

30/2/5  
Reference and Adult Services Division  
Executive Director  
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Box 1:

RASD Committees.

Adult Library Materials.

Multilingual Materials Subcommittee, 1980-83.

Meeting Highlights, Reports, Correspondence.

1974-78, 1980-86.

Meeting Highlights, Correspondence, Reports, U.S. Constitution

Bicentennial Reading List, "Trash in the Library" Program, Memoranda.

1986-89.

Reports, "Guidelines for Multilingual Materials Collection

Development," Meeting Highlights.

Adults, Service to, 1976-86.

Meeting Highlights, Reports, Minutes, "HALT (Have a Listen Today) Staff

Development Program," Petition for Formation, Grant Proposal for

"Understanding," Project Lists, Memoranda, Racism and Sexism Awareness

Resolution.

Adult Services in Action Advisory, 1982-85.

Meeting Highlights, Reports.

Aging Population, Library Service to an, 1971-87.

Reports, Minutes, Proposals, Photographs.

American Indians, Materials for, 1974-80.

Correspondence, Reports, Minutes.

Audio Cassettes Discussion, 1975-78, 1985.

Meeting Highlights, Reports, Survey, Minutes, "Audio Cassettes: A Selected

Bibliography."

Bibliography, 1955, 1963-64, 1973-85.

Reports, Meeting Highlights, Planning Report, Minutes, "Guidelines for the

Preparation of a Bibliography, Memoranda, "Criteria for Evaluating a

Bibliography."

Board of Directors, 1963-64, 1972-81.

Memoranda, Correspondence, "Development of a National Model for the

Measurement of Reference, Services," Racism and Sexism Awareness Resolution,

News Release, Information Retrieval Committee Survey, Report, Agenda.

Business Reference Services, 1973-87.

Minutes, "Giving Seekers the Business: A Bibliography of Business References

Useful to Job Seekers," Grant Proposal, Meeting Highlights

Correspondence, "A Bibliographic Guide to Small and/or Business

Opportunities."

Catalog Use, 1973-86.

Meeting Highlights, Planning Reports, Memorandum, Minutes, Survey Summary,

Survey, Correspondence.

Cooperative Reference Services, 1974-80.

Meeting Highlights, Reports, Memoranda, Correspondence, Minutes.

Council of State and Regional Groups, 1973-86.

Reports, Meeting Highlights, Minutes, Correspondence, Affiliate Groups.

Memoranda, Directory of Reference/Resource Personnel.

Dartmouth Award, 1977, 1982.

Photographs, Reports, Meeting Highlights, Correspondence, Minutes.  
 Evaluation of Reference and Adult Services, 1983-1986.  
 Meeting Highlights, Reports, "A Commitment to Information Services:  
 Development Guidelines," Correspondence, Memoranda.  
 Facts on File Award, 1978-88.  
 Grant Information, Correspondence, Meeting Highlights, Reports, Nominations,  
 Photographs, Certificates.  
 Goals, 1977-81.  
 Memoranda, Correspondence, Meeting Highlights, Survey Results, Reports.  
 Information Retrieval, 1963, 1971-78.  
 Reports, Meeting Highlights, Minutes, Survey Results.  
 Interlibrary Loan, 1963-64, 1972-85.  
 Meeting Highlights, Minutes, Memoranda, Correspondence, Reports, Draft of  
 Interlibrary Loan Code.  
 Canadian Interlibrary Loan, 1978-79.  
 Memoranda, Correspondence.  
 Isadore Gilbert Mudge Citation, 1973-83.  
 Certificate, Photographs, Meeting Highlights, Nomination Form, Reports,  
 Correspondence, Memoranda.  
 Investigative Division Name Change, 1984. (ad hoc)  
 Reports, Correspondence.  
 Representation in Machine Readable Form of Bibliographic Information,  
 RTSD/ISAD/RASD/MARBI, 1974-89.  
 Minutes, Reports, Correspondence, Memoranda, Meeting Highlights.  
 Membership, 1977-86.  
 Meeting Highlights, Reports, Memoranda, Brochures.  
 Membership Survey and Planning Meeting, 1977.  
 Memoranda, Survey, Survey Results.  
 Nominating, 1976.  
 Lists of Officers, Correspondence, Reports, Ballots.  
 Notable Books Council, 1973-85.  
 Emblems, Brochures, Memoranda, Survey Results, Reports, Grant Proposal,  
 "Contemporary Classics," Meeting Highlights.  
 Notable Books Letters, 1986-87.  
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 Organization, 1963, 1973-75, 1983-86.  
 Meeting Highlights, Reports, Memoranda, Minutes.  
 Outstanding Reference Sources, 1973-80.  
 Reports, Meeting Highlights, Correspondence, Memoranda.  
 Professional Development, 1977-86.  
 Meeting Highlights, Reports, Memoranda, Program Checklist,  
 Correspondence, Application for Award.  
 Public Documents RASD/RTSD/ASLA 1963, 1972-77.  
 Reports, "Review of Guides and Indexes to U.S. Census," Memoranda,  
 Correspondence.  
 Publications, 1973-85.  
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 Publications, Minutes, Proposal for grant, "Guidelines for Evaluating a  
 Manuscript," Agenda.  
 Publications Royalties, 1977-83.  
 Memoranda, Reports.  
 RQ Advertising, 1978-85.

