

18/1/5

Headquarters Library  
Librarian's Office  
Subject File, 1925-2018

Box 1:

Advisory Committee

Agendas, 1965-76

Minutes, 1965-76

ALA Media Reviews (Database Development Project), 1980-82

ALA File Descriptions

Budget

Database Development Project Report, 1981

Databases

ALA Databases

ALA Media Reviews

ALA Resource Database (ARD)

ALA Resources Database Description

Booklist

Books for College Libraries

Choice

Guide to Reference Books (Sheehy)

INFORONICS

LAMA Building Folder & Slide Collection

Library Technology Reports

List of Recommended Books (e.g. Notables)

Membership Directory System

Project Report

Summary Reports

David Stane-Correspondence

Davis McCran, H. W. Wilson Correspondence

Descriptions

Financial Plans

Grant Funding

Grantsmanship - Notes

Headquarters Library Background Material (Information Central & C.)

Indexing for ALAMR

Information Services Department

March 1982 Proposal

Mellon Foundation

"News and Comments," RSBR Oct. 1, 1982 - Criticism

Other Foundations

Promotion

Summary and Outline

ALAUC (Union Catalog of ALA Publications) Correspondence, 1974-77

American Library History Round Table - 1973-74, 1976

18/1/5

Term of M. Maxwell, 1976-77  
 Term of Bud Gambia, 1977-78 (1976-79)  
 Term of Donald G. Davis, 1978-79 (1978-80)  
 Conference, 1979  
 Constitution  
 Election Ballots, 1978-79  
 Handbook for Officers, 1992  
 Minutes, 1976-80, 1984-85  
 Newsletter, Fall 1978

#### Archives

Application for Use, 1971-74  
 Association of American Library School Archives, 1964-74  
 Central Files, 1970-74  
 Francis Miksa Project, 1969-70  
 Guide to the ALA Archives, 1979

#### Box 2:

#### Archives

Indexing Project, 1978-81

In 1978 the Executive Board granted the Library funds from the Whitney fund for preparation of an index to the Board's minutes (1906- ) and Council Minutes (1902- ). Elin B. Christianson, a library consultant in Hobart, IN, created the indexes and a system for continuing them. She has donated time to indexing minutes and associated documents. Copies of the indexes are held in the HQ Library and the ALA Archives.

Inventory, 1969-72

Policy of Units, 1969-76

Reports Concerning, 1948-71

Suggested Instruction Sheets

Autograph File, 1925-49

Constitution and Bylaws Index, 1980

Evaluation, 1974-77

Papers on the evaluation of the quality of HQ Library services.

Guide to ALA Headquarters Library for ALA Staff, 1972

Keycom (Electronic Publishing), 1982-86

An agreement with Keycom Electronic Publishing to provide book reviews for their Keyfax teletext service and their development of Keyfax Interactive videotex service. The videotex service failed in the marketplace, and by 1985 the company was all but out-of-business and the agreement terminated. This was ALA's first attempt at electronic publishing exploration.

Press Releases, 1982-83, 1985

Information Problems, 1977-78

Information Services Department, 1982

As a result of the Information Service and Database Development Grant Projects, Joel Lee

developed a proposal for an information services department. No action was taken on the proposals. Some of the goals of the grant project were achieved through ALANET, which was assigned to Lee in December 1982, developed in 1983, and started January 1984.

Headquarters Library Study, 1986-87

Library and Information Literature Membership Initiative Group (LILMIG), which in 1983 became Library and Information Literature Task Force (LILT) in Library Research Round Table (LRRT)

General

Guidelines

Petitions

Publicity, Releases

Memoranda, (2 folders), 1974-81

National Center for Toxicological Research - Contract

Correspondence

New Building Plans, 1978-81

Working papers relating to the new Headquarters Library in the Huron Plaza building

Planning, 1967, 1976-82

Publications Checklist, 1977-79, 1981-84

Analysis, 1980

Reclassification

Relating to adoption of Library of Congress Classification in 1982; prior to that time, the Library was organized by Dewey Decimal Classification. The use of OCLC for cataloging (1978- ), with the greater availability of LCC numbers therein, was a primary factor leading to the decision.

Reduction in Staff Planning, 1982-83

When ALA suffered a major budget crisis in fiscal year 1981-82, the Library Technical Assistant position was eliminated in the 1982-83 budget planning (effected November 1, 1982). Due to the death of a part-time employee (Mrs. Elsie Clark) in May 1982, the LTA (Mrs. Esther Golden) was able to stay on staff in the part-time position. Assistant Librarian Celeste Lavelli's position was eliminated and she left ALA February 1, 1983. This file relates to this reduction in force by cutbacks in service and improved operations. The primary change was the suspension of routing periodicals, which had been done manually.

