

22/18/7

Association of College and Research Libraries
Rare Books and Manuscripts Section
Conference Arrangements Files, 1973-2009

Box 1:

Registration Brochure Mailing List, n.d.
Ethical Standards Review Committee Materials, 1973-1995
Committee on the Transfer of Material from General to Special Collections, 1982-1985
RBMS Preconference Programs and Registration Materials, 1987-1996
RBMS Security Committee, 1990s
Gary Menges, Special Collections and Preservation Committee Head, 1990
1993 Preconference Files of Gary Menges
 Arrangements and Correspondence, 1991-1993
 Arrangements, 1991-1993
 Gary Menges, Planning Materials and Correspondence, 1991-1994
 ACRL Strategic Planning, 1991-1995
 Preliminary Arrangements, 1992
 New Orleans Correspondence, 1992-1993
 Program Development, 1992-1993
 RBMS Committee on Interlibrary Loan of Rare and Unique Materials, 1992-1993
 Budget and Reimbursement Requests, 1992-1993
1994 Preconference
 Hotel Selection Criteria, 1994
 Hotel Visits-Miami, 1993
 Hotel Search, 1993-1994
 Hotel Arrangements, 1992-1993
 Doral Ocean Beach Resort
 Arrangements, 1993-1994
 Contract, 1994
 C&RL News Cover-Correspondence, 1993
 Preconference Planning Information, 1993
 Joseph Rubenfine Article, 1993
 ALA Conference 1994-Local Arrangements Committee Correspondence, 1993
 Fund-raising Attempts, 1993-1994
 "Keepsake" Correspondence, 1993-1994
 ACRL-RBMS: List of Officers, Committees, and Liaisons, 1993-1994
 Bass Museum Reception arrangements, 1993-1994
 Preconference-Seminars, 1994
 ALA Annual Conference-Concerns, 1994
 Publicity, 1994
 RBMS Manual, 1994
 Correspondence and Arrangements, 1994
 Committee Roster, 1994
 RBMS Brochure Text, 1994

Historical Museum of Southern Florida Reception Arrangements, 1994
 Food Arrangements, 1994
 Tour Arrangements, 1994
 Audio-Visual Arrangements, 1994
 Nametags, 1994
 Participant's Folder, 1994
 Program Edits, 1994
 RBMS Group Dinner, 1994
 List of participants, 1994
 Schedule Planning, 1994
 Greater Miami Convention and Tourist Bureau Correspondence, 1994
 Transportation Arrangements, 1994
 Evaluations, 1994
 Program Drafts, 1994
 RBMS Midwinter Conference-Arrangements and Correspondence, 1994
 ALA Annual Conference
 Program, 1994
 Preliminary Program, 1994

Box 2:

1995 Preconference

ACRL/RBMS Committees-Membership Listings, 1994-1995
 ACRL Preconference Fee Taskforce-Meetings, Correspondence, 1994-1995
 Arrangements and Correspondence, 1995
 Annual Conference Minutes, 1995
 ACRL 7th National Conference-Pittsburgh, 1995
 Midwinter Meeting Rooms Arrangements, 1995

1997 Preconference

Susan Allen Correspondence, 1995-1997
 Local Arrangements Committee Email Correspondence, 1995-1997
 Arrangements and Correspondence, 1995-1997
 Seminar/Workshop Planning Correspondence, 1995-1997
 Program Committee Agendas/Minutes and Correspondence, 1995-1997
 Possible Speaker Topics, 1995-1997
 Program Committee Correspondence, 1995-1997
 Nora Quinlan-Personal, 1995-2000
 Lynn Avery Hunt Correspondence, 1996
 Joyce Appleby Contact Information, c. 1996
 Schedule Planning, 1996
 EAD Workshop-Correspondence, 1996
 Call for Papers Evaluations, 1996
 Prospectus-History of the Book M.A. at London University, 1996
 Call for Papers Correspondence-RBMS Preconference, 1997

