13/1/3 Publishing Services Associate Executive Director Circular Letters, 1939-1972

<u>Box 1:</u>

Department of Publishing and Cooperative Services, 1939 Editorial Committee Inquiries to the Profession Regarding Publications Proposed Monthly Reports Annual Reports 1938/1939 Editor of Publications Sales and Advertising Assistant Sales Promotion

Department of Publishing and Cooperative Services, 1940 Editorial Committee Inquiries to the Profession Regarding Publications Proposed Monthly Reports Annual Reports 1939/1940 Editor of Publications Sales and Advertising Assistant Sales Promotion

<u>Box 2:</u>

Department of Publishing and Cooperative Services Volume 1, 1941 Editorial Committee Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Special Reports Report to March 1, 1941 on Manuscript Deliveries Publications Schedules 1940/41 Subscription Books Committee Monthly Reports Annual Reports 1941/41 Editor of Publications Sales and Advertising Assistant

> Volume 2, 1941 Sales Promotion

Volume 1, 1942 Editorial Committee Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Special Reports A Survey of A.L.A. Publishing - W. T. Couch Subscription Books Committee Monthly Reports Annual Reports 1941/42 Editor of Publications Sales and Advertising Assistant

Volume 2, 1942

Sales Promotion Conference Exhibits, Milwaukee, Wisconsin, June 22-27 Commercial Exhibits Professional Exhibits

Volume 1, 1943

Editorial Committee Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Periodicals Booklist Hospital Book Guide Subscription Books Bulletin Monthly Reports

Volume 2, 1943

Sales Promotion A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged Periodicals Booklist Discards Office Forms and Routines

Volume 1, 1944

Editorial Committee Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Periodicals Booklist Hospital Book Guide Subscription Books Bulletin Monthly Reports Annual Report – 1943-1944 – Editor of Publications

Volume 2, 1944

A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged Booklist Discards Periodicals Office Forms and Routines

<u>Box 3:</u>

Department of Publishing and Cooperative Services Volume 1, 1945 Editorial Committee Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Subscription Books Bulletin Subscription Books Committee – Midwinter Meeting Monthly Reports Annual Reports Editor of Publications, 1944-45 Sales and Advertising, 1944-45

Volume 2, 1945

A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged Booklist Discards Periodicals Office Forms and Routines

Volume 1, 1946

Editorial Committee

Meeting

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Inquiries to the Profession Regarding Publications Proposed

Progress on Publishing Proposals

Subscription Books Bulletin

Hospital Book Guide

Monthly Reports

Annual Reports

Editor of Publications, 1945-46 Sales and Advertising, 1945-46

Volume 2, 1946

A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged Booklist Discards Periodicals Booklist Advertising A.L.A. Conference Exhibits Office Forms and Routines

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Volume 1, 1947 **Editorial Committee** Communications - Chronologically Arranged Meeting – San Francisco Conference Docket Minutes Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals Subscription Books Bulletin Subscription Books Committee Dockets and Minutes - San Francisco Meetings Hospital Book Guide Monthly Reports Annual Reports Editor of Publications, 1946-47 Sales and Advertising, 1946-47

Volume 2, 1947

A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged Booklist Discards
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Volume 1, 1948

Editorial Committee Communications – Chronologically Arranged Meetings Midwinter, 1948 Docket Minutes Annual Conference – Atlantic City, N.J. Docket Minutes Special Meetings (Not of E.C.) Atlantic City – February 1948 – Integration New York City – April 1948 – Guide to Reference Books Inquiries to the Profession Regarding Publications Proposed Progress on Publishing Proposals

Subscription Books Bulletin Subscription Books Committee Meetings Midwinter, 1948 Annual Conference – Atlantic City, N.J. Hospital Book Guide Monthly Reports Annual Reports Editor of Publications, 1947-48 Sales and Advertising, 1947-48 Volume 2, 1948 A.L.A. Books and Pamphlets and School Activities and the Library Individual Titles Chronologically Arranged **Booklist Discards** Periodicals **Booklist** Hospital Book Guide Subscription Books Bulletin Office Forms and Routines Volume 1. 1949 **Editorial Committee** Communications - Chronologically Arranged Midwinter Meeting, 1949 Docket Minutes Midwinter Meeting, 1949 with Subcommittee on American Library Pioneers **Background Materials for Discussion minutes Regional Conference Meeting – Grand Rapids** Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January – February March – April May – August September – October November – February Subscription Books Bulletin Subscription Books Committee Personnel **Bimonthly Reports to Committee Members** Annual Report Subscription Books Committee Meetings - Midwinter Minutes – Business Meeting Minutes – Luncheon Meeting with Publishers Representatives Hospital Book Guide – Annual Report Monthly Reports of the Publishing Department Annual Reports of the Publishing Department

