



AMERICAN REFERENCE CENTER

UNITED STATES PAVILION
NEW YORK WORLD'S FAIR
FLUSHING 52, NEW YORK

c/o Univac Div., Sperry Rand Corp.
1290 Avenue of the Americas
New York, New York 10022

As you may know, the American Library Association is sponsoring the AMERICAN REFERENCE CENTER in the U.S. Pavilion at the New York World's Fair in 1964-65. The Center will provide an operating, automated reference service to the public and, in addition, reading and story-telling facilities for children.

The Center will be manned by professional reference and children's service librarians selected from applications now being received from all parts of the country. Your name has been given as a reference by the applicant listed below. Your help in evaluating this librarian for service at the Center will be greatly appreciated by the profession. The enclosed Evaluation Form is provided for your use, along with a stamped, addressed return envelope.

Reference librarians selected must be unusually competent, with recent experience in serving the public and with extensive knowledge of current, standard reference books. Children's librarians must also have had recent experience working with children, thorough knowledge of children's literature, and, hopefully, ability in story-telling.

The Center will be viewed by millions of Americans and many, many foreign visitors. The staff, therefore, should be reasonably presentable in physical appearance and dress, and should be warm, out-going, attractive persons. Knowledge of foreign languages will be helpful, but not required.

We shall appreciate your evaluation of the candidate listed herein in terms of the requirements of a very public exhibit. Since selection of the staff for the 1964 term will be made late in January, we shall be grateful to you for returning the enclosed form at your earliest convenience.

Candidate:

Yours sincerely,

Gordon P. Martin
ALA Project Director
AMERICAN REFERENCE CENTER

enclosures

Evaluation Form

Candidate:

Evaluated by:

1. Academic Training. Is the candidate, in your opinion, well-trained?

2. Professional Experience. Has the candidate's professional experience been suitable?

3. Professional Attitude. Is the candidate seriously interested in the profession and seeks to broaden his or her knowledge and experience?

4. Adaptability. Does the candidate have problems adapting to unusual circumstances or conditions?

5. Personality. Does the candidate have a warm, out-going personality that would be attractive to most people?

6. Physical Appearance. Does the candidate present a reasonably attractive appearance?

7. Physical Handicaps. Are there any physical or other handicaps that might detract from this candidate's effectiveness in a very public exhibit?

8. Unusual Abilities. Has the candidate any unusual abilities that should be given special consideration?

USE THE REVERSE OF THIS FORM FOR EXTENSION OF REMARKS OR ADDITIONAL COMMENT.

Return to: Gordon P. Martin, American Reference Center
c/o Univac Div., Sperry Rand Corporation
1290 Avenue of the Americas
New York 19, New York 10022