Box 1:

Accountability study, 1984
Advertising, D. Rush, 1982-83
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ALSC (Ann Weeks), 1978-83
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ASIS, 1976-82
ASLIB Publications Division, 1983-84
Auditor's management letter, FY 1983
  FY 1985
Author questionnaire, 1983-84
Bell, Ovid, press, 1978-79
Beta Phi Mu, 1983-84
Biographical project, 1983
Bookhandling change plan/agency plan discounts, etc., 1983
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  Advertising contract (CHOICE), 1984
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  Job Sharing Proposal, 1981
Books and poems budget (correspondence), 1982-83
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  Three-year plan 1984
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Cole, John Y., Chair of the Publishing Committee, 1982-83
Coleman, Jean, OLOS, 1984
Combined Book exhibit, 1985
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Conflict of interest, 1983-84
    Statement, RBB, 1984
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Editorial workshop, Plotnik, 1982
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Box 2:

Frankfurt Book Fair, 1982-83
    1986 (2 folders)
Fulfillment, 1980
FY 1984/Assn. Financial data
    1985: Closing/Financial state
    Performance reports
    Publications budget request
    Correspondence
Gilles file (Scholarly Press)
Gilles, 1980 action
ALA Glossary, 1983-84
Guidelines for authors, editors, etc., 1983-84
Don Hammer, LITA/LAD, 1975-85
Robert Hershman (Sales Corresp.), 1982-83
Edward G. Holley (Past President of ALA), 1980
Howard, Edward, 1975-81
IFLA, 1980-81
Intellectual Freedom, Office of (Jody Krug), 1984-85
Roundtable (OIF), 1972-82
ITP, Alanet, 1983-84
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KEYCOM, 1982-83
LITA, 1983-84
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    Proposals, 1985
Marketing (Paul Kobasa), 1983-88
Newslog, international, 1985
North Holland, 1984-85
Operating agreement, 1981
    1985-86
Optical Disk Pilot Program, 1984-85
Overhead, 1984-85
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Box 3:

Plaut, Eric
Price Indexes, 1983-84
Publishing reserves, 1983
    Short papers, 1982
Reader Survey (RBB), Booklist, 1983-84
RBB Reorganization, 1985
RSBRC (H. Wright), 1981-82
RSBR, Blue Ribbon Task Force, 1983
    Merger with Booklist, 1983-84
Royalty payment, 1983-84
Standard computer software numbering (SCSN), 1985
Surveys of subscribers to BS/RBB, 1984
Survey plan
Telephone marketing, 1983-84
Top sellers, 1981-84
Task force: typesetting, 1985-86
Viewdata, 1985
Walker, Gay, 1983
Walker, Richard, Ad. Rep., West Coast, 1983-84
Webster's New Family Encyclopedia, 1984
Williams, Martha, 1983-87 (2 folders)
ALA World Encyclopedia, staff meeting minutes, 1985
    2nd edition, 1983-86
Wright, Helen K. (Yearbook), 1983-86
Yearbook, 1985
Box 4:

Parent Organization Charts, 1990
Publishing Committee, 1985-86
Planning/SLRP
   1984-86
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   1986
ALA Planning Document: Observation and Strategies, June 1988
ALA Planning Document: Action Inventory, Sep. 1988
ALA/SLRP Working Papers April 15, 1986
ALA Publishing Historical File: 1939, 1942, 1951-53
Department Head Meeting Files (6 folders) 1988-89
FY 89 Advertising Budgets & Revenue
FY 89-90 Budgets
Moscow Panel, 1986-87
Management-Planning Committee: Planning for the Library of Congress in the Year 2000, Nov. 18, 1988
Budget Files by Unit (#300-#390) (10 folders)
   AED 1990
FY 1990 Budget
FY 1990 ALA Budget Book 4/89 COPES

Box 5:

AACR2 (2 folders), 1986-87
Director of Publishing Staff Meetings-files and notes,
   Feb.-May 1986

Box 6:

Publishing Staff Meetings, June 1986-Nov/Dec 1987
ALA Archives, 1984
ALA Video, 1986-88
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Advertising Reports, 1982
   Representatives, 1986
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Associate Publisher, 1988
   New Products, 1989-90
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   ALA Goal Award, 1978
   Coretta Scott King Award, 1983-84
   Carnegie Reading List (CRL) Grant
Fund, 1979, 1984
General Correspondence, 1981-82
Proposals from Divisions, 1981-83
Applications, April, 1983
  Brinley/Publishing Services
  Duree/Booklist
  Hanson/RASD
  Hearne/Elleman/Booklist
  Kimmel/Mullen/ALSC
  Miller/RSBR
  OH/Booklist
  Shaevl/YASD
  Wood/Booklist
Correspondence, 1984
Proposals, April, 1984
  Duree, Booklist
  Elleman/Hearne, Booklist
  OH/Booklist
  Wood/Booklist
  Myers/OLPR
  Hanson/RASD
  Miller/RBB
  Shaevl/YASD
  Weeks/ALSC
Grants, General Correspondence, 1984
Ratings, 1984
Correspondence, 1985
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  AASL
  ALSC (3 folders)
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LITA
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Carroll Preston Baber Research Award, 1985

