Box 1:

Bylaws, 1941-1962.
Circulars, 1945-54.
Citation Awards, 1942-61.
Conference, Annual, 1939-62.
Conference Arrangements, Planning Committee, 1945-60.
Conference, Midwinter, 1946-60.
Conference Workshop, Kansas City, 1957.
Constitutional Revision Committee, 1952-56.
Correspondence (3 folders), 1923-56.
Demobilization, 1943.
Editorial Committee, 1940-45.
Election Committee, 1951-60.
Executive Committee Meeting, 1944.
Goals Award Kit, 1969.
Home Study Course (2 folders), 1949-58.
Jury on Citation of Trustees, 1940-61.
Library Development Fund, 1945-46.
Library Trustees Development Project, 1959.
Manuals, Brochures, Pamphlets, 1944-54.

Box 2:

Meet Me in Los Angeles Brochure, 1953.
Membership, 1946-58.
Membership Committee, 1957-58.
Minutes, 1944-58.
Nominating Committee, 1944-59.
Nominees, 1959.
Officers, 1943-63.
Officers, 1950-52.
Officers:
    Benson, Paul R., 1946-50.
    Mitchell, Caroline G., 1945-49.
Pamphlets and Organization Chart, 1927-65.
Petitions for Division Status, c.a. 1959-60.
Public Library Trustee, 1957-59.
Regional and State Organization.
Reports, Annual and Midwinter, 1944-61.
Revised Public Library Standards, 1956.
Trustees Bulletin (proposed) (2 folders), 1935-40.
AALT (American Association of Library Trustees) Correspondence, 1949-60 (2 folders).

Box 3:

Membership Committee, 1958-59.
1960-62.
Governor's Conference Committee, 1961-62.
   Board of Directors Meeting, Miami Beach, 1962.
   Joint Meeting, Midwinter, 1962.
   Board of Directors Meeting, Midwinter, 1962.
   Board of Directors Meeting, Midwinter, 1961.
   Board of Directors Meeting, Washington, D.C., June 24, 1959, Shoreham Hotel, Green Room.
St. Louis 1964 (Two Folders).
Minutes, Board of Directors's Meeting, Montreal, 1960.
Midwinter Agenda, 1964.
St. Louis Annual Conference, 1964, Docket.
American Assembly Trustee Leaflet, 1962.
Membership Committee General, 1958-60.
Miscellaneous Correspondence, 1964.
Guidelines for Governor's Conferences, 1963.
Campaign Literature, 1964.
   Miami Beach, 1962.
Trustee Guidebook (The Library Trustee by Virginia Young).
Lane Bryant Annual Awards, 1963.
Trustee Development Project, 1958-59.
State Library Trustee Associations Study, 1963-64.
Division Status, PLA AALT Boards, 1959-61.
Committee of the PLA Board and the AALT Board to Consider Division Status for AALT, 1961.
Virginia G. Young, 1961 Correspondence, (ALTA President), 1959-61.
Virginia G. Young, Correspondence, 1959-60. (ALTA President).
General Correspondence, 1958-60.
Facts for Freedom, 1961-64.
Northeast Regional Director, 1963-64, Dorothy D. Corrigan.
   Miami Beach, 1962.
Bylaws Committee, 1963-64.
Nominating Committee, 1963-64.
Action Development Committee, Back Files, 1962.
Jury on the Citation of Trustees, 1957-62.
Minutes, Board of Directors' Meeting, Chicago, 1963.
Special Committee on Governor's Conferences, 1963-64.
Exhibits Committee, 1963-64.

