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American Library Trustees Association
Executive Secretary
Subject File, 1923-

Collection Record:

<https://archon.library.illinois.edu/ala/index.php?p=collections/findingaid&id=7522#pdf-fa>

Box 1:

Bylaws, 1941-1962.
Circulars, 1945-54.
Citation Awards, 1942-61.
Conference, Annual, 1939-62.
Conference Arrangements, Planning Committee, 1945-60.
Conference, Midwinter, 1946-60.
Conference Workshop, Kansas City, 1957.
Constitutional Revision Committee, 1952-56.
Correspondence (3 folders), 1923-56.
Demobilization, 1943.
Editorial Committee, 1940-45.
Election Committee, 1951-60.
Executive Committee Meeting, 1944.
Financial Problems, 1932-33.
Goals Award Kit, 1969.
History, 1890-1946
Home Study Course (2 folders), 1949-58.
Jury on Citation of Trustees, 1940-61.
Letter Contest, 1958.
Library Development Fund, 1945-46.
Library Development Fund Statistics, 1945.
Library Trustees Development Project, 1959.
Manuals, Brochures, Pamphlets, 1944-54.

Box 2:

Meet Me in Los Angeles Brochure, 1953.
Membership, 1946-58.
Membership Committee, 1957-58.
Minutes, 1944-58.
National Assembly, Washington D. C., 1959.
Nominating Committee, 1944-59.
Nominees, 1959.

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Officers, 1943-63.

Officers, 1950-52.

Officers:

Benson, Paul R., 1946-50.

Fahey, Edward J., 1945-50.

Mitchell, Caroline G., 1945-49.

Porro, Thomas V., 1947-50.

Pamphlets and Organization Chart, 1927-65.

Petitions for Division Status, c.a. 1959-60.

Proceedings, 1933, Nov., 1943, 1958.

Publications, 1942-53.

Public Library Trustee, 1957-59.

Reading Lists for Trustees, 1948-53.

Regional and State Organization.

Reports, Annual and Midwinter, 1944-61.

Revised Public Library Standards, 1956.

State Groups, 1933-48.

Trustees Bulletin (proposed) (2 folders), 1935-40.

AALT (American Association of Library Trustees) Correspondence, 1949-60 (2 folders).

Certificates to Delegates for the National Assembly of Delegates, AALT, 1959. Conference Materials and Manuals, AALT, 1956-60.

Box 3:

Membership Committee, 1958-59.

1960-62.

Governor's Conference Committee, 1961-62.

Minutes, Special Board Meeting, Midwinter, 1961. 1960-63.

Board of Directors Meeting, Miami Beach, 1962.

Joint Meeting, Midwinter, 1962.

Board of Directors Meeting, Midwinter, 1962.

Board of Directors Meeting, Midwinter, 1961.

Board of Directors Meeting, Washington, D.C., June 24, 1959, Shoreham Hotel, Green Room.

National Assembly Meeting of Library Trustees, AALT Business Meetings, June 24, 1957, Kansas City. 1963, 1965.

St. Louis 1964 (Two Folders).

Minutes, Board of Directors's Meeting, Montreal, 1960.

Midwinter Agenda, 1964.

St. Louis Annual Conference, 1964, Docket.

American Assembly Trustee Leaflet, 1962.

Membership Committee General, 1958-60.

Miscellaneous Correspondence, 1964.

Guidelines for Governor's Conferences, 1963.

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National Library Week, 1960-63.
 National Assembly Credentials, 1964.
 Policies, 1959-63.
 Campaign Literature, 1964.
 Institutes Permanent File, 1961.
 National Assembly, Cleveland, 1958-1960.
 Miami Beach, 1962.
 Trustee Guidebook (The Library Trustee by Virginia Young).
 Lane Bryant Annual Awards, 1963.
 Projects, 1961.
 Trustee Development Project, 1958-59.
 Program Statement, PEBCO, 1962-63.
 State Library Trustee Associations Study, 1963-64.
 Division Status, PLA AALT Boards, 1959-61.
 Committee of the PLA Board and the AALT Board to Consider Division Status for AALT, 1961.
 Virginia G. Young, 1961 Correspondence, (ALTA President), 1959-61.
 Accrediting of Libraries, 1961.
 Virginia G. Young, Correspondence, 1959-60. (ALTA President).
 General Correspondence, 1958-60.
 Facts for Freedom, 1961-64.
 Northeast Regional Director, 1963-64, Dorothy D. Corrigan.
 Annual conference, Chicago, 1963.
 Miami Beach, 1962.
 Bylaws Committee, 1963-64.
 Elections Committee, 1963-65.
 Nominating Committee, 1963-64.
 Action Development Committee, Back Files, 1962.
 Jury on the Citation of Trustees, 1957-62.
 Minutes, Board of Directors' Meeting, Chicago, 1963.
 Special Committee on Governor's Conferences, 1963-64.
 Exhibits Committee, 1963-64.