Box 7:

Whitney Fund Grant
Proposals, 1982, with separate folders for:
   Ash, Boyd, Baker, Brenni, Greenlaw, Hartung, Horning, Jackson,
   Josephine, Layman, Meyer, Myrick, Ostrove, Pool, Purcell,
   Reynolds, Sajdak, Schon, Valauskas, Wilson, Sims-Wood, Woodbury
Correspondence (2 folders), 1983-84
Budget, 1983
Midwinter (1983), 1979-82
Proposals, 1983, with separate folders for:
   Alley & Cargill, Carey, Garcia, Huttner, Jankowski, Johnson,
   Ostrye, Peck, Petersen & Reed, Phenix, Povsic, Roginski, Stein,
   Wall, White, Woodbury, Wright
Proposals, April, 1984, with separate folders for:
   Belcher, Blount, Cargill, Guerena, Dunkel, Jankowski, Kies,
   Membrez, Patel, Phenix, Pyne, Ramet, Schon, White
Correspondence, 1984
Brochures, Research Projects, and Correspondence, 1984-87
Disposition, 1985
Memoranda, 1985
Proposals, 1985, with separate folders for:
   Heyn, Beede, Kreiger, Feinberg, Armstrong & Fennel, Joyce,
   Humpherys, Damron, Kulkarni, Eberhart, Khalidi, Cohen, Welsch,
   Patel, Hisnanick, Danky, Clarkson & Rader, Matteucci, Dupree,
   Groark, Lawrence, Burt, Gilmer, Granada
Proposals, 1986, with separate folders for:
   Duffy, Flowlie-Flores, Gann, Jones, Lanza, Lesley, Mellon
Proposals, 1987, with separate folders for:
   Bindocci, Conaway, Hart, Luckenbill, Von Seggern
Proposals, 1988, with separate folders for:
   Delks, Henslin, Leppa & Miller, London, Vann & Melechen,
   Wheeler, Wilcox, Williams
Proposals, 1989, with separate folders for:
   Bodart-Talbart, Henshaw, Manzo, Steadman, Wick, Woolls
Correspondence, Memoranda & CRL Ratings, 1988-89
Proposals, Spring, 1989, with separate folders for:
Fowlie-Flores, Hernardi, Malone, Mensah, Slavens, Boddin, Chase, Cole, Edoka, Martin, McConnel, Pisciotta, Rogers

Autumn Report to The Publishing Committee, 1989
Correspondence, 1989-91
Financial Reports, 1989-90
Inquiries & Correspondence, 1989-90
Press Release, 1989
Publicity, 1990

Box 8:

Proposals, Spring, 1990, with separate folders for:
   Fowlie-Flores, Van Orden, Huls, White, Bopp, Frankena, Brustman, Piette, Wright, Roe, Sweetland, Burg & Kelley-Millburn, Johnson & Smith, Danesh, Dunin, Touliatos, Thistlethwaite & Zoe
Proposals, Fall, 1990, with separate folders for:
   Miller, Mszur Thomson, Selin, Rholes, Pfeiffer, Dickason, O'Brien, Rush
Proposals, Spring, 1991, with separate folders for:
   Baskin & Harris, Gyeszly, Duffy, Freeman, Zucker, Chu, Howey, Greenberg, Powell, Sherwood, Wu & Young, Holmes, Hughes
Proposals, Fall, 1991, with separate folders for:
   Friend & Smith, Sherwood, Rankin & Adams, Irwin, Smith, Peins

Auditors Management Letter, FY 1987
   FY 1988
   FY 1989
Baker, Advertising Representative, 1973-74, 1980-84
   Agreement and Correspondence, 1984-85
James Bennett Library Services, 1987-88
Book Industry Study Group, Inc., 1984
Books, Mini-Catalogs, 1989
Brochures, 1989
Budget, Final, FY 1986
   FY 1987
Business Plan, 1989

Box 9:

Capital Expenditures, 1984-86
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CMG Information Services, 1987
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Editorial Committee Manual (1969) with Report to the Executive Committee (1964) and Procedural Statements (1967)
Editorial Committee Subcommittees, 1967-68
Executive Board and Council (Midwinter 1984), 1983-84
Planning Committee, Manuals and Recommendations, 1987
Publishing Committee, Minutes, 1973-82
  Information Packet, ca. 1981
  Publishing Workshop, Midwinter, 1981
  Memoranda and Reports, 1981-82
  Meeting (Fall 1982), Dockets, Correspondence, and Memoranda (3 folders), 1982
  Midwinter, 1983
  Spring (4 folders), 1983
  Summer, 1983
  Fall (2 folders), 1983
  Midwinter, 1984
Objectives in Publishing, FY 1984
April (Spring) Meeting (2 folders), 1984
June Meeting (2 folders), 1984
Correspondence, Memoranda and Budgets (2 folders), 1984
Correspondence, 1984-85
Correspondence, Memoranda, Notes and Reports, 1984-85, 1988
Correspondence, Memoranda, Notes and Reports, 1985
Correspondence and Memoranda, 1985-86
Correspondence and Memoranda, 1988
Subcommittee on Governance Summer Report, 1986-88
Publishing Assembly, Guidelines Packet & Attendance List, 1982
RBB Editorial Board, 1982-84
RSBR - Blue Ribbon Task Force, 1983