Box 4:

Action Development Committee, 1963-64.
Membership Committee 1963-64.
President's Special Committee on Freedom for Libraries, 1963-64.
Institute, 1963 (Preconference Trustees Institute: "Library Trustees: Leaders in Breaking
Nominating Committee, 1957-63.
The Public Library Trustee, 1963-64.
Transfer of ALTA Funds, 1962.
Special Committee in Library Freedom, 1962-63.
National Assembly Committee, 1963-64.
National Library Week Committee, 1963-64.
Bylaws, 1959-62.
Exhibits Committee, 1961-63.
Bylaws Committee, 1961-62.
The Public Library Trustee, Correspondence, 1959-63.
Reimbursement for Expenses, ALTA, 1959-61.
Board Minutes, Midwinter, 1964.
   Board of Directors' Meeting, Midwinter, 1964.
Speakers Bureau, 1963-64.
   Biographical Information.
Workshop, 1964, preconference institute.
St. Louis Workshop, 1964-65.
Mrs. Weldon Lynch, 1961 Cleveland Conference, to 1962 Miami Beach Conference.
Board, 1958, 1961-64 (Two folders).
George Coen, ALTA President, 1963-64.
Vice President, Charles E. Reid, 1963-64.
Second Vice President, Louise Rees, 1963-64.
Past President, Mrs. Weldon Lynch, 1962-64.
Chicago Workshop, 1963.
Workshop, Cleveland, 1961, Trustees Preconference Institute, July 8-9, 1961. "Blueprint for
   Action."
Box 5:

Trustee Material, 1959-61. State Trustee Associations.
World Book ALA Goals Award, 1961-63.
National Assembly, Annual Conference, June 22, 1959, Old Senate Office Building.
Miami Beach conference, ALTA, 1962.
Speaker's Bureau. Invitations to Speak.
Special Stationery, 1960-64.
J. Morris Jones, World Book ALA Goals Award, 1963-64.
Distribution, Suggestions for Organizing State Groups of Library Trustees, 1938.
Budget Requests, 1963-64.
Biographical Reports: Moore, Lynch, Young.
Invitation to Friends Committee, LAD, 1962-63.
Orientation kit, 1962-63.
Minutes, Board of Directors' Meeting, Midwinter, 1963. 1962-63.
Jury on Citation of Trustees, 1963-64.
Local Arrangements Committee for St. Louis conference, 1963-64.
Committee handouts, VIII-S2, 1968-69. Members of Nominating Committee.
  VIII-T. Program committee description.
  VIII-T1. Composition.
  VIII-T2. 1968-69. Program committee members.
  VIII-U. Publications committee description.
  VIII-U1. 1968-69. Publications committee list of members.
  VIII-V1. 1968-69. State associations committee list of members.
  VIII-V2. Special committees and representatives list of members.

Boxes 6 through 11 boxes arrived at the ALA Archives in some disorder. Several boxes had broken open and one had been repacked by the Post Office. Folder titles in brackets are inferred from the disordered contents of the folders. These titles were not supplied by ALTA. Documents from several different files may be contained in one file folder. This part of the series is ordered: Conferences, President and Executive Board, Committees, and Other.

Conferences

Annual Conference, St. Louis, 1964.
  Detroit, 1964-65.
  New York City 1965-66
Minutes, 1965-66.
Minutes, 1967-68.
Minutes, 1967-68.
Detroit, 1967-73.
   Minutes, 1970.
Kansas City, 1968.
Minutes, 1968-69.
Correspondence, 1969.
Atlantic City N.J., 1969. (two folders)
Dallas, 1971.
   Minutes, 1971.
Chicago, 1972. (two folders)
Chicago, 1976, 1979 (Two folders).

Box 6:

   Chicago, 1965-66.
   Minutes, 1969-70.
   Chicago, Minutes, 1970 (Four folders).
      Mrs. Daisy Williams.
   Los Angeles, 1971.
   Minutes, 1971
   Chicago, Minutes, 1978

President and Executive Board

President     Charles Reid, 1964-65.
Dorothy D. Corrigan, 1965-66.
C'Ceal Coombs, 1967-69 (Two folders).
[Dorothy D. Corrigan, 1969-73.]
Dorothy D. Corrigan, 1969.

