Box 1:
Advisory Committee
   Agendas, 1965-76
   Minutes, 1965-76
ALA Media Reviews (Database Development Project), 1980-82
   ALA File Descriptions
   Budget
   Database Development Project Report, 1981
   Databases
      ALA Databases
      ALA Media Reviews
      ALA Resource Database (ARD)
      ALA Resources Database Description
      Booklist
      Books for College Libraries
      Choice
      Guide to Reference Books (Sheehy)
      INFORONICS
      LAMA Building Folder & Slide Collection
      Library Technology Reports
      List of Recommended Books (e.g. Notables)
      Membership Directory System
      Project Report
      Summary Reports
   David Stane-Correspondence
   Davis McCran, H.W. Wilson Correspondence
   Descriptions
   Financial Plans
   Grant Funding
   Grantsmanship - Notes
   Headquarters Library Background Material (Information Central & C.)
   Indexing for ALAMR
   Information Services Department
   March 1982 Proposal
   Mellon Foundation
   "News and Comments," RSBR Oct. 1, 1982 - Criticism
   Other Foundations
   Promotion
   Summary and Outline
ALAUC (Union Catalog of ALA Publications) Correspondence, 1974-77
American Library History Round Table - 1973-74, 1976
Term of M. Maxwell, 1976-77
Term of Bud Gambee, 1977-78 (1976-79)
Term of Donald G. Davis, 1978-79 (1978-80)
Conference, 1979
Constitution
Election Ballots, 1978-79
Handbook for Officers, 1992
Minutes, 1976-80, 1984-85
Newsletter, Fall 1978

Archives
Application for Use, 1971-74
Association of American Library School Archives, 1964-74
Central Files, 1970-74
Francis Miksa Project, 1969-70
Guide to the ALA Archives, 1979

Box 2:
Archives
Indexing Project, 1978-81
In 1978 the Executive Board granted the Library funds from the Whitney fund for preparation of an index to the Board's minutes (1906- ) and Council Minutes (1902- ). Elin B. Christianson, a library consultant in Hobart, IN, created the indexes and a system for continuing them. She has donated time to indexing minutes and associated documents. Copies of the indexes are held in the HQ Library and the ALA Archives.

Inventory, 1969-72
Policy of Units, 1969-76
Reports Concerning, 1948-71
Suggested Instruction Sheets
Autograph File, 1925-49
Constitution and Bylaws Index, 1980
Evaluation, 1974-77
Papers on the evaluation of the quality of HQ Library services.
Keycom (Electronic Publishing), 1982-86
An agreement with Keycom Electronic Publishing to provide book reviews for their Keyfax teletext service and their development of Keyfax Interactive videotex service. The videotex service failed in the marketplace, and by 1985 the company was all but out-of-business and the agreement terminated. This was ALA’s first attempt at electronic publishing exploration.
Press Releases, 1982-83, 1985
Information Problems, 1977-78
Information Services Department, 1982
As a result of the Information Service and Database Development Grant Projects, Joel Lee developed a proposal for an information services department. No action was taken
on the proposals. Some of the goals of the grant project were achieved through ALANET, which was assigned to Lee in December 1982, developed in 1983, and started January 1984.

Library and Information Literature Membership Initiative Group (LILMIG), which in 1983 became Library and Information Literature Task Force (LILT) in Library Research Round Table (LRRT)

Guidelines
Petitions
Publicity, Releases

National Center for Toxicological Research - Contract

Correspondence

New Building Plans, 1978-81
Working papers relating to the new Headquarters Library in the Huron Plaza building

Analysis, 1980

Reclassification
Relating to adoption of Library of Congress Classification in 1982; prior to that time, the Library was organized by Dewey Decimal Classification. The use of OCLC for cataloging (1978-), with the greater availability of LCC numbers therein, was a primary factor leading to the decision.

Reduction in Staff Planning, 1982-83
When ALA suffered a major budget crisis in fiscal year 1981-82, the Library Technical Assistant position was eliminated in the 1982-83 budget planning (effected November 1, 1982). Due to the death of a part-time employee (Mrs. Elsie Clark) in May 1982, the LTA (Mrs. Esther Golden) was able to stay on staff in the part-time position. Assistant Librarian Celeste Lavelli’s position was eliminated and she left ALA February 1, 1983. This file relates to this reduction in force by cutbacks in service and improved operations. The primary change was the suspension of routing periodicals, which had been done manually.

Report to Executive Board, Spring 1981

Viewtron (database), 1982-84
ALA provided book reviews to Viewtron, a videotex service under a contract with Viewdata Corp. of America (a Knight-Ridder company). Files relate to format of the book review files and statistics on usage of the files. Viewtron was among the last of the consumer Videotex services to fail in the marketplace, and ceased operations in 1985.