Rate cards, Correspondence, Survey Results, RASD, ALSC, YASD, LRTS, Reports, Advertising folder, Memoranda, Balance sheets, Income accounts, Advertising reports.

RQ Budget, 1978-83.  
Memoranda, Budget.

RQ Editorial, 1981-83.  
Memoranda, Correspondence.

Reference Books for Small and Medium Sized Libraries, 1980. (Ad hoc)  
Minutes.

Reference Service Pres Awards, 1986-87.  
Memoranda, Correspondence, Media Profiles.

Reference Sources, 1981-86.  
Meeting Highlights, Reports.

Reference Sources Reviews, 1984-86. (Ad hoc).  
Meeting Highlights, Reports, Memoranda.

Reference Sources for Small and Medium Sized Libraries, 1983-85.  
Meeting Highlights, Memoranda, Correspondence, Reports.

Reference Tools Advisory, 1982-86.  
Reports, Meeting Highlights, Memoranda, Brochures, Correspondence.

Regional Workshops, 1983-84. (Ad hoc).  
Meeting Highlights, Memoranda.

St. James Press Award, 1984.  
Memoranda.

Spanish Speaking Library Service, 1973-76, 1980-85.  
Meeting Highlights, Reports, Memoranda, Correspondence, Minutes,  
"Reclaiming Young Adult Titles in Spanish," "Suppliers of Spanish Language Materials,"  
"English-Spanish List of Useful Library Terms and Phrases," 1982.

Box 2:

Standards and Guidelines, 1963, 1972-76, 1980-86.  
"A Commitment to Information Services: Development Guidelines,"  
Correspondence, Guidelines, Reports, Meeting Highlights, Minutes.  
"RSD Standards Study Proposal," 1962.  
Update Editorial, 1979, 1985-89.  
Memoranda, Correspondence, Reports, Photograph.

Wilson Indexes, H.W. Wilson Co., Litigation and Miscellaneous, 1963, 1975-85.  
Minutes, Meeting Highlights, Reports, Correspondence, Legal Papers.

Prototype Workshop on Performance Improvement for Reference. \*Librarians (Ad hoc),  
1976, 1980.  
Memoranda, Meeting Highlights, Proposal.

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Joint Committees.

AFL/CIO on Library Service to Labor Groups, 1974-86.  
Meeting Highlights, Minutes, Reports, Brochures, Proposal for John  
Sessions Award, Memoranda, Survey.  
1976

Survey Results, Survey Questions.  
 ALA/Association of American Publishers, Inc. 1973-74.  
 Correspondence, Fact sheet on American Book Awards.