Volume 2, 1949

A.L.A. Books and Pamphlets School Activities and the Library Sales Promotion – Individual Titles Chronologically Arranged Booklist Discards Periodicals – Subscription Promotion Booklist Hospital Book Guide Subscription Books Bulletin Office Forms

<u>Box 4:</u>

Publishing Department Volume 1, 1950 **Editorial Committee** Communications - Chronologically Arranged Midwinter Meetings, 1950 Committees Docket Minutes Subcommittee on American Library Pioneers Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** March – June July - August September – December Subscription Books Committee Personnel **Bimonthly Reports to Members** Annual Report Communication to Committee and to Publishers Midwinter Meetings, 1950 **Business** Materials for Discussion Minutes Luncheon with Publishers – Minutes Annual Conference Meetings, 1950 **Business** – Minutes Luncheon with Publishers

Material for Discussion Minutes Open Meeting – Minutes Hospital Book Guide Personnel Instructions for Reviewers Meeting of Personnel – Annual Conference – Minutes Transfer of H. B. G. From Publishing Department Monthly Reports of the Publishing Department

Volume 2, 1950

Sales Promotion

General Catalog – "A.L.A. Books and Pamphlets" School Catalog – "School Activities and the Library" Individual Titles Chronologically Booklist Discards Periodicals Subscriptions Booklist Hospital Book Guide Subscription Books Bulletin

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Volume 1, 1951

Editorial Committee Communications – Chronologically Arranged Midwinter Meeting, 1951 Docket Minutes Annual Conference Meetings, 1951 Committee Docket Minutes Committee with the Joint Committee on Library Service to Labor Groups – Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January – June July – December Subscription Books Committee Personnel Report to Members – January 1951 Status of Titles – June 12, 1951 Annual Report Communications to Committee and to Publishers Midwinter Meetings, 1951

Business Docket Minutes Luncheon with Publishers – Minutes Annual Conference Meetings, 1951 Business Docket Minutes Luncheon with Publishers Material for Discussion Minutes Monthly Reports of the Publishing Department Annual Reports of the Publishing Department Swan Song of the Chief – 1948/49 – 1950/51 The Booklist – 1950/51

Volume 2, 1951

A.L.A. Books and Pamphlets School Activities Sales Promotion – Individual Titles Chronologically Arranged Booklist Discards Periodicals – Subscription Promotion Booklist Subscription Books Bulletin Office Forms

Volume 1, 1952

Editorial Committee Communications - Chronologically Arranged Midwinter Meeting, 1952 Docket Minutes Annual Conference Meeting, 1952 Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January - April May – December Information for the ALA Headquarters Staff on Publishing Projects which might materialize during the Fiscal Year 1952-53 Subscription Books Committee Personnel 1952/53 Status of Titles Annual Report Communications to Committee and to Publishers

Midwinter Meetings, 1952 **Business** Docket Minutes Luncheon with Publishers – Minutes Annual Conference Meetings, 1952 **Business** Docket Minutes Luncheon with Publishers - Minutes Monthly Reports of the Publishing Department Volume 2, 1952 A.L.A. Books and Pamphlets **School Activities** Sales Promotion - Individual Titles Chronologically Arranged **Booklist Discards** Periodicals – Subscription Promotion **Booklists** Subscription Books Bulletin Office Forms Volume 1, 1953 **Editorial Committee** Communications - Chronologically Arranged Midwinter Meeting, 1953 Docket Minutes Annual Conference Meeting, 1953 Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January - March April – May June – August September – October November – December Information for the ALA Headquarters Staff on Publishing Projects which might materialize during the Fiscal Year 1953-54 Subscription Books Committee Personnel 1953-54 Status of Titles Annual Report Manual of Policy and Procedure Communications to Committee and to Publishers