Box 4:

Action Development Committee, 1963-64.
 Membership Committee 1963-64.
 President's Special Committee on Freedom for Libraries, 1963-64.
 Institute, 1963 (Preconference Trustees Institute: "Library Trustees: Leaders in Breaking Barriers to Creative Inquiry," July 13-14, 1963, Chicago).
 Nominating Committee, 1957-63.
The Public Library Trustee, 1963-64.
 Transfer of ALTA Funds, 1962.
 National Assembly, Chicago, 1963.
 Special Committee in Library Freedom, 1962-63.

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National Assembly Committee, 1963-64.
 National Library Week Committee, 1963-64.
 Bylaws, 1959-62.
 Committees, 1958, 1961-62.
 Exhibits Committee, 1961-63.
 Bylaws Committee, 1961-62.
The Public Library Trustee, Correspondence, 1959-63.
 Reimbursement for Expenses, ALTA, 1959-61.
 School Library Resolution, 1960-61.
 Board Minutes, Midwinter, 1964.
 Board of Directors' Meeting, Midwinter, 1964.
 Speakers Bureau, 1963-64.
 Biographical Information.
 Workshop, 1964, preconference institute.
 St. Louis Workshop, 1964-65.
 Proceedings, 1964.
 Workshop Committee for St. Louis Conference, 1961.
 Mrs. Weldon Lynch, 1961 Cleveland Conference, to 1962 Miami Beach Conference.
 Board, 1958, 1961-64 (Two folders).
 George Coen, ALTA President, 1963-64.
 Vice President, Charles E. Reid, 1963-64.
 Second Vice President, Louise Rees, 1963-64.
 Past President, Mrs. Weldon Lynch, 1962-64.
 Working Outline for a Workshop, AALT. 1960-62.
 Chicago Workshop, 1963.
 Workshop, Cleveland, 1961, Trustees Preconference Institute, July 8-9, 1961. "Blueprint for Action."

Box 5:

Score Card for Trustees, 1961.
 Trustee's Institutes, 1959-62, Discussion Leaders and Recorders.
 Trustees Publications, 1959.
 Trustee Material, 1959-61. State Trustee Associations.
 Treasurer's Handbook, 1958-59, 1963.
 World Book ALA Goals Award, 1961-63.
 Membership Meeting, Washington, D.C. 1959 June 22, Sheraton Park Hotel.
 National Assembly, Annual Conference, June 22, 1959, Old Senate Office Building.
 Friends of the Library, LAD, 1961.
 Miami Beach conference, ALTA, 1962.
 Action Development Committee, Miami Beach, 1962 through Chicago Conference, 1963.
 Speaker's Bureau, Invitations to Speak.
 Speaker's Bureau, Report, 1963.
 Special Stationery, 1960-64.

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J. Morris Jones, World Book ALA Goals Award, 1963-64.
 Endowment, Contributors, 1963-65.
 National Assembly of Library Trustees, 1963 Midwinter Materials, 1962-63.
 Distribution, Suggestions for Organizing State Groups of Library Trustees, 1938.
 State Library Agency, It's Service to Trustees, 1958.
 Budget Requests, 1963-64.
 Biographical Reports: Moore, Lynch, Young.
 Invitation to Friends Committee, LAD, 1962-63.
 Orientation kit, 1962-63.
 Model Manual for Library Trustees, Covering Letters, 1963. (2 folders)
 Newsletter on Intellectual Freedom, 1964.
 Minutes, Board of Directors' Meeting, Midwinter, 1963. 1962-63.
 Jury on Citation of Trustees, 1963-64.
 Local Arrangements Committee for St. Louis conference, 1963-64.
 Committee handouts, VIII-S2, 1968-69. Members of Nominating Committee.
 VIII-T. Program committee description.
 VIII-T1. Composition.
 VIII-T2. 1968-69. Program committee members.
 VIII-U. Publications committee description.
 VIII-U1. 1968-69. Publications committee list of members.
 VIII-V1. 1968-69. State associations committee list of members.
 VIII-V2. Special committees and representatives list of members.

