Association of College and Research Libraries
Executive Secretary
Correspondence and Subject Files, 1930-2004

Box 1:

Advertising, 1930-50
Executive Board Minutes, 1930-31
Mailing, 1935-46
Brown, Charles H., 1937-38, 1940
College Libraries, Unsorted Correspondence, 1938-45
Publications
Statistics. Salaries, 1935-37
Teachers College Library Subsection, Committee on Teachers Colleges, 1938
University of British Columbia Library Report on Carnegie Grant, 1933
1939
    Audio-Visual Program, 1939
    Beatty, Cora M., 1939-40
    Banta (George) Publishing Company. Contract, 1939-40
    Budget, 1939-44
    College Libraries. Reference Libraries Section, 1939-42
    Danton, J. Periam, 1939-40
    Kuhlman, A.F., 1939 (10 folders)
    Lewis, Willard P., 1939-41 (4 folders)
    Windsor, Phineas L., 1939-40
1940
    College Libraries
        Junior College Libraries Section, 1940-42
        Policies Committee, 1940-41
    Coney, Donald, 1940-42
    Downs, Robert B., 1940-41
    Exchange and Free List, 1940-50 (2 folders)
    Powell, Benjamin E., 1940-44 (2 folders)
    Winchell, Constance M., 1940-43 (2 folders)
1941
    College Libraries. Unsorted correspondence, 1941-53 (4 folders)
    McDiarmid, Errett, 1941-43 (3 folders)
    University of Florida Library Survey, 1940
    White, Carl M., 1941-44 (3 folders)
1942
    Conat, Mabel L., 1942-43
    Promotion, 1942
1943
    Classification and Pay Plans for College and University Libraries
1944
    College Library Advisory Service at ALA Headquarters, 1944-47 (3 folders)
    Reece, Ernest J., 1944-45 (2 folders)
1945
    Unsorted correspondence, 1945-50 (3 folders)
    Ver Nooy, Winifred, 1945
    Wartime Activities, Committee on, 1945
1946
    Deaderick, Lucile, 1946
Relations with the ALA, Committee on
1947
  College and University Libraries, Misc., 1947
  Tauber, Maurice, 1947-50
1949
  Wright, Wyllis E., 1949-50
1950
  Army Medical Library. Report of Committee on Scope and Coverage
1951
  Foundation Proposal for Conference on College and University Research Problems
  Interlibrary Loans Committee, 1951-52
  Standards - Staff Requirements in Small Research Library, 1952

Box 2:

1956-1957
  Alpha Beta Alpha, 1957
  ALA Bulletin, 1956-57
    Comptroller
    Executive Secretary, 1957
  American Council on Education. Minutes and newsletter, 1957
  AASL-ACRL-DAVI Joint Committee on Mutual Interests in the AV Field
  Annual Report, 1955-57 (2 folders)
  Audio-Visual Work, Committee on, 1956-57. C. Walter Stone, chairman
  Budget, ALA
  Buildings Committee
  Buildings Institutes
  Center for Documentation and Communications Research
  Chapters, ACRL
  College Libraries Section
  Committees, Committee on, 1956-57. Flora B. Ludington, chairman
  Constitution and Bylaws, Committee on, 1956-57. Giles F. Shepherd, chairman
  Constitutions of Divisions
  Cooperation with Educational and Professional Organizations, Committee on, 1956-57.
    Edmon Low, chairman
  Copying Methods Committee, 1954-57. William R. Hawken, chairman
  Correspondence, unsorted
  Council of National Library Associations, 1957
  Council on Library Resources, 1956
  Depository Legislation, 1956
  Duplicating Exchange Union
  Elections, 1957
  Executive Secretary (ACRL), 1956-57. Arthur T. Hamlin and Richard B. Harwell
  Great Books of the Western World, 1957

Interlibrary Loans
  Invitations for representation at college library dedications
  Junior College Libraries Section
  Kansas City Conference, June, 1957
  Legislation, 1957
  Library Services Act
Membership
Midwinter, 1957
Agenda, 1957
Board Minutes (ACRL), 1957
Mimeographing
National Library Week
Nominating Committee
Officers (ACRL)
Orr, Robert W., President
Parker, Ralph, Treasurer
Placement
President's Committee on Education Beyond High School
Program Evaluation and Budget, ALA Committee on (PEBCO)

