Library Administration Division Personnel Administration Subject File, 1932-1963

# <u>Box 1</u>:

Reports, 1933-1951

Personnel Office, Annual Reports, 1934-44

Board: Docket, Minutes and Supporting Evidence, 1939

Reports, Annual of Placement Office, 1946-48

Office of Personnel Administration Report, Highlights of Activities, September 1951-June 1954

Personnel Office: Financial Statements, Monthly 1933-45

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"Position Classification and Salary Administration in Libraries," 1949

"Position Classification and Salary Administration in Libraries," 1951

Expenditures: Survey, Gifts of Associations, 1949

Personnel Institutes and Clinics, Special Fund of Board on Personnel

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Office of Personnel Administration Expenditures, 1949-50

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Prepaid Expense Account, Personnel Organization and Procedure, 1952

Office of Personnel Administration Expenditures

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Prepaid Expense Account, Bibliography on Personnel Administration, 1953

Expenditures, subcommittee on Classification and Pay Plans for Public Libraries, 1953-54 Subject File

Articles for Bulletin, 1941

Articles, Personnel Office, 1944

Board of Directors Docket, 1958, Midwinter Meeting

Board on Salaries, Staff and Tenure

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Bond Issues, 1957

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Committee on Code of Ethics, 1937-38, 1956

Conference routine and instructions, 1939-41

Comments and Criticism of our work, Personnel Office, 1934-41

Division Committees transferred to LAD, 1957

Duties, Personnel Office

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Facts about Service, Personnel Office, 1944-45

Friends of Libraries, 1957

Group Insurance Program, 1956-57

Kansas City, 1957

LAD Buildings and Equipment

**Discussion Groups** 

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**Programs** 

Knowles Case, 1957

Library Aide Series, 1956

Library Services Branch, 1957

Manuals for Student Library Assistants, 1957

Milwaukee Board, 1942

News Bulletin, LAD, 1957

Newsletter, Board on Personnel Administration, 1957

Noon, Paul A. T., 1942

Opportunities in Public Service, 1938-39

Organization, Committee on, 1951

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Sandoe, Mildred, 1942

Special Book, Committee on Refugee Librarians, 1941

Special Book Material Personnel (3 folders), 1932-36, 1937-38, 1939

Staff, Personnel Office, 1945

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Committee on Statistics, 1941, 1957

Supplies, Personnel Office

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Travel calendar, 1957

Vacations, 1950-56

Retirement Plans, 1932

Timmerman, Hazel B., Executive Assistant, ALA Board on Personnel

Administration file, 1945-51

Board Minutes, 1950

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## Box 2:

Committee on Salaries, December 29, 1932

A.L.A. Office Manual, 1935

Report on Unemployment, 1936-37

Model Scheme of Service, 1939

List of Members of the Board on Personnel Administration and its Subcommittees, 1952-53

Institute on Library Personnel, List of Members, June 18, 1939

Meeting at the New York Public Library, March 11, 1939, between Mr. Rice, Mr. Etzkorn and Miss Timmerman

Post War Library Personnel Standards, 1944

Letter to Members of Subcommittee on Budgets, Compensation and Schemes of Service 1942, and Newsclippings on Death of John Patterson, 1941

Board on Salaries, Staff and Tenure

Case Reviews Board, 1940

Meeting Minutes June 17, 20, 22, 24, 1939

Placement, 1944

Institutes on Personnel Administration Project Plans, 1950

Minutes of the Meetings of the Board on Personnel Administration and its Subcommittees, 1950 Personnel Tenure, 1946-54

