders)

Box 10:

- Minority Recruitment and Retention Committee (continued), undated (2 of 2 folders)
- Minority Scholarship Program, 1989-2001
- Minimum Qualifications, 1981-1985
 - Reports, Correspondence ***Contains restricted information***
- Minimum Qualifications for Librarians Task Force, 1970-1987 (5 folders)
 - Minutes
 - Agendas
- NCATE (National Council for Accreditation of Teacher Education) Task Force, 1987-1992 [RESTRICTED] [2 folders]
 - Correspondence
 - Reports
- OLPR 20th Anniversary highlights brochure, 1993
- OLPR (Office for Library Personnel Resources) ad hoc/advisory committees, 1972-1990
 - Annual Reports
 - Minutes
- OLPR (Office for Library Personnel Resources) Occupational Entry, 1989
 - Correspondence
- OLPR (Office for Library Personnel Resources) Part-time employment, 1978
 - Article
- OLPR (Office for Library Personnel Resources) Student Survey, 1987-1989 [2 folders]
 - Correspondence
 - Published Survey
- OLPR (Office for Library Personnel Resources)-LAMA (Library Administration and Management Association)-PAS (Personnel Administration Section) Committee, 1981-1995
 - Surveys
- Part-time Employment Resolution #1, 1976
 - Resolution
 - Background Research
- Pay Equity – ALA Better Salaries & Pay Equity Task Force General Information, 2001-2002 [RESTRICTED]
 - Article
 - Member List
 - Resources
- Pay Equity – ALA Better Salaries & Pay Equity Task Force Annual, 2001-2002
 - Presenter's Training
- Pay Equity – ALA Better Salaries & Pay Equity Task Force Midwinter, 2001-2002
 - Reports
- Pay Equity – Commission on Pay Equity – Appointments, 1984-1985
- Pay Equity – Commission on Pay Equity – Original Proposal, 1984-1985
 - ALA Presidential Address, 1984
 - Correspondence
 - Proposals
- Pay Equity – Committee on Pay Equity – Annual, 1983-1984
 - Agenda packet
 - Minutes
- Pay Equity – Committee on Pay Equity – Midwinter, 1984-1985
 - Agenda
 - Reports
- Pay Equity – Committee on Pay Equity – Annual, 1984-1985
 - Agenda packet
 - Minutes
- Pay Equity – Committee on Pay Equity – Midwinter, 1985-1986

Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – Annual, 1985-1986
 Agenda packet
 Annual report
 Pay Equity – Committee on Pay Equity – Midwinter, 1986-1987
 Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – Annual, 1986-1987
 Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – Midwinter, 1987-1988
 Agenda packet
 Summaries
 Pay Equity – Committee on Pay Equity – Annual, 1987-1988
 Agenda packet and notes
 Annual report
 Minutes
Contains 2 audiocassettes, "Pay Equity: A National View & Action Steps for Library Workers (ALA)"
 Pay Equity – Committee on Pay Equity – Midwinter, 1988-1989
 Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – Annual, 1988-1989
 Agenda packet
 Annual report
 Minutes
 Pay Equity – Committee on Pay Equity – Midwinter, 1989-1990
 Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – Annual, 1989-1990
 Agenda packet
 Minutes

Box 11:

Pay Equity – Committee on Pay Equity – Midwinter, 1990-1991
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – Annual, 1990-1991
 Agenda packet
 Annual report
 Summary
 Pay Equity – Committee on Pay Equity – General Information, 1991-1992
 Pay Equity – Committee on Pay Equity – Midwinter, 1991-1992
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – Annual, 1991-1992
 Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – General Information, 1992-1993
 Minutes
 Pay Equity – Committee on Pay Equity – Midwinter, 1992-1993
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – Annual, 1992-1993