#### RASD Discussions Groups.

Adult Material and Services, 1981-88.  
 Reports, Meeting Highlights, Memoranda, Correspondence.  
 Library Service to an Aging Population, 1978-83.  
 Meeting Highlights, Correspondence, Reports, Petitions.  
 Interlibrary Loan, 1978, 1982-83.  
 Meeting Highlights, Minutes, Reports.  
 Reference Service in Large Research Libraries, 1973-86.  
 Minutes, Agenda, Meeting Highlights, Memoranda.  
 Machine Assisted Reference Section (MARS), 1976-77.  
 Reports, Correspondence, "Messages from Mars Newsletter."  
 Reference Services in Medium Sized Research Libraries, 1979-86.  
 Meeting Highlights, Minutes, Memoranda, Petitions.  
 Women's Materials and Women Library Users, 1977, 1980-81.  
 Meeting Highlights, Petitions, News Releases.

#### RASD Presidents.

Stroup, 1986-87.  
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 Kellogg, 1985-86.  
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 Purcell, 1984-85.  
 Correspondence, Memoranda, Photograph, Report.  
 Cassell, 1983-84.  
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 Nitecki, 1982-83.  
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 King VP/President-elect 1980-81; President 1981-82.  
 Photograph, Report.  
 Nancy H. Marshall VP/President-elect 1979-80; President 1980-81.  
 Photograph, Report.  
 Larry Bone VP/President-elect 1977-78; President 1978-79.  
 Memorial Resolution, 1989, Correspondence, "With the Flip of a Coin: Thirty-Five Years in American Librarianship," Larry Earl Bone.  
 Virginia Boucher VP/President-elect 1976-77; President 1977-78.  
 Report, Memoranda, Correspondence.  
 Ruth White Ormston VP/President-elect 1975-76; President 1976-77.  
 Report.  
 Virginia Parker 1973-74.  
 Report.

#### Preconference Institutes.

Genealogy and Local History Reference Services, 24-26 Jun., 1981 San Francisco.  
 Program, Syllabus, Handouts.

- Brochures, Minutes of Planning Committee, Certificate, "Proposed Outline of Training Modules," "The Librarians Guide to Genealogy and Local History," Schedule.
- Interlibrary Loan, 1976.
  - Brochure, Program, List of Registrants.
- The Linked Systems Project and the Library Community, 25-26 Jun., 1987.
  - Brochure, Roster, Proposal.
- Improvement, Boulder, CO, 1981.
  - Brochure, Memoranda, List of Registrants, Correspondence.
- On-line Catalogs, 1982. Philadelphia.
  - Brochure, Reports, Correspondence, Memoranda.

#### Annual Conferences.

- RASD Annual Conference 1980, New York.
  - Agenda, Board of Directors Meetings Locator, Minutes.
- RASD Conference Program Committee, Dallas, 1979.
  - Brochures, Board of Directors Meetings Locator, Minutes, Meeting Highlights, "Guidelines and Performance in Academic Libraries," "Reference/Information Service Policy Manual for Staff of the Chicago Public Library," Reports.
- RASD Annual Conference, 1978.
  - Memoranda, Correspondence, Board of Directors Meetings Locator.

#### RASD Sections.

##### History.

- Executive Committee, 1960, 1963, 1974-86.
  - Meeting Highlights, Minutes, Reports.
- Bibliography and Indexes, 1973-86.
  - Meeting Highlights, Reports.
- Genealogy, 1973-86.
  - Meeting Highlights, Correspondence, Memoranda, Prospectus for "Cumulative Indexes to Writings in American Genealogical Periodicals, 1845-1970."
- Local History Committee, 1975-86.
  - Meeting Highlights, Reports, Correspondence, Questionnaire, Survey Results.