Administrative Committee of the Classification and Pay Plan, 1940

Agenda and Minutes of the Board on Personnel Administration, 1950

BPA/Subcommittee on Analysis of Library Duties, 1946

BPA Budget, 1947-48

Civil Service Subcommittee Work Until it Became Part of BPA, 1944

Board and Minutes, 1945

Salary, Staff and Tenure (2 folders), 1943-44

War Records Payroll Series #62

McLeish, Archibald, Confirmation as Librarian of Congress, 1939

Ohio State Library, 1942

Board, Service Ratings Subcommittee, 1946

Personnel Conference, 1939

Personnel Institutes Projects (3 folders), 1947-48

Supervision Clinics (2 folders), 1947-48

Position and Payment Handbooks, 1950-54

Post War Planning Committee, 1943

Professional and Non-professional Duties in Libraries, 1948

Pay Plans and Job Specification, 1953-54

Recruiting, Joint Committee on Library Work as a Career, 1956

Staff - Positions, 1954

A.L.A. Headquarters, Classification and Pay Plan, 1953-54

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Materials Clerk Reclassification, 1954

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Salary Schedule Headquarters, 1953-54

Sort - Staff Organization Round Table, 1948-52

Collection of Staff Publications, 1942-55

Procedures for Exchanges, 1938

Professional Reading of Staff Members Survey, 1939

Statistical Tabulation Annual, 1939

Statistics, Elementary School, 1941

Public Library, 1940-41

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State Personnel List Associations, Cooperation with, 1946

Trustees Subcommittee for Salary Promotion, 1946

Tenure Principles, 1946

Texas Library Association Meeting, 1956

U.S. Civil Service Examinations, 1942-43

U.S. Civil Service Procedures, 1937-41

Vertical File Materials, 1951

Wartime Adjustments and Economics, Camp Library Requirements, 1941

White Sheets, Correspondence, 1943 (2 folders), 1955

White Collar Worker Hearings, Senate Subcommittee on Wartime Health and Education, Senator Claude Pepper, 1944

## Box 3:

Subject File, 1944-48

Salary Policy Statement Notebook, 1946

Classification and Pay Plan for Municipal Public Libraries Staff for Minimum Standards and Salaries (1 folder, 1 notebook), 1946

Libraries in Institutions of Higher Education (2 folders), 1947

List of Library Duties, 1946

Review Committees of the Board of Personnel Administration, 1944-46

Meeting of the BPA/Advisory Subcommittee of Divisional Representatives, 1947

Minimum Library Salary Standards, 1948

Personnel Kit

Institute and Clinic, 1948

Administration Board (4 folders), 1945

Salary Schedules, 1946

Reports, Annual, 1946

Salary Policy Statement, 1946

Job Analysis Manual and Classification and Pay Plans Manual

Subcommittee, 1946

Directors of Divisions Meeting, 1946

Classification and Pay Plans, 1946

Salaries, Staff and Tenure Board - Civil Service Subcommittee, 1944

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Budgets, Compensation Subcommittee, 1944

Job Analysis of Duties Subcommittee, 1944

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Personnel Administration - Service Relations Subcommittee, 1944

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Chairman, Election of, 1946

Bibliography, 1946

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Appointment of New Members, 1946-51

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Advisory Committee of Division Representatives, 1946

Civil Service Relations (3 folders), 1946

Salaries, Subcommittee on, 1946

Salary Policy Statement, July-September, 1946

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### Box 4:

Subject File, 1953-56

Management Survey, 1955

Library Administration Division, Open Meeting, 1956

Annual Conference, 1955

Archival Final Report

Placement Service Subcommittee, 1953-56

LAD Statement of Objectives

Weekly Statistics, 1956

Monthly Statistics, 1956

Personnel Administration for Libraries: A Bibliography, 1953

Personnel Handbooks, 1954

List on Members of the Board on Personnel Administration and its Subcommittees, 1952-53

Employment Application Forms (including application for foreign service)

ALA Group Insurance Plan Approval, 1956

Meeting of the Subcommittee on Classification and Pay Plans of the A.L.A Board on Personnel Administration, 1953-56

LAD's Organizing Committee, 1957

Board on Personnel Administration, Public Library Division Coordinating Committee, 1956

Library Pay Plan, 1955

Hazel Timmerman's Comments on the Management Survey, 1955

A.L.A/PLD Statistics Committee, 1955

Personnel Clinic, A.L.A., June 22, 1953

Headquarters, Positions, Grades, Pay Scales, 1954

Administrative Committee on Classification and Pay Plan, 1954

Headquarters, Administrative Committee on Classification and Pay Plan of A.L.A.