Agenda packet
 Minutes
 Pay Equity – Committee on Pay Equity – General Information, 1993-1994
 Pay Equity – Committee on Pay Equity – Midwinter, 1993-1994
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – Annual, 1993-1994
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – General Information, 1994-1995
 Pay Equity – Committee on Pay Equity – Midwinter, 1994-1995
 Agenda packet
 Summary
 Pay Equity – Committee on Pay Equity – Annual, 1994-1995
 Agenda packet
 Minutes?
 Pay Equity – Committee on Pay Equity – General Information, 1995-1996
 Pay Equity – Committee on Pay Equity – General Information, 2000-2001
 Pay Equity – Committee on Pay Equity – General Information, 2001-2002 [RESTRICTED]
 Minutes
 Roster
 Pay Equity – Committee on Pay Equity – Midwinter, 2001-2002
 Pay Equity – Committee on Pay Equity Appointments, 1986-1987 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1987-1988 [RESTRICTED]
 Correspondence
 Minutes
 Pay Equity – Committee on Pay Equity Appointments, 1988-1989 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1989-1990 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1990-1991 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1991-1992 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1992-1993 [RESTRICTED]
 Correspondence
 Roster
 Pay Equity – Committee on Pay Equity Appointments, 1993-1994 [RESTRICTED]
 Correspondence
 Pay Equity – Committee on Pay Equity Appointments, 1994-1995
 Pay Equity – Committee on Pay Equity Appointments, 1995-1996
 Pay Equity – Committee on Pay Equity Appointments, 1996-1997
 Pay Equity – Committee on Pay Equity Background Information (Other)
 Pay Equity – Committee on Pay Equity Background Information [RESTRICTED] [2 folders]
 Correspondence
 Legal briefs
 Reports
 Contains 1 floppy diskette.
 Pay Equity – Committee on Pay Equity Brochures, 1994
 Pay Equity – Legislation, Fair Pay Act, 1994
 Correspondence
 Minutes
 Newspaper clippings & scans
 Pay Equity – National Committee on Pay Equity General Information, 1989-1990
 Annual report

Pay Equity – National Committee on Pay Equity General Information, 1990-1991
 Pay Equity – National Committee on Pay Equity (Annual) Membership Meeting, 1991-1992
 Handwritten notes
 Minutes and resolution
 Reports
 Pay Equity – National Committee on Pay Equity General Information, 1992-1993 [RESTRICTED]
 Background information
 Drafts and memoranda (confidential)
 Minutes and resolution
 Reports
 Pay Equity – National Committee on Pay Equity General Information, 1993-1994 [RESTRICTED]
 Agenda
 Correspondence
 Financial Statements
 Minutes
 Reports
 Pay Equity – National Committee on Pay Equity (Annual) Membership Meeting, 1993-1994
 Agenda
 Minutes
 Reports
 Pay Equity – National Committee on Pay Equity General Information, 1994-1995
 Correspondence
 Minutes
 Testimony/Written Statement
 Pay Equity – National Committee on Pay Equity General Information, 1995-1996
 Pay Equity – National Committee on Pay Equity, Equal Pay Day 2001
 Pay Equity – National Committee on Pay Equity, Presentation: “Are You Underpaid?”
 Pay Equity, Canada General Information [RESTRICTED]
 Correspondence
 Memoranda and reports
 Pay Equity, Colorado General Information, 1990-1992
 Pay Equity, Connecticut General Information
 Pay Equity, Massachusetts General Information, 1986-1991
 Correspondence
 Pay Equity, Michigan General Information, 1992
 Pay Equity, Omaha, NE, 1990-1996 [RESTRICTED]
 Correspondence
 Handwritten notes
 Legal brief and documents
 Pay Equity, New Jersey General Information, 1992-1994
 Correspondence
 Proposal
 Pay Equity, Virginia General Information, 1981-1985
 Correspondence
 Newspaper clippings
 Reports
 Pay Equity, Wisconsin General Information, 1984-1985
 Correspondence
 Wage study
 Performance Evaluation – General, 1974-1984
 Reports and guides
 Performance Evaluation in Libraries, 1990
 Correspondence
 Paper/report
 Topics in Personnel Kit
 Personnel Assemblies, 1983-1984

- Correspondence
- Summaries
- Personnel Policies in Libraries, 1978-1989
 - Brochure
 - Correspondence
 - Minutes
- Planning Committee, 1984-1989 [2 folders]
 - Notes
 - Reports
 - Surveys

Box 12:

- Planning Committee, Action Inventory, 1990
 - Inventories
 - Reports
 - Summaries
- Planning Committee, Special Committee on Library Personnel Resources workshop (Oct.1990)
 - Correspondence
 - Workshop materials
- Position Classification #1, 1977-1990
 - Blank forms
 - Policies
- Position Classification #2, 1977-1980
 - Policies
 - Contains 2 audiocassettes.*
- Post-MLS Residency Programs, 1995-1996
 - Agenda packet
 - Correspondence
 - Summaries
- Post-MLS/Residency Survey, 1993-1996 [RESTRICTED]
 - Correspondence
 - Meeting notes
 - Survey drafts, responses
 - Contains 1 floppy diskette, "Julie Brewer, WordPerfect 5.1."*
- Preconference 1990 (Sweaty Palms No More)
 - Brochure
 - Evaluation forms
- Preconference/Successful Hiring, 1985 Annual/Chicago
 - Brochures
 - Correspondence
 - Evaluation forms
 - Workshops materials
- Preconference Institute, 1988 Annual
 - Workshop materials
- Presidential Institute (Lorienne Roy), 2006-2007
 - Budget
 - Correspondence
 - Presentation notes
 - Reports
- Presidential Task Force on the Status of Librarians, 2002
 - Documents
- Problem Patrons – LAMA workshop, 1980
- Professionalism, 1980-1986
 - Documents and conference materials
- Project Century 21 booklet, 1992

- Background information
- Booklet
- Project Century 21 Committee minutes/agendas
 - Agendas
 - Minutes
 - Newsletters
 - Summaries
 - Contains 1 audiocassette.*
- Project Century 21 Correspondence, 1992-1994 [RESTRICTED] [2 folders]
 - Agenda
 - Correspondence
 - Press releases
- Projects Century 21 exhibit booth, 1993
 - Correspondence
 - Handwritten notes
 - Schedule
- Project Century 21 focus groups, 1994 [RESTRICTED]
 - Comments
 - Report forms
- Project Century 21 Hannigan papers, 1993
 - Correspondence
 - Reports
- Public Information Office, Press Release, March 1996
- Public Information Office, Ad Materials #1
- Public Information Office, Ad Materials #2
- Public Information Office, Press Release, October 1995
- Public Information Office, Press Release, March 1996
- Public Information Office, Fact Sheet, 1992
- Public Information Office, Fact Sheet: Libraries online, 1994
- Public Policy & Programs Department, 1994-1995
 - Correspondence
 - Questionnaire responses
- Publications, 1978-2003
 - Careers in Libraries: A Bibliography of Traditional and Web-based Library Career Resources*, compiled by Jan E. Hayes and Julie Todaro, 2000
 - Paraprofessional Support Staff for School Library Media Programs - A Competency Statement*, 1978
 - The Paraprofessional and the Professional Job Structure*, Charlotte Mugnier, 1980
 - A Librarian's Directory of Exchange Programs/Study Tours/Funding Sources and Job Opportunities Outside of the United States*, Diane Stine, 1982
- Racial, Ethnic, Sexual Composition Survey 1991 [RESTRICTED]
 - Correspondence
 - List of respondents
 - Survey
- Racial/Ethnic/Sexual Survey, 1985-1986 [RESTRICTED]
 - Contract
 - Handwritten notes
 - Survey
- Racial/Ethnic/Sexual Survey, 1981
 - Survey
 - Survey proposal
- Racism/Sexism Resolution, 1978-1988
 - Background information
 - Correspondence

- Resolutions
- Recruitment activities manual, 1987-1993
 - Blank forms
 - Brochures
 - Correspondence
 - Job functions
 - Meeting notes
- Recruitment activities material, 1971-1993 [RESTRICTED] [1 folder]
 - Correspondence
 - Handwritten notes
 - Press releases
 - Proceedings, Pre-conference institute on the recruitment of minorities
 - Summaries
 - Contains 1 audiocassette, "Marketing Our Profession."*

Box 13:

- Recruitment activities material, 1971-1993 [RESTRICTED] [1 folder]
- Recruitment – children’s services, 1983-1987
- Recruitment – librarian profiles, 1985-1987 [RESTRICTED]
 - Nominations
- Recruitment – librarianship in media, 1987-1989
 - Correspondence
 - Memos
- Recruitment – libraries, 1984-1987 [2 folders]
 - Correspondence
 - Recruitment materials
 - Reports
 - Contains 2 audiocassettes, "Marketing Our Profession."*
- Recruitment – library materials [RESTRICTED] [2 folders]
 - Agenda
 - Correspondence
 - Reports
 - Sample posters and recruitment materials
 - Contains 6 photographs.*
- Recruitment preconference, 1988 [3 folders] [3rd folder is RESTRICTED]
 - Agenda
 - Conference planning and materials
 - Correspondence
 - Handwritten notes
 - Summaries
- Recruitment preconference manual, 1988
- Recruitment preconference actions plans, 1988 [RESTRICTED]
 - Correspondence
 - Individual action plans
- Recruitment preconference group worksheets
- Recruitment ads, 1989
 - Correspondence
 - Marketing materials
- Recruitment Superlibrarian, 1986
 - Correspondence (with drawings)

Includes 1 small photograph (Ted Mooney) and 2 large photographs (Mary Ann Landry; Pamela Simones).