Midwinter Meetings, 1953 **Business** Docket Minutes Luncheon with Publishers – Minutes Monthly Reports of the Publishing Department Preliminary Report on ALA Publishing Volume 2, 1953 A.L.A. Books and Pamphlets **School Activities** Sales Promotion - Individual Titles Chronologically Arranged **Booklist Discards** Periodicals – Subscription Promotion **Booklist** Subscription Books Bulletin Office Forms Volume 1, 1954 **Editorial Committee** Communications - Chronologically Arranged Midwinter Meeting, 1954 Docket Minutes Annual Conference Meeting, 1954 Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January – February March – April May – June July – August September – October November – December Information for the ALA Headquarters Staff on Publishing Projects which might materialize during the Fiscal Year 1954-55 Subscription Books Committee Personnel 1954-55 Status of Titles Manual, March, 1954 Annual Report Communications to Committee and to Publishers Midwinter Meetings, 1954 Business Docket

Minutes Luncheon with Publishers – Minutes Annual Conference Meetings, 1954 Business Docket Minutes Luncheon with Publishers – Minutes Monthly Reports of the Publishing Department

<u>Box 5:</u>

Publishing Department Volume 2, 1954 A.L.A. Books and Pamphlets **School Activities** Sales Promotion - Individual Titles Chronologically Arranged **Booklist Discards** Periodicals – Subscription Promotion **Booklist** Subscription Books Bulletin Office Form Volume 1, 1955 **Editorial Committee** Communications - Chronologically Arranged Midwinter Meeting, 1955 Docket Minutes Annual Conference Meeting, 1955 Docket Minutes Inquiries to the Profession Regarding Publications Proposed **Progress on Publishing Proposals** January – February March – April Mary - August September – October November (1955) – April (1956) Information for the A.L.A. Headquarters Staff on Publishing Projects which might materialize during the Fiscal Year 1955/56 Subscription Books Committee Personnel 1955/56 Status of Titles Annual Report Communications to Committee and to Publishers Midwinter Meeting, 1955

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	Report of the Editorial Committee, 1956-57
	ALA Publishing Department Organization, October 1957
	ALA Publishing Department Staff, October 1957
	ALA Publishing Department, Functions of Offices within the Department
	Volume 1, 1958
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	Information on How ALA Publishing Operates
	Minutes of Midwinter Meeting, January 1958
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	ALA Committee on Publishing Program and Operations
	January 15, 1958 Memorandum to Donald Coney, Chairman
	Inquiries to the Profession Regarding Publications Proposed

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Production Office

Volume 1, 1960 **Editorial Committee** Personnel Communications - Chronologically Arranged Midwinter Meeting, 1960 Docket Minutes Annual Conference Meeting, 1960 Docket Minutes Information on How ALA Publishing Operates Information on Publishing Projects for the ALA Headquarters Staff 60/61 Subscription Books Committee Personnel Status of Titles - Chronologically Arranged Communications Midwinter Meetings **Business Meeting – Minutes Annual Conference Meetings Business Meeting – Minutes** Monthly Reports of the Publishing Department Annual Reports Editorial Committee Program Statement for PEBCO Subscription Books Committee 1959/60 Subscription Books Bulletin Office

<u>Box 6:</u>

Publishing Department Volume 1, 1961 **Editorial Committee** Personnel 1961/62 Communications Chronologically Arranged Midwinter Meeting, 1961 Docket Minutes Annual Conference Meeting Docket Minutes Committee on ALA Publishing – Personnel 1961/62 Inquiries to the Profession Regarding Publications Proposed Progress Reports to the Editorial Committee on Publishing Projects May, 1961 August, 1961

Information for the Headquarters Staff on Publishing Projects 1961/62 Subscription Books Committee Personnel 1961/62 Status of Titles Communications to the Committee Midwinter Conference Business Meeting – Feb. 2, 1961 Annual Conference **Business Meetings July, 1961** Statement to PEBCO Monthly Reports of the Publishing Department **Annual Reports Editorial Committee** Subscription Books Committee Volume 1, 1962 **Editorial Committee** Personnel 1962-63 Communications Chronologically Arranged Midwinter Meeting Docket Minutes Annual Conference Meeting Docket Minutes Committee on ALA Publishing - Personnel 1962-63 Inquiries to the Profession Regarding Publications Proposed Progress Reports to the Editorial Committee on Publishing Projects January, 1962 June, 1962 Information for the Headquarters Staff on Publishing Projects 1962-63 Subscription Books Committee Personnel 1962-63 Status of Titles Communications to the Committee Midwinter Conference Docket Minutes Statement to PEBCO Monthly Reports of the Publishing Department Annual Reports **Editorial Committee** Subscription Books Committee