Report to Executive Board, Spring 1981

Union List of ALA Publications, 1957, 1967, 1969-73, 1977

Viewtron (database), 1982-84

ALA provided book reviews to Viewtron, a videotex service under a contract with Viewdata Corp. of America (a Knight-Ridder company). Files relate to format of the book review files and statistics on usage of the files. Viewtron was among the last of the consumer Videotex services to fail in the marketplace, and ceased operations in 1985.

Who's Who in Library and Information Services (1982):

Abbreviation Lists

Advisory Committee Memorandums

Correspondence, 1974-79, 1980-86  
 Cost Projections, 1980  
 Design  
 Editorial Instructions and Correspondence, 1978-81

Box 3:

Editorial Manual  
 Editorial Matters, Reports by Editor  
 Essential Lists - Personal Responses

Who's Who in Library and Information Services (1982)

Final Kills  
 Form Letters  
 Inquiries  
 K.G. Saur - Correspondence, 1979-82  
 Layouts, Mechanical  
 Mail Clip  
 "Maybe" Entries  
 Memorandums to Editors and Staff, 1980-81  
 Memorandums and Reports to Wedgeworth  
 Minutes: Editorial Meetings, DataPage, Etc.  
 News Clips, Promotion  
 Progress Reports  
 Proofreader's Guide  
 Publicity, Pre-Dec. 1980  
     After Dec. 1980  
 Questionnaires Log  
 Reviews  
 Staff Roster  
 Staff-Written Entries  
 Timetable  
 Western Publishing Company  
 Work Schedules

Memorandums, Bibliographies, and Checklists, ca. 1950-81

Subject Files, 1964-2007

"Proposed Headquarters Organization," 1963

Revised Procedures for Headquarters Procedures Manual, 1979

Telephone and Office Directories, 1964-72

Headquarters Booklets

    ALA Headquarters: Of Service to You

    ALA Headquarters... At Your Service

Canadian Library Association (CLA) Presidential Gavel, 1925 (See: Oversize)

ALA Enamel Buttons [ALA Presidential Campaign, DTTP, ASLA, Oryx Press], 1970s (See: Oversize)

Photograph of ALA Council from 100<sup>th</sup> Anniversary Conference, 1976 [OVERSIZE 10" X 22" – Folder Contains 2001 Correspondence related to image]

Dedication Day Journal [Bound Volume from Opening Day (October 27, 1981) for ALA Headquarters Building in Chicago], 1981 (See: Oversize)

Office of Literacy and Outreach Services (OLOS) Report, "Addressing Ethnic and Cultural Diversity," 1986-89

Self-Study Committee, "Structure and Governance of the ALA," 1993

Sally Gardner Reed, "Taking It on the Road: Developing Effective Slide Presentations for your Library," 1995

American Legion Association, Washington Office, "Honoring Legislative and Grass Roots Library Champions," 1996

Libraries Online! Connections that Work, 1997

ALA Pamphlets, 2000

Library Advocate's Handbook, 2000

Association of Specialized and Cooperative Library Agencies (ASCLA), "Directory of Peer Consultants and Speakers: Experts from A to Z," 2000

"@Your Library" Posters, 2000, 2006

*Eformation* Software CD-Rom, 2001

ALA Accreditation Process Policies and Procedures, 2002

ALA Handbook of Organizations, 2002-2003

ALA/CLA Conference Program [Joint Conference between American and Canadian Library Associations], 2003

*American Libraries* Publicity Materials, 2003

Cultural Communities Fund Pamphlet, 2003

Human Rights Video Project, Application and Guidelines, 2003-2004

*American Libraries* Pamphlet, 2003-2004

Adult Literature Programs and Author Events Program, ALA Conference, 2004

Knowledge and Networking, *American Libraries* supplement, 2004

Jewish Literature: Identity and Imagination, Program Guidelines and Grant Application, 2004

Correspondence Cover Letter for Department of Education, Evaluation of the Magnet Schools Assistance Program Final Report, 2004

ALA Brochures, 2005

Association of College and Research Libraries Materials, 2005

Celebrate! *El Dia de los Niños* Brochure, 2005

Public Library Association, Programs, Midwinter Meeting and Conference, 2005, 2008

