

American Library Association Archives Citation Guidelines

Citations

Because archival material is not indexed by subject, author or title, use of the record series, box numbers, and folder titles (when applicable) are necessary for the location of material cited.

Material in the American Library Association Archives which may be found in other places (e.g., publications) should be cited in the usual form.

Where most of the sources are in the ALA Archives, the initial citation may state, "All sources are located in the ALA Archives, unless otherwise noted." Record series numbers and boxes may then be cited in a short form, e.g. RS 6/1/6-3.

If a bibliography is included, full citations with record series and box numbers should be used. The following forms are suggested for:

Books

- *The ALA Yearbook 1977*, (Chicago, 1977), p. 197, Record Series 2/472, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Peggy Sullivan (ed.), *Realization: The Final Report of the Knapp School Libraries Project*, (Chicago, 1968), p. 33, Record Series 20/4/14, American Library Association Archives at the University of Illinois at Urbana-Champaign.

Periodicals, Pamphlets and Other Publications

- Membership Directory, (Chicago, 1961), p. 20, Record Series 13/2/24, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- "Book Wagons: The County Library with Rural Delivery," (Chicago, 1921), Bookmobile Publications, 1909, 1919-1929, 1963-1983, Record Series 29/7/4, Box 1, Folder: Bookmobiles, 1909-83, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Isabel Ely Lord, "Open Shelves and the Loss of Books," Report from Papers and Proceedings of the Thirty-First Annual Meeting of the American Library Association, (Chicago, 1908), pg. 231-249, Record Series 5/1/2, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Bertha Landers, "Books in Films," ALA Bulletin, (Chicago, 1949), 43:7, p. 241-242, Record Series 13/5/10, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- "ALA Cosponsors Banned Books Week, September 5-11," August 1982, Office of Intellectual Freedom Subject File, 1965-2008, Record Series 6/1/6, Box 39, Folder: Banned Books Week, 1982, American Library Association Archives at the University of Illinois.
- "Mrs. Elmendorf Retires from Library Work," Buffalo Courier-Express, (September 17, 1926), Librarians Photographs, 1876-1992, Record Series 99/1/13, Box 1, Folder: Elmendorf, Theresa, American Library Association Archives at the University of Illinois.

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Letters

- Gertrude Rider to Mrs. John W. Foster, May 10, 1919, Work With the Blind Program File, 1918-1920, Record Series 98/1/8, Box 1, Folder: LWS May-August 1919, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Stevenson, Burton to Doctor Frank P. Hill. June 28, 1918, Circular Letters, 1917-1920, Record Series 89/1/55, Box 1, Volume 2, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- R. Lindquist to Joseph Russel, April 17, 1937, Institutional Libraries Committee Publications, 1930-1938, Record Series 23/40/3, Box 2, Folder: Inmates' Letters and Writings, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Judith Krug to Allan Marshall, August 3, 1982, Office of Intellectual Freedom Subject File, 1965-2008, Record Series 6/1/6, Box 39, Folder: Banned Books Week, 1982, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Milton E. Lord to Edward Sumner, 3 February 1945, Correspondence, 1923-1948, Record Series 7/12/5, Box 1, Folder: American Library in Paris, 1945, American Library Association Archives at the University of Illinois at Urbana-Champaign.

Unpublished Minutes, Reports and Articles

- "The American Library in Paris," 26 July 1923, Correspondence, 1923-1948, Record Series 7/12/5, Box 1, Folder: Reports and Memoranda, 1923-25, 1930, 1939.
- Meeting of the Executive Board, June 29th, 1924, Record Series 2/1/1, Box 3, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- Melvil Dui Marching and Chowder Association, Reference File, American Library Association Archives at the University of Illinois at Urbana-Champaign.

Recordings or Tapes

- "PLA Change By Choice: Your Library's Future," (1979), Audiovisual Materials, 1957-1979, Record Series 29/3/13, American Library Association Archives at the University of Illinois at Urbana-Champaign.
- John Goodlad, "Emerging Patterns in Curriculum," (1964), Pre-Conference Tapes, 1969-1972, 1975, Record Series 5/1/112, American Library Association Archives at the University of Illinois at Urbana-Champaign.

Scrapbooks

- "Edward E. Ruby – Camp Lewis," circa 1918, War Services Committee Scrapbooks, 1917-1919, album 6, Record Series 89/1/19, American Library Association Archives at the University of Illinois at Urbana-Champaign.

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Photographs

- FDR and the Queens Borough Book Bus, 1930, Library Photographic Vertical File, 1892-1985, Record Series 18/1/57, Box 5, Folder: Bookmobiles History [Folder 2 of 2], American Library Association Archives at the University of Illinois at Urbana-Champaign.

For additional help with citing materials from the American Library Association Archives, please contact us at ala-archives@library.illinois.edu.