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Publishing Services
Associate Executive Director
Administrative Files, 1939, 1949-53, 1974-91

Box 1:

Accountability study, 1984
Advertising, D. Rush, 1982-83
 1983, 1984-85
 Materials, 1983-84
Ad sales reps meeting/ALA Yearbook meeting, 1983-84
American Libraries, 1983
 1984
ALSC (Ann Weeks), 1978-83
The Asia Society, 1982-83
ASIS, 1976-82
ASLIB Publications Division, 1983-84
Auditor's management letter, FY 1983
 FY 1985
Author questionnaire, 1983-84
Bell, Ovid, press, 1978-79
Beta Phi Mu, 1983-84
Biographical project, 1983
Bookhandling change plan/agency plan discounts, etc., 1983
Booklist advisory board, 1983-84
Booklist, 1984
 Advertising contract (CHOICE), 1984
Booklist, 1985
 Job Sharing Proposal, 1981
Books and poems budget (correspondence), 1982-83
 1983-84
 Three-year plan 1984
Books for college libraries, 1974
 1975-80
 1984
Books for public libraries, 1984
Caldecott Calendar (1984), 1983
Cassette program, 1982
 1983-84
Checklist of publications, 1983
Circulation promotion
Cole, John Y., Chair of the Publishing Committee, 1982-83
Coleman, Jean, OLOS, 1984
Combined Book exhibit, 1985

CPU, 1985
 Conflict of interest, 1983-84
 Statement, RBB, 1984
 Council of Learned Journals, 1984
 Database correspondence, 1983-84
 Double elephant folio, 1985
 Dues increase, 1984
 Editorial workshop, Plotnik, 1982
 Elections/appointments, 1983-84
 Electronic publishing, 1982-83
 Endowment funds report, 1984
 ERIC, 1984-85
 Financial data, 1982-83
 Follett, 1980
 1981
 Contract, 1982
 1983-84
 Fulfillment agreement, 1982
 General correspondence, 1980-81
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 Meetings, 1981-82
 Project, 1980

Box 2:

Frankfurt Book Fair, 1982-83
 1986 (2 folders)
 Fulfillment, 1980
 FY 1984/Assn. Financial data
 1985: Closing/Financial state
 Performance reports
 Publications budget request
 Correspondence
 Gilles file (Scholarly Press)
 Gilles, 1980 action
 ALA Glossary, 1983-84
 Guide to Reference Books, 1985
 Guidelines for authors, editors, etc., 1983-84
 Don Hammer, LITA/LAD, 1975-85
 Robert Hershman (Sales Corresp.), 1982-83
 Edward G. Holley (Past President of ALA), 1980
 Howard, Edward, 1975-81
 IFLA, 1980-81
 Intellectual Freedom, Office of (Jody Krug), 1984-85

Roundtable (OIF), 1972-82
 ITP, Alanet, 1983-84
 1985
 KEYCOM, 1982-83
 LITA, 1983-84
 LTR, 1984
 1985
 Proposals, 1985
 Marketing (Paul Kobasa), 1983-88
 Newslog, international, 1985
 North Holland, 1984-85
 Operating agreement, 1981
 1985-86
 Optical Disk Pilot Program, 1984-85
 Overhead, 1984-85
 Pamphlets, 1984-85

Box 3:

Plaut, Eric
 Price Indexes, 1983-84
 Publishing reserves, 1983
 Short papers, 1982
 Reader Survey (RBB), Booklist, 1983-84
 RBB Reorganization, 1985
 RSBRC (H. Wright), 1981-82
 RSBR, Blue Ribbon Task Force, 1983
 Merger with Booklist, 1983-84
 Royalty payment, 1983-84
 Standard computer software numbering (SCSN), 1985
 Surveys of subscribers to BS/RBB, 1984
 Survey plan
 Telephone marketing, 1983-84
 Top sellers, 1981-84
 Task force: typesetting, 1985-86
 Viewdata, 1985
 Walker, Gay, 1983
 Walker, Richard, Ad. Rep., West Coast, 1983-84
 Webster's New Family Encyclopedia, 1984
 Williams, Martha, 1983-87 (2 folders)
 ALA World Encyclopedia, staff meeting minutes, 1985
 2nd edition, 1983-86
 Wright, Helen K. (Yearbook), 1983-86
 Yearbook, 1985

Box 4:

Parent Organization Charts, 1990

Publishing Committee, 1985-86

Planning/SLRP

1984-86

1985

1986

ALA Planning Document: Observation and Strategies, June 1988

ALA Planning Document: Action Inventory, Sep. 1988

ALA/SLRP Working Papers April 15, 1986

ALA Publishing Historical File: 1939, 1942, 1951-53

Department Head Meeting Files (6 folders) 1988-89

FY 89 Advertising Budgets & Revenue

FY 89-90 Budgets

Moscow Panel, 1986-87

Management-Planning Committee: Planning for the Library of Congress in the Year 2000, Nov. 18, 1988

Budget Files by Unit (#300-#390) (10 folders)

AED 1990

FY 1990 Budget

FY 1990 ALA Budget Book 4/89 COPES

Box 5:

AACR2 (2 folders), 1986-87

Director of Publishing Staff Meetings-files and notes,
Feb.-May 1986

Box 6:

Publishing Staff Meetings, June 1986-Nov/Dec 1987

ALA Archives, 1984

ALA Video, 1986-88

1989-90

Advertising Reports, 1982

Representatives, 1986

Agreements - Advertising and Marketing, 1976, 1979-81

Associate Publisher, 1988

New Products, 1989-90

Awards and Grants

ALA Goal Award, 1978

Coretta Scott King Award, 1983-84

Carnegie Reading List (CRL) Grant

Fund, 1979, 1984
General Correspondence, 1981-82
Proposals from Divisions, 1981-83
Applications, April, 1983
 Brinley/Publishing Services
 Duree/Booklist
 Hanson/RASD
 Hearne/Elleman/Booklist
 Kimmel/Mullen/ALSC
 Miller/RSBR
 OH/Booklist
 Shaevel/YASD
 Wood/Booklist
Correspondence, 1984
Proposals, April, 1984
 Duree, Booklist
 Elleman/Hearne, Booklist
 OH/Booklist
 Wood/Booklist
 Myers/OLPR
 Hanson/RASD
 Miller/RBB
 Shaevel/YASD
 Weeks/ALSC
Grants, General Correspondence, 1984
Ratings, 1984
Correspondence, 1985
Proposals, 1985
 ALSC
 Booklist
 RASD
 YASD
Correspondence, 1986
 1987
Proposals, 1988
 AASL
 ALSC (3 folders)
 OLOS
Correspondence, 1988
 1988-90
Publicity, 1988-90
Applications, 1989
 ALSC (2 folders)
Applications, Spring, 1990

LITA
 ALA/CBC
 Applications, Spring, 1991
 SRRT/OLOS
 ALSC
 Carroll Preston Baber Research Award, 1985

Box 7:

Whitney Fund Grant

Proposals, 1982, with separate folders for:
 Ash, Boyd, Baker, Brenni, Greenlaw, Hartung, Horning, Jackson,
 Josephine, Layman, Meyer, Myrick, Ostrove, Pool, Purcell,
 Reynolds, Sajdak, Schon, Valauskas, Wilson, Sims-Wood, Woodbury
 Correspondence (2 folders), 1983-84
 Budget, 1983
 Midwinter (1983), 1979-82
 Proposals, 1983, with separate folders for:
 Alley & Cargill, Carey, Garcia, Huttner, Jankowski, Johnson,
 Ostrye, Peck, Petersen & Reed, Phenix, Povsic, Roginski, Stein,
 Wall, White, Woodbury, Wright
 Proposals, April, 1984, with separate folders for:
 Belcher, Blount, Cargill, Guarena, Dunkel, Jankowski, Kies,
 Membrez, Patel, Phenix, Pyne, Ramet, Schon, White
 Correspondence, 1984
 Brochures, Research Projects, and Correspondence, 1984-87
 Disposition, 1985
 Memoranda, 1985
 Proposals, 1985, with separate folders for:
 Heyn, Beede, Kreiger, Feinberg, Armstrong & Fennel, Joyce,
 Humpherys, Damron, Kulkarni, Eberhart, Khalidi, Cohen, Welsch,
 Patel, Hisnanick, Danky, Clarkson & Rader, Matteucci, Dupree,
 Groark, Lawrence, Burt, Gilmer, Granada
 Proposals, 1985, with separate folders for:
 Duffy, Flowlie-Flores, Gann, Jones, Lanza, Lesley, Mellon
 Proposals, 1986, with separate folders for:
 Bindocci, Conaway, Hart, Luckenbill, Von Seggern
 Proposals, 1987, with separate folders for:
 Delks, Henslin, Leppa & Miller, London, Vann & Melechen,
 Wheeler, Wilcox, Williams
 Proposals, 1988, with separate folders for:
 Bodart-Talbart, Henshaw, Manzo, Steadman, Wick, Woolls
 Correspondence, Memoranda & CRL Ratings, 1988-89
 Proposals, Spring, 1989, with separate folders for:

Fowlie-Flores, Hernardi, Malone, Mensah, Slavens, Bodden, Chase, Cole,
 Edeka, Martin, McConnel, Pisciotta, Rogers
 Autumn Report to The Publishing Committee, 1989
 Correspondence, 1989-91
 Financial Reports, 1989-90
 Inquiries & Correspondence, 1989-90
 Press Release, 1989
 Publicity, 1990

Box 8:

Proposals, Spring, 1990, with separate folders for:
 Fowlie-Flores, Van Orden, Huls, White, Bopp, Frankena, Brustman, Piette,
 Wright, Roe, Sweetland, Burg & Kelley-Millburn, Johnson & Smith,
 Danesh, Dunin, Touliatos, Thistlethwaite & Zoe
 Proposals, Fall, 1990, with separate folders for:
 Miller, Mszur Thomson, Selin, Rholes, Pfeiffer, Dickason,
 O'Brien, Rush
 Proposals, Spring, 1991, with separate folders for:
 Baskin & Harris, Gyeszly, Duffy, Freeman, Zucker, Chu, Howey,
 Greenberg, Powell, Sherwood, Wu & Young, Holmes, Hughes
 Proposals, Fall, 1991, with separate folders for:
 Friend & Smith, Sherwood, Rankin & Adams, Irwin, Smith, Peins

Auditors Management Letter, FY 1987

FY 1988

FY 1989

Baker, Advertising Representative, 1973-74, 1980-84

AL Agreement and Correspondence, 1984-85

James Bennett Library Services, 1987-88

Benson Co., Advertising Representative, 1974, 1983-84, 1986, 1988

Book Industry Study Group, Inc., 1984

Books, Mini-Catalogs, 1989

Brochures, 1989

Budget, Final, FY 1986

FY 1987

Business Plan, 1989

Box 9:

Capital Expenditures, 1984-86

Carnegie Fund Proposal, 1978-82

Videos, 1986-87

Cash Flow, 1985

CMG Information Services, 1987

Committees and Boards

Editorial Committee Manual (1969) with Report to the Executive Committee (1964) and
 Procedural Statements (1967)
 Editorial Committee Subcommittees, 1967-68
 Executive Board and Council (Midwinter 1984), 1983-84
 Planning Committee, Manuals and Recommendations, 1987
 Publishing Committee, Minutes, 1973-82
 Information Packet, ca. 1981
 Publishing Workshop, Midwinter, 1981
 Memoranda and Reports, 1981-82
 Meeting (Fall 1982), Dockets, Correspondence, and Memoranda (3 folders), 1982
 Midwinter, 1983
 Spring (4 folders), 1983
 Summer, 1983
 Fall (2 folders), 1983
 Midwinter, 1984
 Objectives in Publishing, FY 1984
 April (Spring) Meeting (2 folders), 1984
 June Meeting (2 folders), 1984
 Correspondence, Memoranda and Budgets (2 folders), 1984
 Correspondence, 1984-85
 Correspondence, Memoranda, Notes and Reports, 1984-85, 1988
 Correspondence, Memoranda, Notes and Reports, 1985
 Correspondence and Memoranda, 1985-86
 Correspondence and Memoranda, 1988
 Subcommittee Report on Publishing Guidelines, 1980
 Subcommittee on Governance Summer Report, 1986-88
 Publishing Assembly, Guidelines Packet & Attendance List, 1982
RBB Editorial Board, 1982-84
RSBR - Blue Ribbon Task Force, 1983

Conferences

Annual, 1985
 1986
 1987
 1988
 1989
 1990
 Midwinter, 1985
 1987
 1989
 1990

Box 10:

Controller Job Search, 1986
Coupon Book, 1988
CPU (Central Production Unit) (2 folders), 1988-89
Co-Publishing Guidelines, 1986
Databases, NY Times, 1974-75
Databases, Account, 1979-80
Databases, Development Reports, 1980-81
Databases, Grant Project, HQ Library, 1982
Databases, (Joel Lee), 1980
Databases, Literature, 1980
Databases, Project, Memoranda, 1981
Division Journal Ad Sales/Financial, 1984-85, 1989, 1991
Document Retrieval, The Information Store, 1986
Eurospan, 1982-89
Feffer & Simons, Inc., 1984
Financial Plans, 1983
Financial Statements, 1985-87
 Closing Statements, FY 1988
 FY 1989
Folio Seminar
Foreign Sales Representatives, 1985
Guadalajara Book Fair, 1988
Guide to ALA Production Services, 1982
HCJ Communications, LTD, 1987
Hewitt - Salary Studies, 1981-82
 Job Evaluation, 1982-83
 Survey Study, 1982-83
 Review, 1986
Houston Ordinance, 1987
Insurance, 1985
Interview Materials
Job Descriptions, Publishing, ca. 1981-85
Job Evaluations, 1982-88
Job Reclassifications, 1984
Lee, Joel, Memoranda, 1983, 1986, 1988
Library of Congress Optical Disk Program, 1986-88
Marketing Director Search, 1988
Marketing Examples, Brochures and Checklists, 1989
Marketing Needs Analysis, 1988
Marketing Personnel, 1988
Marketing, Soviet Union, 1989
Mission Statement, 1983
Moscow Book Fair (2 folders), 1989-91
New Initiatives, 1986

Paper Preservation, Correspondence and Information

Documents, 1978-79

Correspondence and Background Materials, 1978

Publication Committee, Fall Agenda, 1978

ph Study, Correspondence, Reports & Background Materials, 1968, 1978-79

Paper, Recycled and Recycling, 1989-91

Performance Reports, 1986

1989

Permission Requests, 1977-78

Box 11:

Personnel Documents, 1984-86

Personnel Files

Brawley, Paul, 1969-88

Brinley, Joe, 1980-84

Broeksmit, Peter, 1988, 1990

Carlson, Rob, 1986-90

Crowley, Betty, 1975-83

Foley, Patricia, 1983

Gabel, Mary, 1985

Lee, Joel, 1978-88

McLarin, Edgar, 1987-92

Royt, Sylvia, 1983-84

Personnel, Inactive Files, 1982-84

Prepress (4 folders), 1986-89

Price Review, 1983-87

Production Assistant, 1988

Public Library Data Service, 1988

Publications

ALA Yearbook, Writer Agreements, 5th Edition, 1980

Writer Agreements (2 folders), 1981

American Libraries

General Correspondence, 1974-80

1979-82

1974-80

Advertising, 1975-78

Contracts, 1969-74, 1977

Brown Printing, 1977

Burke Affair, 1973-74

SRRT, Search for Editor, 1974-75

Correspondence, 1985

Advertising Reports, 1985

Correspondence, 1986

Brandehoff, S., 1986-87
Correspondence (3 folders), 1987-89

Box 12:

An Assessment of Automation at ALA, 1987

Booklist

Correspondence, 1978-82
Ad Representative, 1982-84
Midwinter, 1983
Editorial Advisory Board, 1984-88
Advertising, 1985-86
Correspondence (4 folders), 1986-90
Mailing Lists, 1989

Choice, Correspondence, 1976, 1981-88

Directory of Library & Information Professionals (2 folders), 1986
1987-88
1989

Guide to Reference Books, 1986

1988
1989

Information Power, 1986-88

Information Technology (ALANET) (4 folders), 1986-89

Library & Information Science Annual, 1987

Library Technology Reports, 1979-82

1986
1988
1989

Library Video Magazine, Serials Review Magazine, 1986

1986-87

Library Video Network, 1987

Media Reviews, 1981

National Union Catalog Pre-1956 Imprints, 1985

Reference Books Bulletin, Editorial Board Minutes, 1985

Memoranda and Reports, 1984-88

Reference and Subscription Books, Review Committee, 1975

Chicago Conference, 1977-78

Space Needs, Marketing Questionnaire, Journals
Guaranteed Income Plan, 1979

Correspondence, 1980

Key Documents, 1980-82

Smithsonian, Books for the Fairs, 1988-89

Library of Children's Classics, 1989

Library Project, 1988

Who's Who in Library & Information Service, Inactive, 1979-82
Publishing Budget Correspondence (4 folders), 1986-89

Box 14:

Publishing Budget Request (4 folders), 1986-89
Publishing Guidelines Packet: Acquisitions, Editorial/Production, and Marketing, ca. 1985
Publishing Services, History, Accountability Study, 1984
 Huenfeld Report, 1989-92
Returns, 1984
Revson Foundation, 1986
St. James Press, 1985
Staff Changes, 1987-88
Staff Compensation & Classification, 1983
STC Job Descriptions, 1982-84
Subscription Income, 1989
Table of Organization, Publishing, 1987
United Publishers Services, 1987
USIA, 1988
Video, 1990
Virgo, Julie, ACRL, 1976-85
Welch, Ted, 1985-87
Personnel Records - Duties Time Study, 1947