ALA Proquest Scholarship Event Placard [Concert to Benefit Rebuilding of New Orleans Public Libraries], 2006

Allied Professional Association Brochure, 2006

Newberry Caldecott Awards Banquet Program, 2006

Libraries Transform Communities, 2006-2007

Joint Conference of Libraries of Color, 2006

Public Library Funding and Technology Access Study Flyer, 2007

Young Adult Library Services Association Pamphlets, 2007

"American Library Association" Flag, 65-inch, Blue and White Flag with White Letters (See: Oversize)

Chicago Library System Center (CLS) for Library Automation Member Notebook, 1997, 2000

Ad Hoc Task Force on Funding the ALA Archives, 2000  
 ALA Digital Archives Planning Report and Recommendations, 2010  
 Archives Correspondence  
     (1 folder), 1985-96  
     (1 of 3 folders), 1996-2011

Box 4:

    (2 of 3 folders), 1996-2011  
 ALA SAA Joint Committee Meetings, (2 folders), 2001-17  
 Auto-Graphics System, 1993-99  
 Chinese Library Association Ceramic Ox Cart Gift to ALA Reference Inquiry, 2017  
 Combined Committee on Archives, Libraries, and Museums (CALM) Meetings, 2007  
 Conference Communication Committee Meetings, 2007  
 Counterpoise Subscription, 2004  
 ERIC Partners Program, 1989  
 Fax-On-Demand Service, 1995-2002  
 Indirect Cost Studies and Daily Statistics, 1989-2001  
 ITTS  
     Overview for Unit & Division Management, December 19, 2001  
     Reports, 2006-2008  
 Job Description and Interview Information, 2000  
 Knowledge Management  
     System Planning, 2002-03, 2005  
     Task Force, 2002  
 Library Fact Sheets, 1999-2001  
 Library and Research Center Advisory Committee, 1996-2000  
 Library Reports and Strategic Plans, (3 folders), 1975-98  
 Library Technical Assistant Instructions and Archives Procedures, 1990, 1995  
 National Library Week Parties, 2000-01  
 OCLC Grant, 1989-93  
 Office for Research and Statistics and Headquarters Library Information Center Merger, 1995-96  
 Procedures Manual, (3 folders), 1999-2001

Box 5:

Records Retention Task Force  
     (1 folder), 2003-04  
     (3 folders), 2004-05  
 Reference Desk Statistics, 2002  
 Renovation, 2001-02  
*The Searchable Internet Bibliography*, (3 floppy disks), 1996  
 Staff Task Force on Archive of ALA's Electronic Documents, 1999-2000  
 Usability Assessment of ALA Website, 2008  
 Weeding, 1987

Prospective librarian career recruitment publications and form letter sent to Gail Wadsworth,

1958

National Library week @yourlibrary ALA Library correspondence, 2005

ALA Library Presentation for PIO Communications Seminar, 2008

#### Artifacts

ALA Enamel Buttons [ALA Presidential Campaign, DTTP, ASLA, Oryx Press], 1970s

“American Library Association” Flag, 65-inch, Blue and White Flag with White Letters

Canadian Library Association (CLA) Presidential Gavel, 1925

Dedication Day Journal [Bound Volume from Opening Day (October 27, 1981) for ALA

Headquarters Building in Chicago], 1981

Chicago Public Library Serial Listings Project, 1989-1992

Library and Research Center (LARC) Statistics, 1992-1996

Ready Reference Book, 2002

AACR2, 2001

Academic Library Fundraising, 2001

Academic Library Outcomes Assessment, 1998

Accredited Programs, 1995, 1999

Age Ranges for Books, 2002

ALA Action, 2005

ALA Awards Histories, 1998, 2004

ALA Massachusetts Charter photocopy, 2002

ALA Marketing Task Force, 1991

Includes "An Unofficial History of Marketing at the ALA, 1960"

ALA Open Meetings and Members' Participation by Electronic Communication Systems: Policy Options and Related Considerations, 1970-71, 2002