Boxes 6 through 11 boxes arrived at the ALA Archives in some disorder. Several boxes had broken open and one had been repacked by the Post Office. Folder titles in brackets are inferred from the disordered contents of the folders. These titles were not supplied by ALTA. Documents from several different files may be contained in one file folder. This part of the series is ordered: Conferences, President and Executive Board, Committees, and Other.

Conferences

Annual Conference, St. Louis, 1964.
 Detroit, 1964-65.
 New York City 1965-66
 Minutes, 1965-66.
 Minutes, 1966, 1968-69, 1974, 1978-79.
 Correspondence, 1967, 1969, 1973, 1977.
 Minutes, 1967-68.
 San Francisco, 1967, 1970, 1979.
 Minutes, 1967-68.
 Detroit, 1967-73.
 Minutes, 1970.

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Kansas City, 1968.
 Minutes, 1968-69.
 Correspondence, 1969.
 Atlantic City N.J., 1969. (two folders)
 Dallas, 1971.
 Minutes, 1971.
 Chicago, 1972. (two folders)
 Las Vegas, 1973.
 Chicago, 1976, 1979 (Two folders).

Box 6:

Midwinter, Washington, D.C. 1964-65.
 Chicago, 1965-66.
 Minutes, 1965-69, 1975, 1978-79 (Four folders).
 Reports, 1967, 1969-70, 1973, 1979.
 Washington, D.C. 1968-69.
 Minutes, 1969-70.
 Chicago, Minutes, 1970 (Four folders).
 Mrs. Daisy Williams.
 Los Angeles, 1971.
 Minutes, 1971
 Washington, D.C., 1973. (Two folders).
 Chicago, Minutes, 1978

President and Executive Board

President Charles Reid, 1964-65.
 Dorothy D. Corrigan, 1965-66.
 Story Birdseye, 1966-67.
 C'Ceal Coombs, 1967-69 (Two folders).
 [Dorothy D. Corrigan, 1969-73.]
 Dorothy D. Corrigan, 1969.

President, 1968-69.
 Dorothy McAllister, 1968-69.
 Annual Reports, 1969-70, President McAllister.
 Chet Ostrander, 1971-72.
 Ann Woodward, 1972-73.
 Daniel W. Casey, 1973-74.
 Jean Coleman, 1974-75.
 Maxine Scoville, 1st Vice-President, 1975-76. President. 1976-77.
 Donald Earnshaw, Vice President/President Elect, 1976-77, 1977-78.

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James A. Hess, 1979-80.
 Presidential Memos, 1965-69.
 Speech Exchange, (Two folders).
 Board of Directors.
 Council Administrators, 1970-71.
 Robert Morgan, 1969-70.
 Robert Morgan, 1969.
 John T. Short, 1975-76.
 Jean Coleman, 1974.
 William Esseks, 1974.
 Donald Earnshaw, 1973, 1975.
 Lee B. Browner, 1973-74.
 [Jean Smith, Institute of Trusteeship, 1968-70 (Two Folders).]

Box 7:

Regional Representatives, 1974, 1976-77.
 Region I, Kennedy, 1973.
 Region I, Kennedy, 1970-71.
 Region I, James McLean, 1969-70.
 Region I, James McLean, 1968-69.
 Region II, James R. Hess, 1972-73, 1977.
 Region II, Gross, 1970-71.
 Region II, Ann Woodward, 1969-70.
 Region III, Ann Woodward, 1970-71.
 Region III, Rosen, 1969-70.
 Region III, Cooper, 1972-74.
 Region IV, Velde, 1970-71.
 Region IV, Coleman, 1972-73.
 Region V, Eaton, 1970-71.
 Region V, King, 1969-70.
 Region VI, Patterson, 1971-73.
 Region VI, Shaw, 1970-71.
 Region VI, Velde, 1969-70.
 Region VII, King, 1973-74.
 Region VII, King, 1970-71.
 Region VII, Rachel Gross, 1969-70.
 Region VII, Rachel Gross, 1968-69.
 Regional Vice-President Project Kit, 1973.
 Regional Vice-President, Region III, Vernon Cooper, 1975.
 Region VI, Robert C. Snyder, 1973-74.
 Board of Directors, 1970-71.
 Board 1968-69.
 Board 1970 Minutes, Annual Conference, Detroit.