##### MARS

- Executive Committee Minutes, 1979-84, 1987
- Costs and Financing of Machine-Assisted Reference Service, 1979-85
- Database Products of Computerized Search Service Vendors, 1979-85
- Direct Patron Access to Computer-based Reference System, 1982-87
- Education of Online System End Users, 1981-82
- Education and Training of Search Analysts, (ETSA), 1978-85
- Measurement and Evaluation of Service, 1979-89
- Non-Bibliographic Data Bases and Data Files, 1983-86
- Publications, Committee, 1986-88
- Search Service Documentation Samples, 1981-83
- Use of Machine-Assisted Reference Services in Public Libraries, 1978-85
- Survey of ALA Members, 1986
- Plan Regional Workshops Committee, 1984-85

#### American Library Association Committees

- Instruction in the Use of Libraries, 1966-67, 1985

Interlibrary Cooperation Committee (Proposed), 1974  
 Outside ALA Organization  
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 Steering Committee - Library Replies, 1972

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Board Motion Forms, 1982  
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 Midwinter Meeting, 1990-91  
 Bylaws, RASD, 1986-87  
 Business Reference & Services Section (BRASS), 1988  
 Collection Development & Evaluation Section (CODES), 1988-89  
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 Awards, BRASS Dun & Bradstreet, 1988-89  
 Census Bureau Advisory, Correspondence & Reports (2 folders) 1973-75  
 Conflict of Interest, Correspondence, 1986  
 Contemporary Classics, CODES Notable Books, Correspondence and Appointment  
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 Executive, Agenda & Documents (2 folders), 1987-87  
 Library Orientation & Instruction, Reports and Correspondence (2 folders) 1981-91  
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Direct Patron Access to Computer Based-Reference, Correspondence & Reports,  
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 Non-bibliographical Database & File, Reports and Correspondence, 1983-91  
 Survey of "Machine Assisted Reference Services to Children & Youth Under 18,"  
 Correspondence and Memoranda, 1987-88  
 Disc Technology Discussion Group, Correspondence and Articles, 1987-89  
 Technology Discussion Group, Correspondence and Articles, 1987-89  
 Membership, Correspondence and 1985 Conference, 1985, 1989  
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 Public Documents, Correspondence, Reports & Memoranda, 1973-78  
 Publications, Correspondence, Reports & Flyers, Dallas Conference, 1988-89  
 Review the Structure of RASD, Correspondence & Memoranda, 1989-90  
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 Standard and Guidelines, Correspondence & Memoranda, 1988-89  
 Medical Guidelines, Correspondence & Articles, 1981-89  
 Committee Rosters, 1986-87  
 Discussion Group Mailings to Chairs, 1983-91  
 Management & Operation of Public Services Section (MOPSS), Petitions, 1983

## Conferences and Workshops

- SELA Workshop, Correspondence on Reimbursement, 1984, 1989
- 1987 Annual, San Francisco, Linked Systems Project Preconference, Correspondence & Memoranda, 1985-87
- 1988 Midwinter, Personal Computers, Correspondence & Memoranda, 1987-88
- 1988 Annual, New Orleans, Conference Program, Correspondence, 1986-87
- 1989 Midwinter, Preparation Materials, Memoranda & Reports, 1988-89
- 1989 MARS Preconference
- 1989 Annual Dallas, Correspondence
  - Program Ideas, Correspondence & Budget Brochures, 1988-89
  - Conference Program, Flyers & Memoranda, 1989
  - Reports & News Releases
- 1989 RASD Preconference, Budget & Expenditures
  - Evaluations & Expense Memoranda, 1988-89
- 1988-90 Conference Correspondence & Memoranda, 1987-90
- 1990 Annual, Chicago, Correspondence
  - RASD Programs, Correspondence & Memoranda, 1989-90
- 1991 RASD Pre-Conference, Memoranda, Correspondence, and Flyers, 1991-92
- 1991 Annual, Conference Program, Speaker
  - Correspondence, 1990-91
  - Tapes, Listing and Tally
- 1992 Office of Educational Research and Improvement (OERI), Conference Packet