Preconference Speaker Correspondence

Ellen Dunlap, 1996-1997

Jeffrey Groves, 1996-1997

Rosalind Remer, 1996-1997

Robert Gross, 1996-1997

Julian Roberts, 1996-1997

Stephen Ferguson, 1996-1997

Local Arrangements Committee-Meeting Minutes, 1996-1997

Mary Ellen Davis Correspondence, 1996-1997

Arrangements at Huntington Library, 1996-1997

Inquiries, 1996-1997

Paper Proposals, 1996-1997

Preconference Site Selection, 1996-1997

Instructions on the Care and Feeding of Speakers, 1996-1997

Registration Brochure Correspondence, 1997

Publicity, 1997

Paper Proposals, 1997

Program Production, 1997

Evaluations of the 38th RBMS Preconference, 1997

Paper Proposal Evaluations, 1997

Registration Correspondence, 1997

Speaker Selection Information and Correspondence, 1997

Final Report Drafts, 1997

1998 Preconference

ALA Annual Conference-Hotel Room Set-Up, 1998

Washington Meeting-Hotel Search, 1998

Catering Arrangements, 1998

Fund-raising, 1998

Library of Congress Arrangements, 1998

Hotel Contract, 1998

Historical Society Reception Arrangements, 1998

Dormitory Arrangements, 1998

Folger Library Reception Arrangements, 1998

Tote Bags Arrangements, 1998

Program Committee, 1998

Budget, 1998

Fundraising, 1998

Receptions, 1998

Box 3:

Program, 1998

Program Text and Printing, 1998

Data, 1998

- Followup, 1998
- Preconference Program, 1994-95
- Planning
 - Local Arrangements
- 37th Preconference Planning Program (1996), 1995-96
- 38th Preconference (1997), (4 folders), 1997-98
 - promotional material
 - "Books go to the Rotunda," by Daniel J. Miller
 - Conference planning correspondence
 - Problem File
- 39th Preconference (1998), (3 folders), 1998
 - Conference Planning Correspondence
- Preconference Planning Manuals, 1981-1994
- Conference Program Planning, 1998-99
- Conference Program Planning, 1999-2000
- 2000 Preconference
 - Brochure, 1999-2000
 - Budget, 1999-2000
 - Catering, 1999-2000
 - Correspondence—General, 1999-2000
 - Dorms, 1999-2000
 - Hotel Inter-Continental, 1999-2000
 - Letters of Agreement—Plenary, 1999-2000
 - Letters of Agreement—Seminars, 1999-2000
 - Letters of Agreement—Short Papers, 1999-2000
 - Local Arrangements, 1999-2000
 - Plenary Sessions, 1999-2000
 - Registration, 1999-2000
 - Scholarships, 1999-2000
 - Seminars, 1999-2000
 - Short Paper Schedules, 1999-2000
 - Sponsorship, 1999-2000
 - Tours, 1999-2000
 - Vademecum—Handbook and Program, 1999-2000
 - Workshops, 1999-2000
- 20th Annual Preconference Program—San Antonio and Austin, TX, 1979
- 28th Annual Preconference Program—Stanford, CA, 1987
- 30th Annual Preconference Program—Dallas, TX, 1989
- 35th Annual Preconference Program—Miami Beach, FL, 1994
- 47th Annual Preconference Program and Promotional Materials—Austin, TX, 2006
- Preconference Themes and Locations—1959-2006, 2006

Box 4:

Preconference Expenses and Budget, 1998-99

2001 Preconference

Conference Program Planning, 2000-01

Dorms, 2000-02

Signed Seminar Agreements, 2000-01

ALA Midwinter Meeting

Agendas and Minutes, 2004

Scheduling, 2004

Pre-conference Recordings (have been digitized), 2011

Preconference Brochures, 2000-2006

2003 Preconference

Refunds Requests, 2003

Signed Agreements, 2003

2004 Preconference

Speaker Agreement, 2004

Audio and Visual Set up, Schedule, Contact List, 2004

Finals and Regulation Documents, 2004

OMNI and Housing, 2004

Sponsorships, 2004

Conference Program Planning, 2004-05

2005 Preconference

Fliers, 2005

2006 Preconference

Evaluation Results, 2006

Letters of Agreement, 2006

Local Arrangements, 2006

Registration, 2006

Sponsorships, 2006

2007 Preconference

Donations, Baltimore, 2007

Evaluation Results and Final Report, 2007

Intercon, 2007

Local Arrangements, 2007

Logistics, 2007

Speaker Agreements: Plenary, 2007

Speaker Agreements: Seminars, Short Papers, Workshops, 2007

Tremont, 2007

2008 Preconference

Angeleno (Hotel), 2008

Contracts, 2008

Dorms, 2008

Evaluation Results, 2008

Luxe (Hotel), 2008
Plenary, 2008
Promotion Print Pieces, 2008

Box 5:

Seminar Agreements, 2008
Site Visit, 2008
Transportation, 2008
Workshops, 2008
2009 Preconference
Discussion Group, 2009
Donations, 2009
Dorms, 2009
Local Arrangements, 2009
OMNI, 2009
Plenary, 2009
Print Pieces (including “Commemorative Keepsake Volume,” 50th Anniversary of
RBMS, and “Seas of Change” Preconference program), 2009
Regional Workshops, 2009
Scholarships, 2009
Seminars, 2009
Short Papers, 2009
Site Visit, 2009
UVA, 2009
Workshops, 2009
Planning Materials - Victoria Ondrla’s Notebook, 2009 [2 folders]
Preconference, 2010
Agreement Letters
Attendee Badges and Stock
Bookseller Badges and Stock
Budget
Case Studies
Discussion Groups
Dorms
Doubletree
Full Registration Lists
Local Arrangements
Offsite Day
Onsite Registration Forms and Receipt
Plenary
Program
Seminars
Tours and Tickets

Transportation
 Workshops
 Workshops and Tickets
 Regionals, 2010-2012
 2002 Preconference
 Suzy Taraba Correspondence, 2000-01
 Administrative To Do Lists, c. 2001
 Atlanta Proposal and Correspondence, 1999-2000
 Emory Conference Center
 Correspondence, 2000-01
 Hotel Promotional Packet, 2000
 The Ritz-Carlton Hotel Promotional Packet
 Steve Enniss and Laura Micham Correspondence, 2001
 Outsourcing Correspondence, 2000
 Planning Committee Member Correspondence, 2000-01
 Seminars Committee Meeting Minutes and Correspondence, 2000-01
 Web Board Correspondence, 2000
 Local Arrangements Committee Correspondence, 2000
 Emory University Pamphlets, 2000
 Nora Quinlain Meeting Notes, 2001
 Conference Theme and Title Correspondence, 2000-01
 Speakers Correspondence, 2002
 Registration Numbers Correspondence, 2002
 Vade Mecum Draft, 2002
 Short Paper Proposals, 2001- 02
 Program Correspondence, 2002
 Workshops Correspondence, 2002
 Copy of Website, 2002
 Schedule Correspondence, 2002
 Program Committee Minutes, 2001-02
 Local Arrangements Correspondence, 2001-02

Box 6:

The Georgian Terrace Hotel Promotional Packet, 2002
 Association of Research Libraries Task Force on Special Collections Panel
 Correspondence, 2002
 Budget Correspondence and Draft, 2001-02
 Carla J. Stoffle Presentation Slides, 2002
 Evaluation Form Copies, 2002
 Atlanta Tourism Brochures and Maps, 2001
 Preconference Brochure Correspondence, 2002
 Seminars Correspondence, 2002
 Theme Idea Articles and Correspondence, 2001-02

Theme Idea Articles, 2002
 Nora Quinlan Badge, 2002
 Sunday Events Correspondence, 2002
 Mail Advertisements, 2002
 Saturday Events Correspondence, 2002
 Friday Events Correspondence, 2002
 Association of Research Libraries Task Force on Special Collections Handouts,
 Proceedings, and Panel Correspondence, 1999-2002
 Nora Quinlain Letters, 2002
 American Library Association Annual Conference
 Program Book, 2002
 Map and Guide Pamphlet, 2002
 Evaluation Results, 2002
 Brochures, 2002
 Committee Appointments, 1990-94
 ACRL Activities Section Council Memoranda and Minutes, 1992
 1984 Preconference
 Bookseller Coordination, 1984
 Budget, 1984
 Committee, 1984
 Correspondence, 1984
 Catering and Mary Beth Bigger, 1984
 Conservation and Connie Brooks, 1984
 Entertainment and Cathy Henderson, 1984
 Exhibits, Tours, and Charlotte Carl-Mitchell, 1984
 Hotel Liason and John Thomas, 1984
 Publications and Will Goodwin, 1984
 Registration and John Kirkpatrick, 1984
 Transportation and John Chalmers, 1984
 Dining and Entertainment, 1984
 Dinner, 1984
 Libraries and Sightseeing, 1984
 Planning Guidelines, 1984
 Planning Meetings, 1984
 Schedule and Program, 1984
 Planning Guidelines, 1984
 1994 Preconference Files of Jackie Dooley
 Award for Rare Books and Manuscripts Librarianship, 1991-94
 Award for Rare Books and Manuscripts Librarianship Committee, 1994
 Ethical Standards Committee, 1992-93
 Executive Committee of RBMS
 1990 Peter Van Wirgen as Chair Meeting Minutes and Notes, 1990
 1991 Daniel Traister as Chair Meeting Minutes and Notes, 1991