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Annual Reports, 1968-69.
 [Board, 1967-70.]
 Forms, Council Reports.
 Committee Reports.
 Regional Vice-President's Report Forms.
 Regional Vice-President's Expense Report Form.

Committees

Action Development, 1967-71 (Seven folders).
 ACRL/AASL/ALTA Federation, 1972-73.
 ALTA/ASLA Joint Committee, 1971-72.
 Awards Manual of the ALA, 1979-81.
 Goals Award, 1968-69 (Two Folders).
 Follow Through, 1967-68.
 Kit, 1967-68.
 Honor Awards, 1977.
 Rosamund Gifford, North Syracuse, NY.
 Sarah Jones Audubon Regional Library, Clinton, LA.
 T. H. McCasland, Duncan, OK.
 Peter Musser, Muscatine, IA.
 Ann Sweet, King George, VA.
 Viola Swetmann, Seward, AK.
 Symmes Foundation, Greenville County Library, Greenville, SC.
 [Unaccepted Nominations.]
 J. Morris Jones Award, 1970-71 (Two folders).
 Jury on Citation of Trustees, 1967-71. (Five folders).
 Literacy Award, 1980.
 National Volunteer Award, 1971
 COPES, 1976.
 Budget Request, 1969, 1974, 1966-67 (Three folders).
 Budget and PEBCO, 1968-69.
 [Budget, 1967-70, 1974-76 (Three folders).]
 [Bylaws, 1966-71, 1973-74, 1979 (Six folders).]

Box 8:

Committee Lists, 1969-71 (Two folders).
 Conference Program, 1969-76 (Three folders).
 [Disadvantaged, Library Service to the, 1971-74 (Four folders) Includes material on White
 House Conference, National Library Week, PELB]
 Education of Librarians and Trustees, 1978.(Two folders)
 ALTA/LED/PLA Education of Librarians and Trustees, 1974-75.
 Ad Hoc Committee to Educate Librarians about Trustees, 1970-71.

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[Endowment Fund, 1966-78 (Eight folders).]

[Governor's Conference, 1968-78 (Fourteen folders) Includes material on Membership and Endowment Committees.]

Heraldry, 1975

Pin, 1965-68.

History, 1974-75.

Institution of Library Trusteeship, Committee to Study, 1970-72 (Two folders).

Changing Institution of Library Trusteeship, 1970-71.

[PELB (Project Every Library Board) Total Community Service Kit, 1969-72 (Five folders.)]

Freedom of Access, PELB, 1968-69.

Intellectual Freedom Project, 1969-70.

Intellectual Freedom, 1968-71 (Six folders).

Interdivisional ad hoc CICIN representative (Conference on Interlibrary Communication and Information Networks), 1972.

International Relations, 1972-73.

Box 9:

Legislation, 1968-71 (Five Folders).

Liaison with Associations of State and Municipal Officials, 1975.

Local Hospitality, 1968-70 (Two folders).

Membership, 1964-65, 1968-71 (Six folders).

Metropolitan Trustees, 1970-71.

Ballot Information, 1968-69.

Elections, 1964-65, 1968-69, 1971 (Four folders).

Nominating, 1968-73 (Six folders).

Nominating and Elections, 1968-69.

Planning, (ad hoc), 1971-72.

Program, 1968-69.(Three folders)

Projects, 1968-69.

Public Relations, Special Liaison to, 1970-71 (Two folders).

Publications, 1966-77 (Five folders).

The Public Library Trustee, Copy form Casey, Faherty, 1974.

June, 1974 Copy.

Copy, 1969-73 (Four folders).

Finances, 1969.

Legislative Publications, 1974.

Policies Workbook, 1961, 1965-66.

Promotion, 1969-71.

The Public Library Trustee in the 1960's, 1966-69 (Three folders).

Small Library Pamphlet Projects

Trustee Attitudes, 1966, 1969.

Resolutions, 1974.

Presidential Speakers Corp, 1969-70.

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[Speakers Bureau, 1966-78 (Two folders).]

Box 10:

Presidents of State Trustee Organizations, 1975-79.

[State Associations, 1969-70, 1973, 1978 (Four folders) Include material on Governor's Conference Committee.]

Regional Library Trustee Associations, 1968-69.

[State Associations, 1966-72 (Two folders) Includes material on Governor's Conference and Disadvantaged Committees.]

[White House Conference, 1972-77 (Two folders).]

Accounting Department, 1970-71.

Adopting a Minimum Salary, 1980.

ACONDA, 1970. (Two Folders)

Committee Reports, 1977-79.