BPA Notes, 1954-56

White Sheets, August, 1958

Agenda Correspondence for Miami Beach Conference, 1956

Personnel Clinics, 1949

BPA Meeting Minutes, May 12-14, 1950

University of Washington - Nepotism Question, Mrs. Ruth Hale Gerskensky, 1950

Subcommittee on Budgets, Compensation and Scheme of Service for Libraries in Institutions of Higher Education, 1951

Subcommittee on Bibliography on Personnel Administration, (2 folders), 1952

Annual Budget, 1952

Subcommittee on Budgets, Compensation and Scheme of Service, 1952

Civil Service/BPA, 1952

Classification and Pay Plans for Public Libraries, Subcommittee, 1952

Classification and Pay Plans, 1952

BPA - Code of Ethics, 1952

Letter stating that no copy of code is available

Cost of Living, 1952

Letter of 1952 that Louisiana State Library had had a 7% cost of living increase

Grants-in-aid; Education for Librarianship

American Heritage Project

Ex-Officio Committee on A.L.A. Reorganization

Oregon Library Association Pamphlet

Descriptive List of Professional and Nonprofessional Duties in Libraries, 1952

Salary Survey, 1952

Work Hours Survey, 1952

Institutes on Personnel Administration, 1950

Leaves of Absence, 1952

Resolution on Loyalty Programs, 1952

Membership Suggestions, 1952

Personnel Administration

Personnel Clearing House, 1952

Personnel Forms, 1952

Personnel Organization and Procedure, 1952

Personnel Officers, 1952

Personnel Organization Charts

Personnel Organization and Procedure Subcommittee, 1952

Placement Service Subcommittee, 1952 - All material kept by Mrs. Groupe

Retirement Plans, 1952

Salaries, 1952

Minimum Cost-of-living Adjusted Salary Standards for 1951 (1952 folder)

BPA Salary Schedules, 1952

A.L.A. Minimum Cost-of-living Adjusted Salary Standards for 1952 (1952 folder)

BPA Salary Survey, 1952

Salaries of Library Personnel, 1952 by Hazel B. Timmerman (1953)

Personnel Organization and Procedure: A manual suggested for use in College and University Libraries (1952)

Personnel Organization and Procedure: a manual suggested for use in Public Libraries (1952)

Service Ratings, 1952

Size of Staff, 1952

Social Security, 1952

Staff Organizations, 1952

Staff Organizations Round Table, 1952

Statistics, 1952

Supply and Demand, Shortages, 1952

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Survey of Salaries and Working Conditions of Library Personnel, 1952