Recruitment Task Force 2002

Correspondence

Reports

Recruitment through Mentoring Project, 1990-1991

Correspondence

Handwritten notes

Meeting notes and summary

Reports

Recruitment video – President's Committee on Cultural Diversity, 1992-1995

Agreements and planning materials

Correspondence

Reduction in force, 1983-1991

Correspondence

Handwritten notes

Topics in Personnel kit

Resume Writing – General, 1979-1982

Brochure

Workshop materials

Roundtable background, procedures and information, 1983-1991

Correspondence

Handbook

Meeting minutes and notes

Memoranda

Salaries – Libraries and Librarians, 1980-1990

Background information

Memoranda

Salary ranges, 1982-1994

Minutes and resolutions

Reports

Summaries

Salary survey, 1982

Correspondence

Handwritten notes

Planning materials and memos

Report

Salary survey, 1984

Correspondence

Planning materials

Report

Salary survey, 1986

Correspondence

Planning materials

Report

Salary survey, 1988 [RESTRICTED]

Salary survey, 1989

Correspondence

Report

Salary survey, 1990

Correspondence and memos

Report

Box 14:

- Salary survey, 1991
 - Correspondence
 - Meeting information packet
 - Report
- Salary survey, 1992
 - Report
- Salary survey, 1993
 - Report
- Salary survey, 1994
 - Report
- Salary survey, 1996-1997
 - Reports
- Scholarships and Study Grants – Publications: FALIS (Financial Assistance for Library and Information Studies) 1999-2000
 - Handbook
- Scholarship and Study Grants – Robert L. Oakley Memorial Scholarship
 - Application form draft
- Scholarships and Study Grants – Shirley Crawford Scholarship, 1996
 - Correspondence
 - News Release
- Scholarships and Study Grants – Shirley Fitzgibbons Doctoral Scholarship, 2007 [RESTRICTED]
 - Correspondence
 - Drafts and documentation
- SCMAI (Staff Committee on Mediation, Arbitration and Inquiry) – Review Committee background materials, 1981-1987 [RESTRICTED]
 - Brochures
 - Correspondence
 - Documentation
 - Reports
- SCMAI (Staff Committee on Mediation, Arbitration and Inquiry) – Council documents, 1987-1993
- SCRIM (Standing Committee on Review, Inquiry and Mediation) – Background information and correspondence (general), 1989-1993 (2 folders)
 - Correspondence
 - Notes
 - Policies
 - Reports
 - Summaries and statements
- SCRIM (Standing Committee on Review, Inquiry and Mediation) – May 1990 meeting (2 folders)
 - Agenda and meeting materials
 - Correspondence
 - Documentation
- Selected list of adopted library and information science texts, 1986
- Sex discrimination, 1987 [RESTRICTED]
 - Correspondence
 - Drafts
 - News clippings

Sexual harassment, 1984-1990 [RESTRICTED]
 Brochures
 Correspondence
 Court documents
Sexual orientation, 1992
 Form letter
Speaker agreement sample, 1995
 Correspondence
 Sample speaker agreement\
Special Committee on Library School Closings, 1990-1993 (2 folders)
 Correspondence
 Reports
Specialization, 1980-1981
 Correspondence
 News release
 Questionnaire
 Summary
Staff Development – General, 1984-1993
 Documentation
 News releases
 Publications
“Staff training needs in transition” (Shoaf)
 Copies of article
Staffing Patterns – Academic Libraries, 1983-1984 [RESTRICTED]
 Correspondence
 Draft and notes
 News releases
Staffing Patterns – General, 1978-1987
 Correspondence
Staffing Patterns – Impacts of Technology, 1985-1986
 Correspondence
 Handwritten notes
 Papers and publications
Staffing Patterns: Paraprofessionals, 1983-1986
 Notes
 Report/paper
Staffing Patterns: Prison Libraries, 1983, 1990
 Correspondence
 Report
Staffing Patterns: Professionalism, 1985,1995 [RESTRICTED]
 Report
 Summary
Staffing Patterns – Public Libraries, 1981-1984
 Correspondence
 Proposals and publications
Staffing Patterns – School Libraries
 Focus group responses
Staffing Patterns – State Libraries, 1980
 Draft guidelines
Standards for Federal Library Jobs, 1981-1994 (4 folders)
 Reports