President, 1968-69.
Dorothy McAllister, 1968-69.
Annual Reports, 1969-70, President McAllister.
Chet Ostrander, 1971-72.
Jean Coleman, 1974-75.
Maxine Scoville, 1st Vice-President, 1975-76. President. 1976-77.
Donald Earnshaw, Vice President/President Elect. 1976-77, 1977-78.
Presidential Memos, 1965-69.
Speech Exchange, (Two folders).

Board of Directors.
Robert Morgan, 1969-70.
Robert Morgan, 1969.
John T. Short, 1975-76.
Jean Coleman, 1974.
[Jean Smith, Institute of Trusteeship, 1968-70 (Two Folders).]

Box 7:

Regional Representatives, 1974, 1976-77.
Region III, Rosen, 1969-70.
Region III, Cooper, 1972-74.
Region IV, Velde, 1970-71.
Region IV, Coleman, 1972-73.
Region V, King, 1969-70.
Region VI, Patterson, 1971-73.
Region VI, Shaw, 1970-71.
Region VI, Velde, 1969-70.
Region VII, King, 1973-74.
Regional Vice-President, Region III, Vernon Cooper, 1975.
Region VI, Robert C. Snyder, 1973-74.
Board of Directors, 1970-71.
Board 1968-69.
Board 1970 Minutes, Annual Conference, Detroit.
Annual Reports, 1968-69.
[Board, 1967-70.]
Forms, Council Reports.
Committee Reports.
Regional Vice-President's Report Forms.
Regional Vice-President's Expense Report Form.

Committees
Action Development, 1967-71 (Seven folders).
ACRL/AASL/ALTA Federation, 1972-73.
ALTA/ASLA Joint Committee, 1971-72.
Goals Award, 1968-69 (Two Folders).
    Follow Through, 1967-68.
    Kit, 1967-68.
    Rosamund Gifford, North Syracuse, NY.
    Sarah Jones Audubon Regional Library, Clinton, LA.
    T. H. McCasland, Duncan, OK.
    Peter Musser, Muscatine, IA.
    Ann Sweet, King George, VA.
    Viola Swetmann, Seward, AK.
    Symmes Foundation, Greenville County Library, Greenville, SC.
    [Unaccepted Nominations.]
J. Morris Jones Award, 1970-71 (Two folders).
Jury on Citation of Trustees, 1967-71. (Five folders).
Literacy Award, 1980.
National Volunteer Award, 1971
COPES, 1976.
Budget and PEBCO, 1968-69.
    [Budget, 1967-70, 1974-76 (Three folders).]
    [Bylaws, 1966-71, 1973-74, 1979 (Six folders).]

Box 8:

Committee Lists, 1969-71 (Two folders).
Conference Program, 1969-76 (Three folders).
[Disadvantaged, Library Service to the, 1971-74 (Four folders) Includes material on White
    House Conference, National Library Week, PELB]
Education of Librarians and Trustees, 1978.(Two folders)
ALTA/LED/PLA Education of Librarians and Trustees, 1974-75.
Ad Hoc Committee to Educate Librarians about Trustees, 1970-71.
[Endowment Fund, 1966-78 (Eight folders).]
[Governor’s Conference, 1968-78 (Fourteen folders) Includes material on Membership and
    Endowment Committees.]
    Heraldry, 1975
Pin, 1965-68.
History, 1974-75.
Institution of Library Trusteeship, Committee to Study, 1970-72 (Two folders).
[PELB (Project Every Library Board) Total Community Service Kit, 1969-72 (Five folders.)
Intellectual Freedom, 1968-71 (Six folders).
Interdivisional ad hoc CICIN representative (Conference on Interlibrary Communication and
    Information Networks), 1972.
International Relations, 1972-73.
Box 9:

Legislation, 1968-71 (Five Folders).
Liaison with Associations of State and Municipal Officials, 1975.
Local Hospitality, 1968-70 (Two folders).
Ballot Information, 1968-69.
Nominating, 1968-73 (Six folders).
Planning, (ad hoc), 1971-72.
Program, 1968-69 (Three folders)
Public Relations, Special Liaison to, 1970-71 (Two folders).
Publications, 1966-77 (Five folders).