- 1994 Jackie Dooley as Chair Meeting Minutes and Notes, (2 folders), 1994
- Guidelines Endorsed by Society of American Archivists, 1993-94
- Joint Access Statement with Society of American Archivists, 1992-93
- Planning Committee, (2 folders), 1991-93
- Programs, 1994
- Publications, (2 folders), 1994
- Security Committee, 1994
- Seminars Committee, 1994
- Standards and Accreditation Committee, 1994
- Survey of Ad Hoc Committees, 1974-89
- 1976 Preconference Proceedings, Eighteenth Century English Books Institute Program and Registrants List, 1975-77
- 2008 Rare Books and Manuscripts Section Conference Program Correspondence
 - Call for Proposals, 2007, 2009
 - Handouts and Promotional Postcard, 2008
 - Program Planning Committee Meeting Minutes and Agenda, 2007
 - Program Recording Summary, 2008
 - Summary for Survey for Program Evaluation, 2008

Box 7:

- 2011 Preconference
 - Case Studies Workshop
 - Discussion Groups/Short Papers
 - Donations/Sponsorship
 - Dorms
 - Evaluation
 - First Time Event
 - Hotel
 - Letters of Agreement
 - Meeting Minutes
 - Offsite Day
 - Planning Materials - Victoria Ondrla's Binder [3 folders]
 - Plenary
 - Seminars
 - Site Visit
- 2012 San Diego
 - Vade Melcom
 - Westin
 - Preconference Binder
 - Immersion 2013
 - Faculty Binder [2 folders]
 - Program Track Binder
 - Teacher Track

- 2013 Minneapolis, Minnesota
 - Marriott
 - Print and Promotion
 - 54th Annual Preconference
 - ACRL Staff Binder [2 folders]
 - Handouts Collection [2 folders]
- Preconference Procedures Manuals, 1989, 1994, 1997-98
- 2014 Las Vegas, Nevada
 - Ephemera and Program, 2014
 - Hotel Bally's, 2012-14
 - Planning, 2014
- 2015 Oakland and Berkeley, California
 - Antique Booksellers Association of America, 2015
 - Bussing and Reception, 2015
 - Ephemera and Program, 2015
 - Hotels, 2014-15
 - Local Arrangements and Tours, 2015
 - Speakers and Agreements, 2015
- 2016 Miami, Florida
 - Agreements, 2016
 - Dorms, 2016
 - Ephemera and Program, 2016
 - Hotel, 2016

Box 8:

- 2017 Iowa City, Iowa
 - Agreements, 2017
 - Bussing, 2017
 - Delmas Foundation, 2015
 - Ephemera and Program, (2 folders), 2017
 - Hotels, 2017
- 2018 New Orleans
 - Agreement, 2018
 - Bussing, 2018
 - Diagrams, 2018
 - Ephemera and Program, (2 folders), 2018
 - Hotel, 2018
 - Print Pieces, 2018
 - Reception, 2018
 - Swag, 2018
- Conference Artifacts
 - Aeon and Atlas Systems magnetic cube with Shakespeare Book decorations, Undated
 - Bookbags, 2002, 2010, 2013-17

22/18/7

11

PRB&M.com magnetic clip, Undated

Rubber Duck with University of Michigan Library Logo, c. 2004

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