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)

General
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:
Who’s Who in Library and Information Services (1982)
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


“At 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 Día 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

Box 3 is 0.20 empty.

Box 4: Oversize

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 4 is 0.30 empty.