Task Force on Consultant Studies, 1975-77.

Consultants, 1970-71.

Correspondence (Alphabetical) 1973.

Form Letters.

Forum Task Force, ALA

General ALA 1969-73.

General, 1970-71.

Interest Sheet, 1971-72.

Interlibrary Loan Codes, National, 1980.

Mailings, 1969-70.

Manual, 1968-69.

Materials for Distribution Special, 1964.

Memoranda, Questionnaires, and Requests sent out by ALTA, 1980.

Miscellaneous correspondence, 1968-69.

Nixon Appointment, 1969.

Officer Lists, 1978.

Orientation for New Committee Chairmen and Council Administrators, 1969.

Task Force on Personnel Guidelines, 1975-76.

Policies and Procedures, 1968-71.

Professional Ethics Statement, 1980.

Proposal Procedures ALA, 1981.

Publishing, ALA, 1970.

Reference File, October, 1971,

Reimbursement, 1970-72 (Two folders).

Reports, ALA, 1969.

Representative, ASLA Board of Directors, 1972.

AASL Committee on Continuing Education, (Liaison), 1972.

Right to Read, 1970-71.

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Social Responsibilities Round Table, 1969, 1971 (Two folders).
 Staff Associations, 1969-71.
 State Level Functions for Library Trustees, 1980-82.
 Symbol Project, 1970-71.
 Telegrams, 1970-71 (Two folders).
 TOAST, Alaska, 1970-71.
 Trustee Evaluation, 1976.
 [Trustee Manuals in HQLIC, 1980.]
 Washington, D.C. March, 1969, National Efforts.
 D.C. Efforts.
 State Efforts.
 [Western States Library Exchange Conference, 1962]
 Workshop, 1968.
 ALA Yearbook Article, 1980
 Correspondence, June 1969.
 October 1969.
 November 1969.
 December 1969.

Box 11:

ALA Chapter Information Directory, 1982-84.
 Publications: Guidelines for Holding a Governor's Conference on Libraries Revised Edition.,
 1977.
 Checklist Sample Packet, 1976-77.
 Originals for Duplicating, 1972-73.
 ALTA Committee Publicity, 1977-78.
 State Associations, 1977-78.
 Trustees of State Libraries., 1978.
 White House Conference (Ad hoc), 1978.
 ALA Headquarters Correspondence, 1977-78.
 Duplicating Charges, 1977-78.
 Duplicating Originals, 1978.
 Biographies, Board Election, 1978.
 Expenses, 1978.
 Friends of the Library National Notebook, 1976-77.

Box 12:

Membership Promotion, 1972-77 (Two folders).
 Library Board Policy Statements. (Samples), 1974.
 Task Force on Literacy Programs, 1977.

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Media Presentations, 1972-73, 1975-76.
 Membership Meeting, 1978.
 Membership Promotion, 1978.
 Correspondence, 1977-78.
Public Library Trustee, 1978.
 Progress Reports, 1978.
Public Library Trustee, Editorial, 1979.
 Pennsylvania Library Association, Trustee Division, 1978-79.
 State Trustee Manuals, 1977-78.
 J. Morris Jones Award, 1967, 1970, 1972-73, 1975, 1978.
 Duplicating Charges, 1973.
 Pins, 1974-76.
 Policies Library Exhibit, 1977-78.
 Press Release, 1976, 1981.
 Project Every Library Board, Intellectual Freedom, 1972.
 Meal Function, 1978.
 ALA Members in ALTA Zip Code Sequence, 1979.
 Endowment Foundation Expenses and Bank Statements, 1971-77. (Two folders)
 San Francisco Conference, 1975.
 ALTA WILL official observer workbook, 1982

Box 13:

ALTA Annual Report, 1954/5, 1955/6, 1964/5
 ALTA Proceedings, 1966-72
 Intellectual Freedom, 1967, 1970
 Preconference Institute for Library Trustees
 Measuring Up: The Expanding Dimensions of Library Service, 1962
 Library Trustees: Leaders in Breaking Barriers to Creative Inquiry, 1963
 An M.A. in Trusteeship; Guides to Maximum Achievement, 1964
 Preconference Trustees Institute
 Blueprint for Action, 1961
 Reach Out with Books, 1966
 Trusteeship and the Library School Curriculum, developed and compiled by Ann Donoghue,
 1990
 Keith Fiels Membership, 1999-2007
 United for Libraries, 2013-2015

Box 13 is 0.10 empty.