Abbreviation Lists
Advisory Committee Memorandums
Correspondence, 1974-79, 1980-86
Cost Projections, 1980
Design
Editorial Instructions and Correspondence, 1978-81
Editorial Manual
Editorial Matters, Reports by Editor
Essential Lists - Personal Responses

Box 3:
Final Kills
Form Letters
Inquiries
K.G. Saur - Correspondence, 1979-82
Layouts, Mechanical
Mail Clip
"Maybe" Entries
Memorandums to Editors and Staff, 1980-81
Memorandums and Reports to Wedgeworth
Minutes: Editorial Meetings, DataPage, Etc.
News Clips, Promotion
Progress Reports
Proofreader's Guide
Publicity, Pre-Dec. 1980
After Dec. 1980
Questionnaires Log
Reviews
Staff Roster
Staff-Written Entries
Timetable
Western Publishing Company
Work Schedules
Memorandums, Bibliographies, and Checklists, ca. 1950-81
Subject Files, 1964-2007
"Proposed Headquarters Organization," 1963
Revised Procedures for Headquarters Procedures Manual, 1979
Telephone and Office Directories, 1964-72
Headquarters Booklets
  ALA Headquarters: Of Service to You
  ALA Headquarters... At Your Service
Canadian Library Association (CLA) Presidential Gavel, 1925 (See: Oversize)
ALA Enamel Buttons [ALA Presidential Campaign, DTTP, ASLA, Oryx Press], 1970s (See: Oversize)
Photograph of ALA Council from 100th Anniversary Conference, 1976 [OVERSIZE 10” X 22” – Folder Contains 2001 Correspondence related to image]
Dedication Day Journal [Bound Volume from Opening Day (October 27, 1981) for ALA
Headquarters Building in Chicago], 1981 (See: Oversize)
Self-Study Committee, “Structure and Governance of the ALA,” 1993
Sally Gardner Reed, “Taking It on the Road: Developing Effective Slide Presentations for your Library,” 1995
Libraries Online! Connections that Work, 1997
ALA Pamphlets, 2000
Library Advocate’s Handbook, 2000
“@Your Library” Posters, 2000, 2006
Eformation Software CD-Rom, 2001
ALA Accreditation Process Policies and Procedures, 2002
ALA Handbook of Organizations, 2002-2003
ALA/CLA Conference Program [Joint Conference between American and Canadian Library Associations], 2003
American Libraries Publicity Materials, 2003
Cultural Communities Fund Pamphlet, 2003
Human Rights Video Project, Application and Guidelines, 2003-2004
American Libraries Pamphlet, 2003-2004
Adult Literature Programs and Author Events Program, ALA Conference, 2004
Knowledge and Networking, American Libraries supplement, 2004
Jewish Literature: Identity and Imagination, Program Guidelines and Grant Application, 2004
Correspondence Cover Letter for Department of Education, Evaluation of the Magnet Schools Assistance Program Final Report, 2004
ALA Brochures, 2005
Association of College and Research Libraries Materials, 2005
Celebrate! El Dia de los Niños Brochure, 2005
Public Library Association, Programs, Midwinter Meeting and Conference, 2005, 2008
ALA Proquest Scholarship Event Placard [Concert to Benefit Rebuilding of New Orleans Public Libraries], 2006
Allied Professional Association Brochure, 2006
Newberry Caldecott Awards Banquet Program, 2006
Libraries Transform Communities, 2006-2007
Joint Conference of Libraries of Color, 2006
Public Library Funding and Technology Access Study Flyer, 2007
Young Adult Library Services Association Pamphlets, 2007
“American Library Association” Flag, 65-inch, Blue and White Flag with White Letters (See: Oversize)
Chicago Library System Center (CLS) for Library Automation Member Notebook, 1997, 2000
Ad Hoc Task Force on Funding the ALA Archives, 2000
ALA Digital Archives Planning Report and Recommendations, 2010
Archives Correspondence
   (1 folder), 1985-96
   (2 of 3 folders), 1996-2011

Box 4:
   (1 of 3 folders), 1996-2011
ALA SAA Joint Committee Meetings, (2 folders), 2001-17
Chinese Library Association Ceramic Ox Cart Gift to ALA Reference Inquiry, 2017
Combined Committee on Archives, Libraries, and Museums (CALM) Meetings, 2007
Conference Communication Committee Meetings, 2007
ERIC Partners Program, 1989
Fax-On-Demand Service, 1995-2002
Job Description and Interview Information, 2000
Knowledge Management
   System Planning, 2002-03, 2005
   Task Force, 2002
Library Fact Sheets, 1999-2001
Library and Research Center Advisory Committee, 1996-2000
Library Reports and Strategic Plans, (3 folders), 1975-98
Library Technical Assistant Instructions and Archives Procedures, 1990, 1995
National Library Week Parties, 2000-01
OCLC Grant, 1989-93
Office for Research and Statistics and Headquarters Library Information Center Merger, 1995-96
Records Retention Task Force
   (1 folder), 2003-04

Box 5:
   (3 folders), 2004-05
Reference Desk Statistics, 2002
Renovation, 2001-02
The Searchable Internet Bibliography, (3 floppy disks), 1996
Staff Task Force on Archive of ALA’s Electronic Documents, 1999-2000
Weeding, 1987

Prospective librarian career recruitment publications and form letter sent to Gail Wadsworth, 1958

Artifacts
   ALA Enamel Buttons [ALA Presidential Campaign, DTTP, ASLA, Oryx Press], 1970s
“American Library Association” Flag, 65-inch, Blue and White Flag with White Letters
Canadian Library Association (CLA) Presidential Gavel, 1925

Box 5 is 0.30 empty.