

November 26, 1963

SUBJECT: Selection of LIBRARY/USA Staff

DEC 2 '63

TO: "standby" Harold W. Tucker Queens Borough Public Library  
 Edward G. Freehafer New York Public Library  
 Francis R. St. John Brooklyn Public Library

Candidates for the category of "standby" will be selected from the list of their respective head librarians. In most cases, people associated with library education or in positions in which they might have immediate benefit of the training will be accepted for training. Since it appears likely that a number of applicants from each of your libraries will be selected for service with LIBRARY/USA, the following procedure has been arranged:

1. Upon completion of preliminary screening by the Project Director, a list of acceptable candidates will be sent to the respective library directors or their personnel officers. The lists will indicate name of applicant and time period desired.

2. Each library may then consider the list in terms of adjustments that may be necessary in staffing their own libraries.

3. Appointment notification will be sent by the Project Director to the candidates only after approval of the list by the librarians concerned.

In each six month period of the Fair, we hope to train a group of 15-20 "standby" people. The training of such individuals will take place during April-May-June of each year. Individuals selected for this category must present the same qualifications of regular staff members and must agree to be available for temporary duty at the exhibit upon short notice. It is anticipated that the periods of service the standby personnel might be asked to perform will not be longer than two to three days in succession, since an effort will be made to provide some brief exhibit experience for as many of the "standby" people as possible. Care will be taken to avoid excessive burden on any one library staff by too frequent calls upon "standby" personnel.

As in the case of the regular staff members, lists of possible "standby" candidates will be submitted to you for approval. The basic commitment of such personnel will be the full two weeks of the training period. No per diem allowance will be paid to such personnel during the training period - they will be expected to contribute the time and expenses involved. If, at some time during the Fair, they are called upon for brief service, they will be paid the customary per diem for the days actually worked. No travel expenses are anticipated.

A small number of individuals will be invited to take the two week training course, at their own expense, without the obligation of

November 26, 1963

DEC 2 '63

SUBJECT: Selection of LIBRARY/USA Staff

of "standby" duty at the exhibit. These people will be invited to join training periods in July-August-September each year. Candidates for this category must also receive the approval of their respective head librarians. In most cases, people associated with library education or in positions in which they might have immediate benefit of the training will be accepted for training. Since it appears likely that a number of applicants from each

of your libraries will be selected for service with LIBRARY/USA the following procedure will be followed: The primary screening by the Project Director, a list of acceptable candidates will be sent to the respective library directors or their personnel officers. The lists will indicate name of applicant and time period desired.

2. Each library may then consider the list in terms of adjustments that may be necessary in staffing their own libraries.

*GPM*  
Gordon P. Martin  
ALA Project Director

GPM/md

3. Appointment notification will be sent by the Project Director to the candidates only after approval of the list by the librarians concerned.

cc: Messrs. J. Becker  
A. Trezza

In each six month period of the Fair, we hope to train a group of 15-20 "standby" people. The training of such individuals will take place during April-May-June of each year. Individuals selected for this category must present the same qualifications of regular staff members and must agree to be available for temporary duty at the exhibit upon short notice. It is anticipated that the periods of service the standby personnel might be asked to perform will not be longer than two to three days in succession, since an effort will be made to provide some brief exhibit experience for as many of the "standby" people as possible. Care will be taken to avoid excessive burden on any one library staff by too frequent calls upon "standby" personnel.

As in the case of the regular staff members, lists of possible "standby" candidates will be submitted to you for approval. The basic commitment of such personnel will be the full two weeks of the training period. No per diem allowance will be paid to such personnel during the training period - they will be expected to contribute the time and expenses involved. If, at some time during the Fair, they are called upon for brief service, they will be paid the customary per diem for the days actually worked. No travel expenses are anticipated.

A small number of individuals will be invited to take the two week training course, at their own expense, without the obligation