Box 3:

Publications Officer, 1957
Publishing Department (ALA)
Pure and Applied Science Section
Rare Books, Manuscripts and Special Collections, Committee on, 1956-57.
Georgina Haugh, chairman
Recruiting, Committee on, 1956-57. Robert L. Talmadge, chairman
Reference Librarians Section, 1956. Frances Neel Cheyney, chairman
Reorganization, ALA
Reprint Expediting Service
SCOR (Special Committee on Reorganization), 1957
Service Ratings, 1956
Southern Humanities Conference, 1957
Staff Conference Meetings, minutes, 1957
Standards, Committee on, 1956-57. Wayne S. Yenawine, chairman
State Representatives, 1953-57 (2 folders)
Stationary
Statistics, Committee on, 1956-57. Dale M. Bentz, chairman
Stock requests
Supplies
Surveys, 1957
Teacher Training Institutions Section, 1956-57. Katherine Walker, chairman
Tennessee Library Association
Thornton, Eileen, ACRL Vice-president, 1957
Travel reports
Union List of Serials, Joint Advisory Committee on
University Libraries Section, 1957. William H. Jesse, chairman
Vosper, Robert, past president
Washington Office, ALA, 1957

1957-1958
Accounting, ALA
AASL-ACRL-DAVI Joint Committee on Mutual Interests in the AV Field
Audio-Visual
Awards Committee, 1958
Book lists, 1957
Branscomb, Lewis C., ACRL President-elect
Budget, 1958
Buildings
Chapters, 1958
Chemical Abstracts
Clift, David H.
College Libraries Section
Committees, Committee on. Ralph R. Parker
Conference on "The Undergraduate and the Lifetime Reading Habit," Feb. 1958
Constitution and Bylaws, Committee on. Giles B. Shepherd
Cooperation with Educational and Professional Organizations, Advisory Committee on
   Edmon Low
Correspondence, Unsorted
Council on Library Resources
Duplicates Exchange Union
Elections, 1958
Faculty Status, 1957
Farmington Plan
Foreign correspondence
Headquarters Relocation, 1957
Headquarters Reorganization, 1957
Illinois Library Association, 1957
Interlibrary Loans
Junior College Libraries Section
Mary Baldwin College Library Report, 1958
Microcard Series
Midwinter, 1958
Midwest Academic Librarians Conference, April 1958
Monographs, 1958
National Library Week, March 1958
Nominating Committee. Sidney B. Smith, chairman
Officers (ACRL)
Organization, ALA Committee on
Orr, Robert W., past president
PEBCO. Robert W. Orr, ACRL representative

Box 4:

Publications Committee. Stephen A. McCarthy, chairman
Publications Officers, ACRL
Public Relations
Pure and Applied Science Section. Edward A. Chapman, chairman
Rare Books, Manuscripts, and Special Collections, Committee on.
   Marjorie G. Wynne, Chairman
San Francisco Conference, July 1958
Special Committee on Activities Development (SCAD). William H. Carlson, chairman
Special Libraries Section
Staff Meetings
Standards, Committee on. Felix E. Hirsch, chairman
State Representatives
Stationary
Statistics
Surveys
Survey - Alma College, Sept. 1957
Teacher Education Libraries Section.  Walfred Erickson, chairman
Thornton, Eileen, President
Travel
University Libraries Section.  Robert H. Muller, chairman
Washington Office

1958-1959
AAC-ACRL Joint Committee to Consider Problems of College Libraries
ALA Informational Backgrounder, 1958
Associate Executive Director.  Memoranda concerning position
Audio-Visual
Awards, ACRL Exploratory Committee on.  Russell Shank, chairman
Board of Directors, ACRL
Budget (ACRL)
Branscomb, Lewis C., President
Buildings
California Library Association Conference, October 1958
Chapters, 1959
Civil War Centennial
Clift, David H.
College Libraries Section
Committees, Committee on.  Arthur T. Hamlin, chairman
Constitution and Bylaws Committee.  Giles F. Shepherd, chairman
Cooperation with Education and Professional Organizations, Advisory Committee on, 1959
Correspondence, unsorted
Council on Library Resources, Inc.
Duplicates Exchange Union Committee.  Charles Penrose, chairman
Eastern College Librarians Conference, November 1958
Elections
Expense Reports, 1959
Foreign Correspondence
Headquarters Relocation
Headquarters Visiting Committee

