30/2/62
Reference and Adult Services Division
Executive Secretary
Reference Services Division Subject Files, 1954-72

Box 1:

ALA Archives, 1958-59
Committee on Organization - "Responsibility for Materials", 1961-62
        includes correspondence concerning position of RSD and Subject Specialist Section of
                ACRL within ALA and Adult Services Division's and RSD'a interpretation of their
                responsibilities.
Pre-RSD, 1954-55
        includes correspondence, reports and petitions relating to RSD's predecessor, Reference
                Librarian's Section of ACRL, and to the organization of RSD.
Organization Year, 1956-57
Organization File, 1957-58
Executive Secretary's File
        Cora M. Beatty, 1957-60
        Ronald V. Glens, 1960-63
        Donald Wright, 1963-64
        Edward G. Strable (2 folders), 1964-65, 1965-66
President's File
        Mary Barton, 1957-58
        Everett T. Moore, 1958-59
        Katherine G. Harris, 1959-60
        Frances Neel Cheney, 1960-61
        Julia Ruth Armstrong, 1961-62
        Frances B. Jenkins, 1962-63
        Frederick L. Arnold, 1963-64
        Helen M. Focke, 1964-65
        Wayne M. Hartwell, 1965-66
Board of Directors (4 folders), 1957-66
        includes correspondence, reports and minutes and agendas of meetings
Budget (PEBCO) (5 folders), 1958-66
        includes correspondence, budget requests and supporting material
Conference Minutes and Reports
        includes minutes and transcripts of meetings, reports, agendas, programs, correspondence
                and press releases
                January, 1958   January, 1963 (Chicago)
                June, 1958 (San Francisco)   July, 1963 (Chicago)
                January, 1959 (Chicago)   January, 1964 (Washington)
                June, 1959 (Washington)   July, 1964 (St. Louis)
                January, 1960 (Chicago)   January, 1965 (Washington)
                June, 1960 (Montreal)   July, 1965 (Detroit)
                July, 1961 (Cleveland)   January, 1966 (Chicago) (2 folders)

1962 (Miami Beach)   June, 1966 (New York) (2 folders)
Conference on Reference/Information Service, March 30 - April 1, 1966

Box 2:

Committees
      Awards, 1962
      Bibliography (2 folders), 1957-63
           1963-66
      Book Catalogs, 1958-63
      Business Reference Services, 1963-66
      Study of the Catalog Code, 1959-63
      Catalog Use (2 folders), 1963-40
      Constitution and Bylaws, 1957-60
      Cooperative Reference Service, 1964-66
      Government Publications, AALL/ALA(RSD/RTSD) Joint Committee, 1962-66
      Guide to Reference Books, RSD Subcommittee of Editorial Committee to Study, 1959-61
      Hospital and Institutional Literature, Subcommittee of the Bibliography Committee, 1961
      Information Retrieval, 1961-66
      InterLibrary Loan Committee (3 folders), 1957-66
      Library Journal List (2 folders), 1957-63
           1963-66
      Library Journal List - Annual Reports, 1961-66
           Correspondence (2 folders), 1960-66
           Library Journal vs. Booklist Correspondence, 1961-63
           Relations with Publishers, 1961-66
           Selection Policies, 1958-63
      Library 21 (Special Committee), 1961-62
      Membership, 1957
      Mudge award (2 folders), 1957-66
      New Reference Tools (2 folders), 1957-66
      New York World's Fair, 1963-64
      Nominating (3 folders), 1957-66
      Oberly Award, 1959
      Organization and Activities (2 folders), 1957-66
      Orientation, ASD/RSD, 1964-66
      Publications (2 folders), 1957-66
      Public Documents, RTSD/RSD (3 folders), 1957-66
      Public Library Reference Survey, 1957-60
      Recording and Evaluating Reference Materials, 1957-58

Box 3:

      Reference Course Content, AALS/LED/RSD Joint Committee on, (2 folders), 1962-63

Kentucky, 1971
Louisiana, 1960, 1966
LACONI, 1966-69
Maryland, 1958-72
Memphis Librarian's Committee, 1966
Michigan, 1959-66, 1970
Minnesota, 1965-66
Oklahoma, 1960
New Jersey, 1965, 1967, 1969
New Jersey - Essex County, 1957-69
New York City, 1958-60
New York State, 1960
New Mexico, 1960, 1962

Box 4:

Ohio, 1958-60, 1966-71
Pacific Northwest, 1962
Pennsylvannia, 1958-59, 1972
Potomac Valley, 1958-69, 1973
St. Louis, 1960
South Carolina, 1958-60
Southeastern, 1960-70
Tennessee, 1957-69
Texas, 1963-70
Utah, 1965
Virginia, 1958
Wisconsin, 1957-69
Manual of Procedures (3 folders), 1963-66
Board of Directors
General Correspondence, Memoranda, Reports and Minutes, 1967-72
Executive Secretary, 1966-68
Ruth M. White, 1968-70
Andrew M. Hanson, 1969
Presidents, Past, 1966-68
D. R. Watkins, 1967-68
Richard Perrine, 1968-69
Margaret Goggin, 1969-70
Vice-President & President
John McGowan, 1969-71
Donald Reichmann, with photographs, 1970-71
Thelma Freides, 1971-72
Second Vice-President, 1966-68
Afro-American Literature Mail Vote, Feb. 17, 1972