Volume 1, 1963 Editorial Committee

Personnel 1963-64 Communications Chronologically Arranged Midwinter Meeting Docket Minutes Annual Conference Docket Minutes Subcommittee on Books for Junior Colleges Committee on ALA Publishing - Personnel 1963-64 Executive Board Subcommittee on ALA Publishing - Personnel - 1963-64 Publishing Department Organization Chart - January 1963 Functions of Offices within the ALA Publishing Department, January 1963 Progress Reports to the Editorial Committee on Publishing Projects Information for the Headquarters Staff on Publishing Projects 1963-64 Subscription Books Committee Personnel 1963-64 Status of Titles Communications to the Committee Midwinter Conference Docket Minutes Annual Conference Docket Minutes Statement to PEBCO Monthly Reports of the Publishing Department **Annual Reports Editorial Committee** Subscription Books Committee Volume 1, 1964 **Editorial Committee** Personnel 1964-65 Communications Chronologically Arranged Midwinter Meeting Docket Minutes Spring Meeting April 18-20 Docket Minutes Report to the Executive Board Annual Conference Docket Minutes Subcommittee on ALA Rules for Filing Catalog Cards

Advisory Subcommittee of Guide to Reference Books Subcommittee on Books for Junior Colleges Committee on ALA Publishing - Personnel 1964-65 Executive Board Subcommittee on Publishing Report of the Special Committee on Publishing Set up by the ALA Executive Board at its 1964 Spring Meeting How the ALA Editorial Committee and its Publishing Department Operate Inquiries to the Profession Regarding Publications Proposed Information to the Headquarters Staff on Publishing Projects 1964-65 Subscription Books Committee Personnel Status of Titles Communications of the Committee Midwinter Conference Docket Minutes Annual Conference Docket Minutes Monthly Reports of the Publishing Department Volume 1, 1965 **Editorial Committee** Personnel 1965-66 **Communications Chronologically Arranged Status of Publishing Projects** Midwinter Meeting Docket Minutes Annual Conference Docket Docket Addenda Minutes Subcommittee Personnel 1965-66 Subcommittee on Books for Tired Eyes Subcommittee on Books for Junior Colleges Advisory Subcommittee on Guide to Reference Books Executive Board Subcommittee on Publishing Personnel 1965-66 Communications Chronologically Arranged Midwinter Meeting – Docket June 14, 1965, Meeting – Minutes Annual Conference Docket Minutes Inquiries to the Profession Regarding Publications Proposed

Information to the Headquarters Staff on Publishing Projects 1965-66 Volume 1, 1966 **Editorial Committee** Personnel 1966-67 Communications Chronologically Arranged **Status of Publishing Projects** March 25, 1966 June 20, 1966 Midwinter Meeting Docket Minutes Spring Meeting, March 26-27 Docket Minutes Invitational Conference on Needed Publications – June 2-3 Docket Minutes (Exhibit 1 - Annual Conf. Docket) Annual Conference Docket Minutes **Editorial Committee Subcommittees** Personnel 1966-67 Subcommittee on Revision of ALA Rules for Filing Catalog Cards Subcommittee on Books for Junior Colleges Advisory Committee on Guide to Reference Books, 8th Edition (Suppl) Subcommittee on New Lists for School Libraries Meeting, October 21-23 Docket Minutes **Executive Board Subcommittee on Publishing** Personnel Communications Midwinter Meeting Docket Minutes Report to the Executive Board – January 24, 1966 ALA Publishing Board Inquiries to the Profession Regarding Publications Proposed Information for the ALA Headquarters Staff on Publishing Projects 1966-67

<u>Box 7:</u>

Publishing Services – Editorial Committee Volume 1, 1967 Editorial Committee

Personnel 1967-68 Communications Chronologically Arranged Report on Editorial Committee Activities in the Audiovisual Field for the Audio-Visual Committee Meeting, June 30, 1967 Status of Publishing Projects – June 20, 1967 Midwinter Meeting Docket Minutes Annual Conference Docket Minutes Forecast of Publications - September 1, 1967 Editorial Committee Advisory Committees and Subcommittees Personnel 1967-68 Advisory Committee on Guide to Reference Books, 8th ed. Advisory Committee on History of Service to Young Adults in Public Libraries Subcommittee on New Lists for School Libraries Communications **Midwinter Meeting Minutes** Meeting - April 28-30, 1967 Docket Minutes Invitational Meeting on Library Material for Vocational-Technical **Education Programs** Annual Conference Docket Minutes Meeting – December 3, 1967 Agenda Minutes Report on Meetings of Editor and Consultants for the Books for **Elementary Schools Lists** Meeting – April 11, 1967 Meeting – November 3-5, 1967 Subcommittee on the Reviewing of Nonprint Material in the Booklist Meeting - May 19-20, 1967 Docket Minutes Annual Conference Docket Minutes Meeting - October 14-15, 1967 Docket Minutes Subcommittee on Vocational-Technical Education Lists