Conferences

Annual, 1985
  1986
  1987
  1988
  1989
  1990
Midwinter, 1985
  1987
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Box 10:
Controller Job Search, 1986
Coupon Book, 1988
CPU (Central Production Unit) (2 folders), 1988-89
Co-Publishing Guidelines, 1986
Databases, NY Times, 1974-75
Databases, Account, 1979-80
Databases, Development Reports, 1980-81
Databases, Grant Project, HQ Library, 1982
Databases, (Joel Lee), 1980
Databases, Literature, 1980
Databases, Project, Memoranda, 1981
Document Retrieval, The Information Store, 1986
Eurospan, 1982-89
Feffer & Simons, Inc., 1984
Financial Plans, 1983
Financial Statements, 1985-87
Closing Statements, FY 1988
FY 1989
Folio Seminar
Foreign Sales Representatives, 1985
Guadalajara Book Fair, 1988
Guide to ALA Production Services, 1982
HCJ Communications, LTD, 1987
Hewitt - Salary Studies, 1981-82
Job Evaluation, 1982-83
Survey Study, 1982-83
Review, 1986
Houston Ordinance, 1987
Insurance, 1985
Interview Materials
Job Descriptions, Publishing, ca. 1981-85
Job Evaluations, 1982-88
Job Reclassifications, 1984
Library of Congress Optical Disk Program, 1986-88
Marketing Director Search, 1988
Marketing Examples, Brochures and Checklists, 1989
Marketing Needs Analysis, 1988
Marketing Personnel, 1988
Marketing, Soviet Union, 1989
Mission Statement, 1983
Moscow Book Fair (2 folders), 1989-91
New Initiatives, 1986
Paper Preservation, Correspondence and Information
Documents, 1978-79
Correspondence and Background Materials, 1978
Publication Committee, Fall Agenda, 1978

Environment Study, Correspondence, Reports & Background Materials, 1968, 1978-79

Paper, Recycled and Recycling, 1989-91
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Permission Requests, 1977-78

Box 11:

Personnel Documents, 1984-86
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Crowley, Betty, 1975-83
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Grabel, Mary, 1985
Lee, Joel, 1978-88
McLarin, Edgar, 1987-92
Royt, Sylvia, 1983-84

Personnel, Inactive Files, 1982-84
Prepress (4 folders), 1986-89
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Public Library Data Service, 1988

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Advertising, 1975-78
Contracts, 1969-74, 1977
Brown Printing, 1977
Burke Affair, 1973-74
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Advertising Reports, 1985
Correspondence, 1986
Brandehoff, S., 1986-87
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Box 12:

**An Assessment of Automation at ALA**, 1987

**Booklist**
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- Advertising, 1985-86
- Correspondence (4 folders), 1986-90
- Mailing Lists, 1989

**Choice**, Correspondence, 1976, 1981-88

**Directory of Library & Information Professionals** (2 folders), 1986
  - 1987-88
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  - 1989

Information Power, 1986-88

**Information Technology (ALANET)** (4 folders), 1986-89

**Library & Information Science Annual**, 1987

**Library Technology Reports**, 1979-82
  - 1986
  - 1988
  - 1989

**Library Video Magazine**, Serials Review Magazine, 1986
  - 1986-87

**Library Video Network**, 1987

**Media Reviews**, 1981

**National Union Catalog Pre-1956 Imprints**, 1985

  - Memoranda and Reports, 1984-88

**Reference and Subscription Books, Review Committee**, 1975
  - Chicago Conference, 1977-78
  - Space Needs, Marketing Questionnaire, Journals
    - Guaranteed Income Plan, 1979

**Correspondence**, 1980

**Key Documents**, 1980-82

**Smithsonian, Books for the Fairs**, 1988-89
  - Library of Children's Classics, 1989
  - Library Project, 1988
Who's Who in Library & Information Service, Inactive, 1979-82
Publishing Budget Correspondence (4 folders), 1986-89

Box 14:

Publishing Budget Request (4 folders), 1986-89
Publishing Guidelines Packet: Acquisitions, Editorial/Production, and Marketing, ca. 1985
Publishing Services, History, Accountability Study, 1984
Huenfeld Report, 1989-92
Returns, 1984
Revson Foundation, 1986
St. James Press, 1985
Staff Changes, 1987-88
Staff Compensation & Classification, 1983
STC Job Descriptions, 1982-84
Subscription Income, 1989
Table of Organization, Publishing, 1987
United Publishers Services, 1987
USIA, 1988
Video, 1990
Virgo, Julie, ACRL, 1976-85
Welch, Ted, 1985-87
Personnel Records - Duties Time Study, 1947