Box 5:

## Correspondence

- Consultant, 1983-89
- General, 1983-89
- Men's Rights, 1985-86

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- Final Report
- Planning Process, 1986-87
- Progress Report, ca. 1990
- Recommendation for Board Action
- Request for Financial Support, 1991
- Request for Payment Meeting, 1986
- Request for Program, 1986

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## Publications

- General Correspondence & Publication Lists, 1989
- New Publication, Brochure, ca. 1989
- Royalties, Correspondence & Reports (2 folders) 1983-89
- Notable Books, Marketing Testing, Questionnaires, 1984-86
- "Outstanding Reference Sources," Correspondence, 1989-91
  - Book Requests, Signed Agreements, 1991
  - Publication Agreements and Letters to Publishers, 1990
- Reference Sources for Small & Medium Libraries, Fifth Edition, Correspondence & Reviews, 1990-91
- RQ Advertising Exchange Ads, Correspondence & Ads, 1979-84, 1986-91
  - Budget, Correspondence & Reports, 1990-91
  - Distribution Reports, 1983-89

Division Journal Advertising, 1990-91  
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 Rights and Permissions, Correspondence, 1983-91

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 Subscription Inquiries, 1983-91  
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RQ/RASD Update, Exchange Ad Possibilities, Notes & Correspondence, 1990  
 Subscription Space Advertisement, Layouts & Correspondence, 1991  
RASD Update, Budget & Expenses, 1983-90  
 Desktop Publishing Equipment, 1986-89, 1992-93  
 Distribution, Tallies, 1983-89  
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 Subscription Reports, 1987-91  
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 Adult Library Materials Committee, 1986-88  
 American Association of Publishers, Exhibit Attendances, 1989-91  
 Bibliography Committee, 1986-89  
 Business Reference Services Discussion Group, 1983-87  
 Business Reference Services Section (BRASS), Petition to Establish, 1986-87  
 Business Serials of the U.S. Government Committee, 1986  
 Bylaws, 1977-85  
 Catalog Use Committee, 1989-91  
 Cooperative Reference Services Committee, 1988-89  
 Information Request Form, 1988  
 Council of State and Regional Groups, 1983-84, 1987-88  
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 Evaluation of Reference and Adult Services Committee, 1986-91  
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 Subject Encyclopedia Committee, Program, 1988  
 ASD/RSD Merger  
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     Committee to Draft Bylaws for a Merged ASD/RSD, 1971-73  
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         Cooperative Services  
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             Subcommittee on Standards for Microfilming  
         LJ List of Reference Books  
         Isadore Gilbert Mudge Citation  
         New Reference Tools  
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         Notable Books Council  
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Business Serials of the U.S. Government, Correspondence, 1978-87  
Charging for Computer-Based Reference Services, Final Copy, 1978  
Commerical COM Catalogs, Final Copy, 1978  
A Commitment to Information Services, Drafts and final copy, 1979-85  
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- Publications Committee, 1989-91
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#### CODES Notebooks

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- Election, Organization, Committee Rosters, Representatives, Mailing Lists, Reports, 1988-95
- Committee Minutes, Reports, and Correspondence (6 folders), 1987-94

#### History Section

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- Executive Committee, 1988-92
- Genealogy Committee (2 folders), 1977-79, 1983-88, 1989-92
  - Task Force on Subject Cataloging and Family History, 1984
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- Evaluation of Reference and Adult Services Committee, 1985, 1989-92
- Executive Committee, 1991-92
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- Management of Reference, 1985-92
- Performance Standards for Reference 1982-91
- Reference Services in Large Research Libraries, 1983-92
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- Research and Statistics Committee, 1989-92

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- Correspondence and Minutes, 1986-92
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- Library Services to Aging Population Committee, 1985-92
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- Services to Adults Committee, 1986-92
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## RASD (RUSA) Awards

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Collection Development Policies

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Notable Books Council

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*Box 21 is full.*

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