Meeting – December 1-2, 1967 Docket Minutes **Publishing Board** Personnel Communications Volume 1, 1968 **Editorial Committee** Personnel 1967-68 Communications Chronologically Arranged **Status of Publishing Projects** March 1968 April-May 1968 October 1968 Status of Projects in Exploratory Stage, October 1968 Midwinter Meeting Docket Minutes Spring Meeting, April 5-6 Docket Minutes Annual Conference Docket Minutes Fall Meeting, November 14-15 Docket Minutes **Editorial Committee Subcommittees** Personnel 1967-68 Subcommittee on New Lists for School Libraries Communications **Midwinter Meeting** Docket Minutes Annual Conference Docket Minutes Subcommittee on Vocational-Technical Education Lists Midwinter Meeting Docket Minutes Subcommittee on Vocational-Technical Education Lists Annual Conference Docket Minutes

ALA Publishing Board Forecast of Publications and Manuscripts for 1968-69 as of October 4, 1968

Volume 1, 1969 **Editorial Committee** Personnel, 1968-69, 1967-70 Communications Chronologically Arranged Status of Publishing Projects - March 1969 Midwinter Meeting Docket Minutes Spring Meeting, March 21-22, 1969 Docket (Working Paper) Minutes Annual Conference Meeting Docket (EC Manual) (Library Service to Patients) Minutes Fall Meeting, October 13–November 1, 1969 Docket Minutes **Subcommittees** Personnel, 1968-69, 1969-70 Communications Chronologically Arranged Advisory Subcommittee on Reviewing of Nonprint Material in The Booklist Midwinter Meeting Docket Minutes Annual Conference Docket Minutes Subcommittee on New Lists for School Libraries **Midwinter Meeting** Docket Minutes Annual Conference Meeting Docket Minutes Subcommittee on Vocational-Technical Education Lists Midwinter Meeting Docket Minutes

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Docket Report to COO - March 31, 1969 **Publishing Board** - Communications With Forecast of Publications and Manuscripts for 1969-70 Volume 1, 1970 **Editorial Committee** Personnel, 1969-70, 1970-71 Midwinter Meeting Docket Minutes Spring Meeting, April 24-25, 1970 Docket Minutes Annual Conference Docket Minutes Volume 2, 1970 **Editorial Committee** Fall Meeting, October 26-27, 1970 Docket Minutes **Subcommittees** Personnel, 1969-70, 1970-71 Advisory Subcommittee on Reviewing of Nonprint Materials in The Booklist Midwinter Meeting Agenda Minutes Annual Conference Agenda Minutes Subcommittee on New Lists for Schools, Children's and Young People's Libraries **Midwinter Meeting** Docket Minutes Annual Conference Docket Minutes Advisory Committee on Library Service to Patients Miscellaneous **Communications and Minutes** Publishing Board – Personnel Publishing Policies for ALA (June 1970) Working Paper - April 9, 1970

Volume 1, 1971 **Editorial Committee** Personnel, 1970-71, 1971-72 Midwinter Meeting Docket Minutes Annual Conference Docket Minutes Fall Meeting, October 23-24, 1971 Docket Minutes **Subcommittees** Personnel, 1970-71, 1971-72 Booklist Editorial Advisory Board Midwinter Meeting Agenda Minutes Annual Conference Agenda Minutes Editorial Committee Ad Hoc Advisory Committee Films for Libraries Annual Conference – Minutes Advisory Subcommittee on Reviewing of Nonprint Materials in The Booklist Midwinter Meeting Agenda Minutes Annual Conference Agenda Minutes Subcommittee on New Lists for School, Children's and Young People's Libraries Midwinter Meeting Docket Minutes Annual Conference Docket Minutes

<u>Box 8:</u>

Publishing Services – Editorial Committee Volume 1, 1972 ALA Editorial Committee – 1972 Personnel, 1972-73 Midwinter Meeting Docket Minutes Spring Meeting Docket Minutes Annual Conference Docket Minutes Fall Meeting Docket Minutes 1972 Roster of Sub-Committees