By-Laws, 1969
Committees
      Basic List of Reference Books, 1966-69
      Bibliographic Representation in Machine Readable Form, RSTD/ISAD/RSD
            Interdivisional Committee, 1970-72
      Bibliography, 1965-72
      Business Reference Services, 1967-71
      By-Laws, 1968-69
      Catalog Use, 1963-66
            1963-68
            1964-69
            1969-71
            1970-72
            Study, Pre-Test and Library Report, 1971
                  Budget, 1971-72
                  Interview Guidelines
                  St. Louis Junior College, 1971-72
                  Chester County Library, 1971-72
      Common Concerns (RSD/ASD), 1966-68
            1969-71

Box 5:

      Conference Program, with photographs, 1966-72
      Conference Services, with photographs, 1967, 1970-72
      Cooperative Reference Services, 1967-69
            1969-72
      Division Affiliates, 1965-68
            1966-69
            1969-72
      Government Publications, Joint Committee, AALL/ALA/ARL, 1963-68
      Indexing of Variant Editions of Periodicals, 1965-68
      Information Retrieval, 1966-72
      Instructions, 1968
      Interlibrary Loan
            International, IFLA Rules and Forms, 1954-56
            International Replies to Letter of 5/25/56
            Replies to Letter of January, 1957
            International Replies to Letter of 6/18/58
            IFLA Correspondence, 1959
            1966-68
            1967-69
            1969-72
            1971-72

Library Journal List of Reference Books, 1966-72
Machine Readable Cataloging Format, 1967, 1970
Isadore Gilbert Mudge Citation, 1967-72
New Reference Tools, 1966-72
Nominating, 1967-71
Organization & Activities, 1966-72
On Orientation, Tabulations, 1966
      1968-72
Past Presidents, 1966-70
Public Documents, Interdivisional (RSD/RSTD)
      1962-68
      1968-69

Box 6:

      1970
      1971-72
      Cataloging & Classification, 1970-71
      Census Bureau Advisory, 1969-71
      Micropublishing, 1971-72
      Study Proposal on State and Federal Document, 1966-72
Publications, 1962, 1966-69
      Jones Manuscript, 1967-69
      1969-71
Reference Books for Small and Medium-Sized Libraries, 1971-72
Science and Technical Reference Services, 1966-68
      1967-69
      1969-71
      1971-72
Standards, 1966-68
      1969-71
      1971-72
Status of the Reviewing of Reference Books, 1966-68
User Needs, 1970-72
Wilson Indexes, 1966-72
Conference Files
      Annual and Midwinter, 1965-68
      Annual, Kansas City, 1968-69
      Midwinter, Washington D.C., 1968-69
      Annual, Atlantic City, 1969-70

Box 7:

      Midwinter, Chicago, 1970

Annual, Detroit, 1970
Midwinter, Los Angeles, 1971
Annual, Dallas, 1971
Midwinter, Chicago, 1972
Annual, Chicago, 1972
Preconferences of the Out-of-School Adult to Use the Public Library
Orientation Workshop, 1967
General Correspondence, 1966-67
Exhibit
Experts Program, 1966-67
Finances
Hotel
Local Committee
Other Programs, 1966-67
Packet
Program Workbook
"Computer Based Reference Services Institute," 1971
Budgeting
Follow-Up and Evaluation
General Correspondence
Local Arrangements
Participants
Program Planning
Publications
Publicity
Division Affiliates
Official State Affiliates
Essex County, NJ, 1958-67
Florida, 1958-70
Maryland, 1958-67
Michigan, 1958-66
Ohio, 1958-68
Potomac Valley, 1958-68
Southeastern Library Association, 1959-67
Tennessee, 1958-69
Texas, 1963-70
Wisconsin, 1957-67
Not a Division Affiliate
Indiana, 1961-62
New Jersey, 1958-67
New York City, 1958-59
Oklahoma, 1960
South Carolina, 1958
Petition, Bylaws, Instructions to Organizations, 1966-68

General Files
      Annual Reports, 1969-70
      Budget and PEBCO, 1966-69
      <u>Facts and Faces</u>, 1966-70
      General Correspondence, 1968-69
      Goals Award, 1966-67
      Hartewell Award, 1966-69, 1974
      Haycraft luncheon, 1971-72
      History of the Division, 1969-70
      Interlibrary Loan Code, 1968-69
      Intern Program, 1969-70
      Networks Proposal, ISAD/RSD/RTSD, 1968-70
      Nominations and Elections, 1966-70
      Projects, 1966-68
      Representatives, to Committees, 1968-70
         to JMRT, 1967-68
         to Legislation Committee, 1969-71
      Subject Specialists Question, 1966-67

<u>Box 8</u>:

History Section
      General Correspondence, Memoranda, Minutes, and Reports, 1966-69
         1969-72
      Bibliography and Indexes Committee, 1965-72
      Bylaws, Ad Hoc Committee to Revise, 1972
      Communications, Ad Hoc Committee to Revise, 1968-71
      Conference Program, Ad Hoc Committee to Revise, 1968-72
      Genealogy, Ad Hoc Committee to Revise, 1967-69
         1969-72
      Nominating, Ad Hoc Committee to Revise, 1967-72
      Nominations and Elections, 1967-72
      Wheeler Proposal Committee, 1968-69
Manuals, 1966-67
      Revisions, 1966-68
      1967-68
      1968-69
      1970-71
      1971-72
<u>RQ</u>, General Correspondence, 1965-68
      1968-69
      1969-71
RASD Leaflet, 1981