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Library Leadership and Management Association (LLAMA)

Personnel Administrative Section

Personnel Administration Publications, 1948-53, 1956, 1958, 1965-73, 1977-81, 1983-84, 1988, 1990-93

Box 1:

1948

Subcommittee on Analysis of Library Duties. *Descriptive List of Professional and Nonprofessional Duties in Libraries: Preliminary Draft*

1950

Subcommittee on Budgets, Compensation, and Schemes of Service for Libraries in Institutions of Higher Education, preparer. *Library Score Card*
Volume I – Non-degree-conferring Institutions, Supplement to Classification and Pay Plans for Libraries in Institutions of Higher Education, Volume I
Volume II – Degree-conferring Four-year Institutions, Supplement to Classification and Pay Plans for Libraries in Institutions of Higher Education, Volume II
Volume III - Universities, Supplement to Classification and Pay Plans for Libraries in Institutions of Higher Education, Volume III

1951

Subcommittee on Job Analysis Manual and Classification and Pay Manual. *Position Classification and Salary Administration in Libraries*

1952

Subcommittee on Personnel Organization and Procedure.
Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries
Personnel Organization and Procedure: A Manual Suggested for Use in Public Libraries

1953

Timmerman, Hazel B. *Salaries of Library Personnel, 1952*

1956

Subcommittee on Classification and Pay Plans for Public Libraries. *Position Classification Draft, May*

Timmerman, Hazel B. *Salaries of Library Personnel, 1955*

1958

Certification Committee. *Certification of Public Librarians in the United States*, Revised 1957

1965

Certification Committee. *Certification of Public Librarians in the United States*, Revised October 1965

Sollenberger, Judith K. *In-Service Training: A Bibliographical Essay* Revised

1965-67

- Press Releases on Placement Services
- 1967 Certification Committee. *Model Program for State Certification of Public Librarians*
- 1968 Interdivisional Ad Hoc Committee of the Library Education Division and the Library Administration Division. *The Subprofessional or Technical Assistant: a statement of definition*, Reprint from *ALA Bulletin* April 1968
- Personnel Publications Committee, preparer.
Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries, Second Edition
Personnel Organization and Procedure: A Manual Suggested for Use in Public Libraries, Second Edition
- 1969 LAD. "Library Salaries As Reflected in Ads in *ALA Bulletin*, *Library Journal*, and *Wilson Library Bulletin*"
- Publications, 1970-73, 1978-79 [folder includes the following]
- "Collective Bargaining: A Selected Bibliography for Librarians", 1970
- "Library Salaries As Reflected in Ads in American Libraries, *Library Journal*, *Wilson Library Bulletin*, and *College & Research Libraries*", 1970
- "Personnel Service Rating Report", 1970
- "Guidelines for Using Volunteers in Libraries", c. 1971
- "Library Salaries and Vacancies As Reflected in Ads", 1971
- "Personnel Bibliography for Libraries", 1972
- "Selected Personnel Materials Available through the ALA", 1972
- "Preparing a Resume", 1973
- Engle, June L., compiler. "Guidelines for Making a Job Decision", c. 1978
- Jennerich, Elaine Z., compiler. "Guidelines for Professional Contracts", c. 1978
- LAMA Hiring Subcommittee. "Guidelines for Writing an Effective Resume", c.1978
- Snyder, Carolyn A., compiler. "Guidelines for Professional Placement", c. 1978
- Benefits Survey Subcommittee. *Surveys of Librarians' Benefits: An Annotated Bibliography*, September 1979
- Hawkins, Andrea E. *Performance Appraisal Forms*, 1979
- Staff Development Committee. *Personnel Performance Appraisal – A Guide for Libraries*, 1979
- 1971 LAD, compiler. *Personnel Manuals: How to Write & Evaluate Them*
- Stone, Elizabeth W., editor. *New Directions in Staff Development: Moving Ideas for Action*
- 1972 Frame, Ruth R., preparer. *Certification of Public Librarians in the United States*, 2nd Edition
- 1977

- Ad Hoc Committee to Revise the ALA Personnel Organization and Procedure Manuals.
The Personnel Manual: An Outline for Libraries
- 1978
Economic Status, Welfare and Fringe Benefits Committee. "Hidden Dollars: Your Fringe Benefits" Bibliography, June 26
Staff Development Committee. *Staff Development in Libraries: A Directory of Organizations and Activities with a Staff Development Bibliography*
- 1979
Coe, Mary J., editor. *Certification of Public Librarians in the United States*, 3rd Edition
- Box 2:
- 1957
ALA Board on Personnel Administration-BPA Notes- Oct 1954-May 1957, No 1-V no. 3
- 1980
Subcommittee on Hiring. *A Discussion and Annotated Bibliography on the Selection Interview for Interviewers and Interviewees*
- 1981
Committee on Personnel Dynamics for Supervisor (ad hoc). *SOS: Survival of Supervisors*
- 1983
Personnel Assembly, 1983 Annual Conference, Los Angeles, June 26
Staff Development Committee, preparer. *Staff Development in Libraries: Bibliography*
- 1984
Staff Development Committee. "Training Issues in Changing Technology" Program Papers (published 1986) and Summaries
- 1988
Lipow, Anne Grodzins, editor. *Staff Development: A Practical Guide*
- 1990
Garten, Edward, and Joan Giesecke, editors. *Practical Help for New Supervisors*
Kratz, Charles E., and Valerie A. Platz, editors. *Library Personnel Consultants List*
- 1991
Office for Library Personnel Resources, compiler. *Certification of Public Librarians in the U.S., 1990*
- 1992
Giesecke, Joan, editor. *Practical Help for New Supervisors*
Lipow, Anne Grodzins, and Deborah A. Carver, editors. *Staff Development: A Practical Guide* Second Edition
- 1993
Kratz, Charles E., and Valerie A. Platz, editors. *The Personnel Manual: An Outline for Libraries*, Second Edition

Box 2 is half-full