Correspondence
 “Starting a Staff Organization,” 1992
 Article adaptation for ALA
 State Civil Service Job Descriptions, 1985-1987 (3 folders)
 Alabama – New Hampshire
 New Jersey – South Dakota
 Utah – Wisconsin

Box 15:

Support Staff, 1990-1994 (2 folders)
 Correspondence
 Minutes
 Reports, papers, and bibliographies
 Support Staff – Email, 1995
 Correspondence (emails)
 Support Staff – Paraprofessional groups – states, 1988-1993 [RESTRICTED] (2 folders)
 Correspondence
 Publications
 Questionnaire responses
 Reports and proposals
 Support Staff – Project, 1990-1991 [RESTRICTED] (4 folders)
 Background materials
 Correspondence
 Drafts and notes
 Reports, surveys
 Support Staff – state groups, 1990-1991 [RESTRICTED]
 Survey of the Modern Information Professional, 1982-1994
 Correspondence
 Proposals
 Surveys
 Task Force on Supporting Minimum Salary Standards, 1978-1990 (2 folders)
 Agendas
 Correspondence
 Minutes
 Teleconferencing, 1989-1995 [RESTRICTED]
 Correspondence
 Drafts and forms
 Teleconference customer service, 1994 [RESTRICTED]
 Correspondence
 Reports
 Teams/Teamwork, 1993-1994
 Correspondence
 Handwritten notes
 Termination
 Policies, guidelines
 TIP Kit series – General, 1982-1990 [RESTRICTED]
 Correspondence
 TIP Kit 1 – Unionization and Collective Bargaining, 1982
 TIP packet
 TIP Kit 2 – Pay Equity Originals

Sample documents

TIP packet

TIP Kit 2 – Pay Equity Evaluations, 1982

TIP Kit 3 – Equal Employment Oppor. Originals

TIP kit

TIP Kit 3 – Equal Employment Oppor. Evaluations

TIP Kit 4 – Humanizing the Workplace Correspondence, 1982

TIP Kit 4 – Humanizing the Workplace Originals, 1983

TIP packet

TIP Kit 5 – Work Life Issues Originals, 1983

TIP packet

TIP Kit 6 – Employee Selection & MQ Correspondence, 1984

TIP Kit 6 – Employee Selection & MQ Originals, 1984

TIP packet

TIP Kit 7 – Public Library Job Descriptions, 1985

TIP packet

TIP Kit 8 – Hiring Library Staff Originals, 1987

TIP packet

Box 16:

TIP Kit 9 – Pay Equity Correspondence, 1985-1987

TIP Kit 9 – Pay Equity Originals, 1987

TIP packet

TIP Kit 10 – Originals, 1988

TIP packet

TIP Kit 11 – Correspondence, 1987-1988

TIP Kit 11 – Managing Employee Performance, 1988

TIP packet

TIP Kit 12 – Career Development Concepts and Strategies Originals, 1990

TIP packet

TIP Kit 12 – Permission/Correspondence, 1988-1990

TIP Kit 13 – Employment Law Originals, 1993

TIP packet

TIP Kit 14 – Valuing Diversity Originals, 1994

TIP packet

Turnover, 1987

Correspondence

Information sheets

United States/Canada Free Trade Act, 1989-1990 [RESTRICTED]