#### Box 6:

ALA President, 2003

ALA President's Committee on Project Century 21, 1993

ALA President's Inaugural Addresses, 1991-95

ALA Special Committee on Library School Closings, 1991

ALA Readex Survey, 1999

ALA Recruitment and Retirement Survey, 2002

ALA Task Force on Excellence in Education, 1984, 1987

Americans with Disabilities Act, 1991-93

Benefits for Library Employees, 1991

Board Evaluation, 2002, 2004

Books--Will They Make You Sick?, 2010

Books by Mail, 2005

Brown v. Louisiana, 1998

Budgets--Public Libraries, 2003

Buildings and the Americans with Disabilities Act, 1980, 1991

Caldecott 1989 "Gammell's Speech", 2003

Caldecott Committee--Serving on the Committee, 2012

Caldecott Medal for Song of the Swallows Inquiry, 2013  
 Censorship, 1995  
 Censorship--Gay Literature, 2005-06  
 Certification Standards Committee, 1980  
 Code of Ethics, Credo, and Values, 1999  
 Copyright Law, (2 folders), 1988-96  
 Core Competencies, 2002  
 Coretta Scott King Medal Design, 2009  
 Customer Satisfaction Survey, 1994  
 Customer Service Survey, 1994  
 John Cotton Dana, 1993  
 Degrees Awarded, 1999  
 Dewey Copyright Lawsuit, 2003  
 \*Dr. Laura, 1999-2001  
 Drive-Up Windows, 1999  
 Drug Testing, 1990  
 Dust Jackets, 2002  
 Digital Video Discs, 2006  
 Economic Development, 1997  
 Education Summit, 1999  
 Electronic Bill of Rights, 1995  
 Electronic Book, 2005  
 Electronic Reference Services, (2 folders), 1996  
 Equity at Issue, 1985  
 Equity of Access, 2001  
 Equity on the Information Superhighway, 1995  
 ERIC, 2003  
 Evaluation of Association Boards, 2002  
 Evaluation of Charities, 2002  
 Expenditures (Library Acquisition), 1996  
 Faculty Status, 2004  
 Focus on the Family Family Research Council, 1995  
 Federal Bureau of Investigation Library Awareness Program, 2014  
 Federal Legislative Policy, 1987  
 Filtering and Children's Internet Protection Act, 2003  
 Fines and Overdue Materials, 1997  
     Includes Library Fine Calculator by Ralph Shaw, 1938  
 Focus on the Family Family Research Council, 1995  
 Freedom of Information Day poster, c. 2000  
 Friends of Libraries, 2005  
 Friends and Trustees--Clarifying Role, 2001  
 Funding, 1993  
 Funding--Public Libraries, 1997  
 Funding--School Library Grants, 1988  
 Gates Library Foundation, 1998



GOAL 2000, 2000  
Gorman, Michael, 2005  
Government Information, 1991  
Graphic Novels, 2005-06  
Guidelines for Authors, Editors, and Publishers of Literature or Information Science, 2003  
Guidelines for Writing Local Libraries History, 1994  
History in Education for Library and Information Science Statement, by Library History Round Table, 1989  
Hours, 1989  
Iconnect, 2003  
Interlibrary Loan Code, 2001  
Interlibrary Loan Policy, 1988, 1993  
Interlibrary Loan Programs, 1999  
Indexing, 1991

Box 7:

Infonautics Electric Library, 1996  
Information Broker or Entrepreneur, 1996  
Information Growth, 1998  
International Coalition of Library Consortia, 1999  
Internet–Public Libraries, 2002, 2005  
Internet Survey, 1999  
Internet User Survey--American, 1995  
Library Job Descriptions, 1985-87  
\*Kreimer v. Bureau of Police for the Town of Morristown, et al., 1991-92, 1998  
Learning Disabilities, 1998  
Library Education and Personnel Utilization, 2004  
Library Technology Report, 2002  
Librarian Supply and Demand, 2002, 2005  
Librarians Demographics, 1991, 1997, 2002, 2005  
Librarians on TV, 2012  
Librarians Occupation, 1991, 1997  
Librarians of Library Science Collections, 1991-92  
Libraries for the Future, 1994  
Library Building Awards (LAMA), 1993, 2006  
Library Card Sign-Up, 2002  
Library and Cultural Center, 1997  
Library Hand, 2003  
Library History, 2003  
Library Poetry, 2002, 2004  
Library Service Studies, 1987-88, 1995  
Library Service to Armed Forces, 2002  
Library Services and Construction Act (LSCA), 1994  
Library Songs, 2004  
Library Technicians, 2002