Box 5:

International Relations
Invitations to representatives of ALA or ACRL at college or university affairs
Iowa Library Association Conference, October 1958
Junior College Libraries Section
Kansas Library Association
Law Library and General Library of a University, Committee to Explore the Relationship between.  Ralph E. Ellsworth, chairman
Management memoranda.  Donald D. Bock, Deputy Executive Director (Management)
Membership
Midwest Academic Librarians Conference, April 1959
Metropolitan College Inter-Library Association, 1958
Microcard Series
Midwinter, 1959
Missouri Library Association Conference
Monographs (correspondence). Rolland E. Stevens, editor
Mountain Plains Library Association Conference, August 1958
National Defense Education Act
Nominating Committee. Stanley L. West, chairman
Officers (ACRL)
Organization, Committee on. Robert W. Orr, chairman
Parker, Wyman, President-elect
Office Supplies
PEBCO
Public Relations
Publishing Department
Rare Books Section
Southern Books Competition, 1959
Staff meetings. Minutes
Standards, Committee on. Felix E. Hirsch, chairman
State and Regional Library Association policies, 1959
State Representatives
Statistics
Subject Specialists Section
Surveys
Teacher Education Libraries Section. Thelma C. Bird, chairman
Thornton, Eileen, Past president
Travel
U.S. Office of Education
University Libraries Section. Richard E. Chapin, chairman
Washington Conference, June 1959. Minutes
Washington Conference, 1959
Washington Office

Box 6:

1959-1960
AAC-ACRL Joint Committee to Consider Problems of College Libraries
Branscomb, Lewis, past president
Budget
Committees, Committee on
Dunbar, Ralph M., "ALA Library Resources Fact-Finding Survey." 2nd and 3rd drafts, 1959
Dunbar, Ralph M. Correspondence
Duplicates Exchange Union. Charles Penrose, chairman
Goals for Action, 1960
Midwinter, 1960
Montreal Conference, June 1960
Nominating Committee
Officers, 1959-61
Organization, Committee on, 1960
Parker, Wyman W., President
PEBCO
State Representatives
Survey - Arizona State University, Oct. 1959

1960-1961
Appointments, ACRL committees
Association of Research Libraries
Book-Paper Durability Project, 1960
Budget
Classification and Pay Plan
Cleveland Conference, July 1961
Cleveland meeting, 1961. Board of Directors, ACRL
Copyright Law
Council for Financial Aid to Education, Inc.
Executive Secretary, ACRL. Mark Gormley
Law Library and General Library of a University, Committee to Explore the Relationships between. Ralph E. Ellsworth, chairman
Librarian's Code
Low, Edmon, President
Midwinter, 1961
Nominations (ACRL)
PEBCO
White House Conference on Children and Youth

1961-1962
Adult Education
Agriculture and Biological Science Subsection
ALA Council. Minutes
ALA Executive Board. Dockets, minutes
ALA Grants
ALA Publications
ALA Representatives to other organizations
Annual Report, 1959-62
Annual Reports to ACRL Board from Executive Secretary, Committee Chairmen, Editors
Appointments and Nominations Committee
Art Subsection
Association for Higher Education, 1962
Association of Research Libraries, 1962

Box 7:

Board of Directors, ACRL
Brown Committee, 1962
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Clift, David H., 1960-62
College Libraries Section, 1959-62
College Reading
CRL-Editor's Dinner, Midwinter 1962
"College Talkshop," 1962
Constitution and Bylaws, 1960-62
Cooperation with Educational and Professional Organizations, Advisory Committee on, 1959-62. John Cook Wyllie, Lorena A. Garloch, chairmen
Correspondence, unsorted
Council on Library Resources, 1959-62
Documentation - Data Processing, 1962
Elections, 1960-62
Ellsworth, Ralph E., President
Farmington Plan, 1962
Interlibrary Loan, 1962
International Relations, 1960-62
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Iowa Library Association meeting, Oct. 1961
Kansas and Missouri Library Associations. Joint meeting, Oct. 1961
Law and Political Science Subsection. Robert C. Miller, chairman
Legislation, 1962
Library 21 (Seattle World's Fair)
Miami Beach Conference, June 1962
Materials Responsibility, 1960-62

Box 8:

Membership, 1960-62
Metcalf Project, 1959-62 (Keyes D. Metcalf, planning of college/university library buildings)
Midwest Academic Librarians Conference, St. Paul, May 1962
Midwinter, 1962
National Library Week
National Microfilm Associations, 1962
North Central Association of Colleges and Secondary Schools, 1962
Organization. ACRL Rosters
Organization, Committee on, 1959-62. Robert W. Orr, James H. Richards, Katherine Leich (2 folders), G. Flint Purdy, chairman
Paperback in Education Conference, 1962
Personnel, 1961-64
PEBCO
Publications Officer (candidates)
Rare Books Pre-conference
Rare Books Section, 1959-62
Recruiting
Standards Committee, 1959-62. Felix E. Hirsch
Statistics, 1959-62
Stevenson, Grace T., Deputy Executive Director, ALA
Subject Specialists Section, 1959-62
Survey - Sioux Falls College Library, Oct. 1961
Tauber Letter to Ellsworth, 1962
U.S. Office of Education, Library Research in Progress
University Libraries Section, 1961-62
University Microfilms, Inc.
Western Washington State College Survey, 1962

Box 9:

Association of Educational & Communications Technology (AECT), 1970-72
Association of Research Libraries - ACRL Relations, 1962-69
Books for College Libraries, 1974
Chapters-ACRL, 1960-68
Choice, 1974
Committee on Scientific & Technological Information (2 folders), 1970-73
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Invitations (5 folders), 1969-74
Junior College Library Section, 1968
Mellon Internship Project
  Internship Committee (3 folders), 1970-73
  Internship Project, 1973-74
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    Budget, Procedures
    Inquiries
    Minutes, Reports
    Proposals
  Internship Project, 1974-75
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    Interns - 1st year
    Minutes, Reports
    Workshop, 1974
  Internship, 1975-76
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  Interns - 4th year
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Midwinter Meeting - Chicago - Correspondence, 1973-74
Miscellaneous (9 folders), 1962-76
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National Book Committee, 1969-72
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Section & Subcommittee Reports, 1957-69 (7 folders)
Six Division Planning Committee - Mobilizing Library Resources for Service, 1969
Southern Association of Colleges & Schools, 1963-67
Southern Regional Education Board, 1964-66
Southeastern Library Association, 1966
Southwestern Library Association, 1966-68
Special Libraries Association, 1964-69
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Statistics, Coordinating Project, 1964-66
  Questionnaire
Student Library Committee, 1965-67
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Training Programs for Supportive Library Staff, LED- Interdivisional Committee on, 1967-68
Trinker, Charles L., 1964-65
Undergraduate Libraries, 1966
University Libraries Section, 1971
University of Illinois - G.S.L.S., 1965-67
Univ. of Wichita Library, Moving, 1963
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Academic Status of Librarians (2 folders), 1964-71
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American Association of Junior Colleges, 1964
American College in Paris, 1966
American Council of Learned Societies, 1967
American Standards Association, 1966-67
Associated Colleges of the Midwest, 1968
Association of Pacific Research Libraries, 1964
Association of Research Libraries, 1965-69
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Book List for Junior College Libraries, 1962-69
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Chicago Library Club, 1970-71
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Box 13:

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Geology Librarians, 1965-66
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Knapp School Libraries Project, 1965-67
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Box 14:
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Box 15:
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Box 16:
Association of College and Research Libraries (ACRL):
Committees
Community Use of Academic Libraries' History, including "Proposal for a Regional In-Depth Survey of Community Use of Academic Libraries," 1965-1970, 1974-75
Membership Analysis, 1976-78
Minutes for Board of Directors' Meetings; as published 3/1966-1/1970
Minutes, Annual Reports and Proceedings of Committees, Sections, and Subsections (4 folders), 1965-1971
Press Releases for ACRL, 1973-78
Requests for Payment and Expense Statements, including those for Thomas Cook, Inc.; Julie Virgo; Richard Johnson; and John Crowley. (5 folders), 1975-1980
Visitors, 1972-76
Williams and Wilkins Copyright Infringement Case, 1970, 1972, 1974

ALA:
Committees
Ad Hoc Committee to Study Open Meeting Policy, 1979
Collective Bargaining Committee, 1976, 1978
Depository Library System Committee, 1973-74
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Ethics Committee, 1973
Handbook of Organization copy and layout (2 folders), 1977-1980
Policies, Revision of, 1973, 1975-78
Program Unit Heads, including memoranda and minutes, 1973-77
Washington office, including Congressional statements and office memoranda, 1972-74

Box 17:

ALA Washington Office, including Congressional statements, legislative reports, memoranda, and correspondence; and 4-page article by Robert Frase, "Five Years of Struggle for Federal Funds," (1974), (4 folders), 1973-78

Box 18:

Advisory, Academic, Status of Librarians, 1972-73
American Association for Higher Education (AAHE)
American National Standards Institute (ANSI)
   including Z39 committee organization and proposed standards for information interchange, 1973-78
Classification Study, concerning job descriptions of Choice personnel, 1966-67
Correspondence of Executive Secretary and Assistants concerning inquiries about ACRL publications, policy, projects, subscriptions and membership; arranged alphabetically (6 folders), 1977-79
Invitations, to ACRL (and ALA) to send representatives to academic ceremonies and meetings (2 folders), 1974-78
Membership Brochure, including draft designs, 1977
   Grant from ALA for promotion, 1976-77
   Promotion (2 folders), 1974-77
Midwest Academic Librarians Conference, inquiries, 1974-75
National Commission on Libraries and Information Science (NCLIS), including summary of "A New Direction for a National Program of Library and Information Service," NCLIS, 13 pages, 1973 and statements by ALA members to NCLIS, and NCLIS objectives, 1972-75
Supplemental Funds Committee (ACRL), 1976-77
U.S. Office of Education, including reports about government programs a funding opportunities (2 folders), 1971-74

Box 19:

Choice, 1976-78 (10 folders): Correspondence, Accounting, Advertising/ Promotion, Budget, Editorial Board, Personnel, Subscription Income and Statistics
Anthropology Section, 1978-79 (2 folders)
Arts Section, 1978-79 (2 folders)
Bibliographic Instruction Section (BIS), 1978-79 (10 folders): Conference Planning, Continuing Education, Policy and Planning
College Libraries Section, 1977-78
College Libraries Section, 1978-79 (3 folders)
Community and Junior College Libraries Section, 1978-79 (9 folders): Bibliography, Membership, Planning and Procedures
Education and Behavioral Sciences Section, 1978-79 (7 folders)
Law and Political Science Section, 1978-79 (2 folders)
Rare Books and Manuscripts Section, 1978-79 (8 folders)
Agriculture and Biological Sciences Section, 1978-79 (3 folders)
Slavic and East European Section, 1978-79 (3 folders)
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Box 20:

Agriculture and Biological Sciences Section, 77/78
  Correspondence
  Goals and Structures
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  Oberly Memorial Award
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Art Section, 79/80, Correspondence
Bibliographic Instruction Section, 1979/80
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  Conference Planning
  Continuing Education
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  Education for B.I.
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  Nominating-1981 Elections
  Policy and Planning
  Research
  Information for BIS Committee Chairs, 1981/82
  Pre/Post Conferences, 1980/83
  Miriam Dudley BI Librarian Award, 1983
College Libraries Section, 1979/80
  Correspondence
  CLIP Notes
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  Nominating (1981 Elections)
  CLS Membership Participation in the CLS (Ad Hoc)
Community and Junior College Libraries Section, 1979-80
  Correspondence
  Procedures Manual
  Bibliography
  Instruction and Use
  Nominating (1981 Elections)
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Problems of Access and Control
Psychology/Psychiatry Committee (Ad Hoc)
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Preconference Planning-Boston, 1980
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Preconference Budget, Boston, 1980
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Nominating (1981 Elections)
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Slavic and East European Section, 1979/80
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Ethnic Publications in the U.S.
University Libraries Section, 1979/80
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Urban University Libraries
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Nominating Committee, 1980 Elections
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Box 21:

ALA Bibliographical Information, 1979-80
American National Standards Institute (ANSI), 1979
Association of Research Libraries (ARL), 1974-79
ARL/OMS Academic Library Programs, 1978-79
Annual Report, 1983
Academic Library Development Program
UW-Parkside, 1978
NC Central University, 1979
Consultant Training Program, 1979
Chapters-New England, 1977-78
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CLENE, 1976-79
Conference on Small Private Colleges, 1979
Consultants, 1969-80
Convention Display-Choice
Council on Library Resources, 1968-79
Executive Secretary Correspondence, 1980-81 (6 folders)
   1981-82 (4 folders)
   Lynch, Thomas, 1975-76
Higher Education Management Institute, 1977
Junior College Library Information Center, 1968-79
Legislation Day, 1978-79

Box 22:

Library Government Information Statistical Services (LIBGIS), 1972-73
   1973-75
Manpower Consortium for the Information Profession, 1977
Mellon Foundation-Report, 1978
   Report-Review of the Decade, 1979
Midwest Academic Library Conference, 1978-79
National Goals Seminar, 1973-74
   Correspondence, 1981
National Science Foundation, 1978
NCLIS-National Periodical Center, 1978-79
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   White House Conference, 1979-80
   Conference Information Packet, 1979-80
   Correspondence, 1978-79
   Annual Report, 1979-80
New England Board of Higher Education (NELINET), 1977
New England Library Board, 1979
Personnel Officers of Large Academic Libraries, 1973-75
Preconference on Collective Bargaining, 1975 (7 tapes)
President's Committee on Employment of the Handicapped, 1979
Printers-Hauber, 1980
Rare Book Conference on Facsimiles (Photoduplication), 1971-72
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Representatives, 1962-68
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K.G. Saur, 1980
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Society of American Archivists, 1975-79
Southwestern Library Association, 1978

Box 23:

Standards and Accreditation Preconference, 1980
   Workshop Correspondence, 1980-82
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Ukrainian Library Association of America, 1975-76
United Nations University, 1973-74
U.S. Office of Education, 1976-78
Use and Effectiveness of the 1975 "Standards for College Libraries", 1980
Virgo, Julie A.-Executive Secretary, 1976-80
Approval Plans Conference, 1978-79
New York ERIC Preconference, 1978-79
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ACRL/NEH Correspondence, 1982-83
   Accepted Applications, Southern Workshop (Feb. 21)
   ARCL/PLA Proposal
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Box 24:

ACRL/NEH Madison Workshop, 1982-83
   Rejected New Orleans Applicants
   New Orleans Workshop
   Workshop-California-Accepted Applications-Colleges-Universities
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      Rejected Applications-Community Colleges-Colleges-Universities
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   Workshop Materials Requested
   Project, 1981-82
   Workshop-Boston-Accepted Applications-Universities
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      Workshop-Budget Public Programming for Academic Librarians
      Financial Report, 1982-83
   Shrewbury, MA Conference, 1981-82
   Boston Workshop-Correspondence
      Accepted Applications-Community Colleges-Colleges
      Follow-up Evaluations (2 folders)
      PLA/NEH Workshops

Box 25:

Savin Copier, 1979-85
Commission on Humanities, 1979-80
Fast Job Listing Service, 1979-80
Council for Interinstitutional Leadership, 1980-81
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Wingspread Conference on Sharing Resources, March 1981
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Correspondence (alphabetical in 12 folders), 1982-83
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  340 and 346
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  388-612-629-688
  805-808 and 813
Fast Job Listing Service, 1985-86
Advisory - Junior College Libraries, 1963-86
  Academic Status, Correspondence, 1974-82
  Reports and Brochures, 1972-84
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