Tenure, 1952

Work Week, 1952

Miscellaneous (2 folders), 1952

Subcommittee on Bibliography on Personnel Administration, 1953

Subcommittee on Classification and Pay Plans for Public Libraries, 1953

BPA - Classification and Pay Plans, 1953

Board on Ethics, 1953

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Descriptive List of Professional and Non-professional Duties in Libraries, 1953 Subcommittee on Group Insurance, 1953 Holidays, 1953 Hours of Work, 1953 Leaves of Absence, 1953 Membership Suggestions, 1953 Personnel Administration Exhibit, 1953 Personnel Clinic Jan.-June 1953 Jan.-May 1953 July-Dec. 1953 Personnel Memo Personnel Committees of State and Regional Library Association, 1953 Personnel Forms, 1953 Personnel Officers Personnel Organizations and Procedure, 1953 Subcommittee, 1953 (reference to Salary Survey 1952) Personnel Service Rating Report, 1953 Placement Service Subcommittee, 1953 Salaries, 1953 Salaries of Library Personnel, 1952 Salary Schedules, 1953 Salary Standards - A.L.A. Minimum Salary Standards for 1952 Salary Survey, 1952 Salary Standards, 1950-52 Box 5: LAD Personnel Administration Board Personnel Administration Board on Service Ratings, 1953 Social Security, 1953 Staff Organization, 1953 Round Table, 1953 Standards, 1953 Survey of Salaries and Working Conditions of Library Personnel, 1953 Retirement and Income Tax Exemption, 1953 Tenure, 1953 Miscellaneous, 1953 Attitude Tests, 1954 Bibliography on Personnel Administration, 1954 BPA Notes, 1954 Civil Service, 1954

Classification and Pay Plans Public Library Subcommittee (5 folders), 1954

Code of Ethics for Librarians, 1954 Descriptive List of Professional and Non-professional Duties in Libraries, 1954 Examinations, 1954 Faculty Status, 1954 Group Insurance, 1954 Holidays, 1954 In-service Training, 1954 Leaves of Absence, 1954 Membership Suggestions, 1954 Minutes, 1954 Personnel Administration for Libraries, 1954 Clinic, 1954 Forms, 1954 Officers, 1954 Organization Chart, 1954 and Procedure, 1954 Service Rating Report, 1954 Placement, 1954 Recruitment to Positions, 1954 Retirement and Income Tax, Exemption on (3 folders), 1954 Retirement Plans, 1954 Salaries, 1954 Salaries of Library Personnel, 1954 Salary Schedules, 1954 Standards, A.L.A. Minimum Library Salary Standards for 1952, 1954 Salary Survey of 1955, 1954 Service Ratings, 1954 Size of Staff, 1954 Social Security, 1954 Staff Organizations, 1954 Constitutions, 1954 Round Table, 1954 Standards, 1954 Public Library, 1954 Statistics, 1954 Surveys, 1954 Tenure in Libraries, 1954 Correspondence (2 folders), 1954 Attendance at Meetings, 1955 BPA History, 1955 Library Administration Division, 1955 Location in Reorganization, 1955 BPA Notes (4 folders), 1955

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Civil Service, 1955

Classification and Pay Plans, 1955

Classification and Pay Plans for Public Libraries

Subcommittee (4 folders), 1955

Classification Plan - U.S. Government Library Positions, 1955

Classification Plans, 1955

Code of Ethics Subcommittee, 1955

Descriptive List of Professional and Non-professional Duties in, 1955

Exchanges, 1955

Functions, 1955

Group Insurance Subcommittee (3 folders), 1955

Institute on Democratic Administration in Libraries, 1955

Insurance, Hospitalization, 1955

Library's Pay Plan: A Statement of Principles, (2 folders), 1955

Library Placement Exchange, 1955

Membership Subcommittee, 1955

Suggestions, 1955

Monthly Reports, 1955

Number of Staff, 1955

Personnel Committees, 1955

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Institute, 1955

Organization and Procedure, 1955

Placement Service Subcommittee, 1955

Professional Terminology, 1955

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Standards A.L.A. Minimum Library Salary Standards for 1952, 1955

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Group Insurance Subcommittee, (6 folders), 1956

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Placement Service - subcommittee history, 1948-56, 1956

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#### Box 8:

#### Board on Personnel Administration

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A.L.A. Group Insurance Plan

Committee on Organization

Governmental Relations Section Federal Relations Committee

Kansas City Conference

Library Organization and Management Administration Committee for Cataloging and Classification

Library Organization and Statistics Committee for College and University Libraries

Personnel Administration Section, General Correspondence

Personnel Administration Section In-service Training Institute on State Field Consultant Services

Personnel Administration Planning Comm. for In-service Training Inst. for State Field Consultants

Selections-Organization-Functions

Selections, Petitions for

Special Committee on Reorganization

Staff Organization Round Table (SORT)

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**Budget Request** 

Financial Administration Purchasing Committee

Government Relations Committee on Library Legislation

Governmental Relations Federal Relations Committee Federal Legislative

Policy Stat.