Literacy–Adults, 2002  
 Loyalty Oaths, 1970-71  
 Major League Baseball, 2001  
 Martin Luther King Jr. Day, 1998  
 McNaughton Plan, 1998  
 Membership Directory, 1998  
 Membership Survey Readex, 1998-99  
 Mission Statements, 2004  
 MLS Degrees and Certificates, 1992, 1994  
 Model Policy Concerning College and University Photocopying, 1982  
 A Nation Connected Conference, 1996  
 National Goals for Education, 1991  
 National Library Week History, 2009  
 National Library Workers Day, 2004  
 NCLIS, 1992  
 National Coordinating Committee for the Promotion of History, 1994-96  
 Non-Receipt of Pre-Paid Materials, 1989, 1993, 2001-02  
 Obama, Barrack, 2005  
 Outsourcing, 1998  
 Palestinian Libraries, 2002  
 Patron Behavior, 2005  
 Patriot Act, 2005  
 Patriot Act Survey, 2005  
 Pay Equity Research, 2003-04  
 Performance Appraisal Forms, 1990  
 Prison Libraries, 2004  
 Privatization, 1999  
 Professional Education for Librarianship, 1994  
 Public Libraries Surveys, 1998  
 Public Library Association Membership Survey, 1988  
 Public Library Use–Bad Economic Times, 2002, 2004  
 Publishing Survey, 1995  
 Put Reading First, 2001

Box 8:

Quotations, 2003-04, 2010  
 Read Across America, 2004  
 Reading Research, 2004-05  
 Reluctant Readers, 2006  
 Reading Habits, 2001, 2005  
 Referral Directory, 1976, 1990  
 Radio Frequency ID, 2003-05  
 Rowecom News Stories, 2004  
 RSS, 2005  
 Salaries and Benefits Research, 1973-78, 1983, 1989, 1996, 2001

Salaries and Benefits Research Support Staff, 1993, 1996, 2002  
 Staff Committee on Mediation, Arbitration, and Inquiry (SCAMI), and Standing Committee on  
 Review, Inquiry, and Mediation (SCRIM) History, 1993  
 School Libraries Collection Development, 2008, 2010  
 Search Engines, 2004-05  
 Selection Policies in Schools, 1997  
 September 11, 2001, Reports, 2001  
 Service Learning and Libraries, 2002  
 Shank Report on Library School Closings, 1991  
 Shelving Formulas, Sizes, and Floor Loads, 1990, 2004, 2010  
 Shipboard Library Service, 2002  
 Single Pamphlet Distribution Task Force Report, 1996  
 Social Libraries, 2005  
 Socially Responsible Investing, 1999  
 South Africa Interaction Guidelines, 1991  
 Staff Associations, 1993  
 Staff Development Clearinghouse, 1987  
 Statewide Library Card, 2002  
 Statistics on Libraries, 1995  
 Sturgis Standard Code of Parliamentary Procedures, 1994-95  
 Summer Reading Program, 2002, 2005  
 Surveys about Library Users, 1993-94  
 Tax Exemption Status of American Library Association, 1990-91  
 Test Collections in American Libraries, 2003  
 Trejo: A Biography of Arnulfo Trejo, 1999  
 Trustees of Public Libraries, 1998  
 Unions in Libraries, 1981, 1984-85, 2005  
 Vision Statement for Public Libraries, 1994  
 Volunteers in Libraries, 2005, 2009  
 Wilder Medal, 1954, 1965  
 Wireless Networks in Libraries, 2004-08  
 Workload, 1994  
 Young Adult Literature, 2005  
 Y2K, 1998-99  
 Unsorted Correspondence and Memoranda, (2 folders), 1995-2000  
 Awards, Grants and Scholarships Database, 2008-2016 [18 folders]  
     ALA Awards Information, circa. 2008  
     Correspondence, 2008-2014  
     Database Files, 2008  
     Proposals for the ALA Awards Database, 2008  
     Database Files, Jan.-Feb. 2009  
     Database Files, Mar.-Apr. 2009

Box 9:

Database Files, May. -Jun. 2009

Database Files, Jul.-Aug. 2009  
Database Files, Sep.-Oct. 2009  
Database Files, Nov.-Dec. 2009  
Database Files, 2010  
Database Rebuilding in Drupal, 2010-2013  
Database Files, 2011  
Notes, circa. 2012-2013 [originally in 2 notepads]  
National Historical Publications and Records Commission Grant Application, 2014  
Request for Proposals, 2014  
Database Files, 2015-2016  
National Endowment for the Humanities Grant Application, circa 2016

Box 10:

ALA Books production list, 2000  
Rebecca Gerber Subject File (ALA Reference Librarian 2008-2016, Electronic Resources Librarian 2016-2019)  
Memos/Correspondence, 1989-1992, 2000, 2018  
Surveys of library usage, 1998, 2002  
Survey, Preservation Microfilming, ca. 2001