Correspondence

Policies

Publications

User instruction for information literacy, 1985-1993

Brochure

Correspondence

Minutes, agenda

Proposals

Visionary Leaders for 2020 Committee – Correspondence, 1988-1989

Correspondence

Publications

Reports
 Visionary Leaders for 2020 Committee – Correspondence, 1987-1988 [RESTRICTED]
 Correspondence
 Reports/Proposals
 Visionary Leaders for 2020 – Draft, 1991
 Visionary Leaders for 2020 – Minutes and Final Report, 1987-1989 [RESTRICTED]
 Correspondence
 Minutes
 Reports
 Washington Office – Federal Policy and Grants, 1987, 1991
 Federal Legislative Policy, 2 copies
 Federal grants for Library and Information Services: A Selective Guide
 White House Conference on Information and Library Services Task Force, 1991-1992
 Brochures
 Information packets
 Publications
 Women in a Women’s Profession: Strategies, 1974
 Publication
 Women in Librarianship #1, 1985-1995
 Newsletters
 Publications and papers
 Women in Librarianship #2, 1981-1994
 Correspondence
 Newsletters and Updates
 Papers and Publications
 Worklife Issues – Conference Program 1980 (Annual)
 Brochures
 Conference materials
 Workshops – OLPR (Office for Library Personnel Resources) (General), 1983-1991
 Correspondence
 Meeting reports and materials
 Presentation materials
 Youth Services Career Brochure, 1988-1989 [RESTRICTED]
 Brochure
 Correspondence
 Release forms and questionnaires
 Includes 1 5.25” floppy disk, “Youth Svc Brochure,” and 4 black and white photographs.

HRDR Advisory Committee: Conference & Committee materials

Advisory Committee Agenda, 2001
 Agenda
 Minutes, documents
 Advisory Committee Annual Convention Material, 1998-2000 [RESTRICTED] (2 folders)
 Agenda
 Handwritten notes
 Memoranda
 Minutes
 Reports, policies
 Advisory Committee Orientation & Procedural Manual, 1976, 1987
 Appointment Letters & Rosters, 1998-2001 [RESTRICTED]

- Committee rosters
- Correspondence
- Committee on User Instruction for Information Literacy, 1997 [RESTRICTED]
 - Contact information
 - Correspondence
- Correspondence, 1997-2000
- HRDR Published material, 2001
 - Brochures
 - Correspondence
- HRDR 2000-2001
 - Correspondence/memorandum
 - Presentation materials
 - Reports
- ILERT Steering Committee, 1995-1998 [RESTRICTED]
 - Agenda
 - Correspondence, memoranda
- Spectrum Initiative, 1997
 - Proposal/memorandum
- 1995 Conference – Annual
 - Agenda packet
- 1996 Conference – Annual
 - Agenda
 - Correspondence
 - Minutes
- 1996 Conference – Midwinter
 - Minutes
- 1997 Conference – Annual
 - Agenda
 - Handwritten notes
 - Minutes
- 1997 Conference – Midwinter
 - Agenda
 - Handwritten notes
 - Minutes
- 1998 Conference – Annual
 - Agenda
 - Correspondence, memoranda
 - Minutes
- 1998 Conference – Midwinter
 - Agenda
 - Minutes, notes
- 1999 Conference – Annual
 - Correspondence
 - Memoranda
- 2000 Conference – Annual [RESTRICTED]
 - Correspondence
 - Memoranda
 - Minutes

Box 17:

- 2001 Conference – General, 2001-2002 [RESTRICTED]
 - Agenda
 - Correspondence, planning materials
 - Minutes
 - Reports, documents
- 2001 Conference – Midwinter
 - Agenda, memorandum
 - Handwritten notes
 - Minutes
- 2002 Conference – Midwinter (New Orleans) [RESTRICTED]
 - Agenda
 - Correspondence
 - Handwritten notes
 - Schedules
- 1991, 1999 – Ballots/Elections [RESTRICTED]
- 2000-2003 – Ballots (ALA only)
 - Reports
 - Results
- 2004 – Ballot [RESTRICTED]
 - CLENERT
 - LIRT
 - LSSIRT
- 2005 – Ballot [RESTRICTED]
 - CLENERT
 - LIRT
 - LSSIRT
- 2006 – Ballot [RESTRICTED]
 - CLENERT
 - LIRT
 - LSSIRT

Publications

- Personnel Service Rating Report*, undated
- Review of Salary Administration Study*, 1981
- Academic and Public Librarians: Data by Race, Ethnicity and Sex*, 1986, 1991
- The Framework for Continuing Professional Development: Your Personal Profile*, 1995
- Revised ALA Personnel Policy Manual*, 1998 [2 folders]
- HR Connections* Newsletter, 2001-2001
- ALA Financial & Administrative Procedures Manual*, 2003
- ALA Operating Agreement, n.d.