Library Legislation Committee

Institute on State Field Consultant Services

Proceedings of the Institute on State Field Consultant Services, January 24-26, 1958

Library Organization and Management Advisory Committee on Cataloging and Classification

Library Organization and Management, Organization of Section

Library Organization and Management Statistics Committee for College and University Libraries Budget

Personnel Administration In-service Training Institute State Field Consultant Services Registration Sheets

Recruiting Committee, January-December

Miscellaneous

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Buildings and Equipment; Buildings and Equipment Institute 1959, University of Maryland Buildings and Equipment Institute

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Financial Administration Purchasing Committee

Government Relations Federal Relation's Committee

Governmental Relations Library Legislative Committee

## Box 9:

Library Organization and Management, Survey of Opinions and Interest in Fields and Library Organization and Management

Library Organization and Management Statistics Committee for College and University Libraries

Personnel Administration Code of Ethics Committee

Recruiting Committee Project Proposals

Recruiting Committee, January-August

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## Box 11:

Classification and Pay Plans for Municiple Public Libraries, 1938, 1939

Classification and Pay Plans for Libraries in Institutions of Higher Education

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Library Score Card (Nondegree Institutions), 1949

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Birmingham, Alabama Public Library Service, 1950

Brooklyn College Library Recruitment Brochure, 1956

California Library Association Pay Schedules, 1946

California, University of, Personnel Rules, 1947

Catalog Departments in Public Libraries Personnel Survey, 1952

Conference Within a Conference Kit, 1963

Program

Assessing the Availability and sensibility of Resources to Meet Students Needs Background Paper

Using Advances in Technology to Make Library Resources More Available Background
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Developing General Understanding of Library Potential Background Paper

Staffing Library Services to Meet Student Needs; Services and Personnel

Management Background Paper

Staffing Library Services to Meet Student Needs

Library Education Background Paper

The Library's Responsibility in Meeting Student Needs Background Paper

Descriptive List of Professional and Nonprofessional Duties in Libraries, 1948

Detroit Public Library Personnel Kit, 1949

Enoch Pratt Free Library (Baltimore) Personnel Procedures, 1957

Grand Rapids Public Library (Michigan) Staff Handbook, 1956

Hammond Public Library (Indiana) Personnel Manual, 1956

Illinois Wesleyan University Library Personnel Manual, 1955

Indianapolis Public Library Recruitment Brochure, 1952

National Association of School Administrators, 1952

National Education Association, 1952

New York Public Library Pay Scale, 1945

Organization and Personnel Procedures, 1940

Personnel Organization and Procedures, 1948

Public Library Staffing Statistics, 1954

Recruiting Committee Functions, 1957

Recruitment Brochure, 1956

Santa Barbara Public Library Personnel Specifications, 1950 Stanford University Libraries Personnel Manual, 1953 Wage Survey Report of Clerical Jobs, 1949

### Box 13:

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ALA Curriculum Study, Interview Outlines, 1925-26

Methods Checklists, 1925-26

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BEL Minutes, 1926

Classification and Pay Plans-Tellford, Classifications for Different Positions

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ALA Curriculum Study Correspondence, 1932-33

Fellowships and Scholarships, ALA Committee on, American Association of Law Librarians, 1937-38

Fellowships and Scholarships, ALA Committee on, General Correspondence, 1936-37

Salaries, Employment and Schemes of Library Service, ALA Committee on, General, 1930-35

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## Box 15:

Credentials Awarded by Library Schools, 1942 Illinois - Chicago-ALA-Assistant and Associate Exec. Sec., 1944-45 Lib. Development Fund, 1944-45 Office, Librarianship, 1944 Library Scorecard, 1948 Part I, 1948

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