The Public Library Trustee, Copy form Casey, Faherty, 1974.
June, 1974 Copy.
Copy, 1969-73 (Four folders).
Finances, 1969.
Promotion, 1969-71.
The Public Library Trustee in the 1960's, 1966-69 (Three folders).
Small Library Pamphlet Projects

Resolutions, 1974.
Presidential Speakers Corp, 1969-70.
[Speakers Bureau, 1966-78 (Two folders).]

Box 10:

Presidents of State Trustee Organizations, 1975-79.
[State Associations, 1969-70, 1973, 1978 (Four folders) Include material on Governor's
Conference Committee.]
Regional Library Trustee Associations, 1968-69.
[State Associations, 1966-72 (Two folders) Includes material on Governor's Conference and
Disadvantaged Committees.]
[White House Conference, 1972-77 (Two folders).]
Accounting Department, 1970-71.
Adopting a Minimum Salary, 1980.
ACONDA, 1970. (Two Folders)
Committee Reports, 1977-79.
Task Force on Consultant Studies, 1975-77.
Correspondence (Alphabetical) 1973.
Form Letters.
Forum Task Force, ALA
General ALA 1969-73.
Interest Sheet, 1971-72.
Interlibrary Loan Codes, National, 1980.
Mailings, 1969-70.
Memoranda, Questionnaires, and Requests sent out by ALTA, 1980.
Miscellaneous correspondence, 1968-69.
Nixon Appointment, 1969.
Officer Lists, 1978.
Task Force on Personnel Guidelines, 1975-76.
Professional Ethics Statement, 1980.
Reimbursement, 1970-72 (Two folders).
Reports, ALA, 1969.
Representative, ASLA Board of Directors, 1972.
AASL Committee on Continuing Education, (Liaison), 1972.
Social Responsibilities Round Table, 1969, 1971 (Two folders).
Staff Associations, 1969-71.
State Level Functions for Library Trustees, 1980-82.
Telegrams, 1970-71 (Two folders).
[Trustee Manuals in HQLIC, 1980.]
D.C. Efforts.
State Efforts.
[Western States Library Exchange Conference, 1962]
Workshop, 1968.
ALA Yearbook Article, 1980
Correspondence, June 1969.
   October 1969.
   November 1969.
   December 1969.

Box 11:

ALA Chapter Information Directory, 1982-84.
   1977.
Checklist Sample Packet, 1976-77.
Originals for Duplicating, 1972-73.
ALTA Committee Publicity, 1977-78.
   State Associations, 1977-78.
   White House Conference (Ad hoc), 1978.
ALA Headquarters Correspondence, 1977-78.
Duplicating Charges, 1977-78.

Box 12:

Membership Promotion, 1972-77 (Two folders).
Library Board Policy Statements. (Samples), 1974.
Task Force on Literacy Programs, 1977.
Media Presentations, 1972-73, 1975-76.
Membership Promotion, 1978.
Correspondence, 1977-78.
Public Library Trustee, 1978.
State Trustee Manuals, 1977-78.
Pins, 1974-76.
Policies Library Exhibit, 1977-78.
Endowment Foundation Expenses and Bank Statements, 1971-77. (Two folders)
ALTA WILL official observer workbook, 1982

Box 13:

ALTA Annual Report, 1954/5, 1955/6, 1964/5
ALTA Proceedings, 1966-72
Preconference Institute for Library Trustees
    Library Trustees: Leaders in Breaking Barriers to Creative Inquiry, 1963
    An M.A. in Trusteeship; Guides to Maximum Achievement, 1964
Preconference Trustees Institute
    Blueprint for Action, 1961
    Reach Out with Books, 1966