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Library

University Librarian's Office

Universal Serials & Book Exchange Archives, 1948-1994

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Box 1:

Executive Board and Membership Meeting Documents File

Report of American Book Center for War Devastated Libraries, Inc., 1944-1948

USBE Documents, 1946-1947

Report to the Board of Directors of American Book Center for War Devastated Libraries,
c. 1947

USBE "Documents to August 1948," 1948

Notes on USBE History (Alice Dulany Ball), 1948-1964

Executive Board and Membership Meeting Documents File

1948, Include minutes, reports, agendas, and correspondence.

Original founding signatures, January 19, 1948

Agendas, minutes, reports, audit reports, and correspondence, 1948-58 (10 folders)

Box 2:

Executive Board and Membership Meeting Documents File (continued)

Minutes, reports, agendas, correspondence, 1959

"A Serviceable Reservoir," -Report of a Survey of USBE by Edwin E. Williams, 1959

Minutes, reports, agendas, correspondence, 1960-1962 (3 folders)

Board Correspondence, 1962

Minutes, reports, agendas, correspondence, 1963-1966 (4 folders)

Correspondence, agenda items, financial reports, supporting materials, 1966-1967

Minutes, supporting material, correspondence, 1966-1967

Audit reports, 1967

Minutes, agenda items, supporting material, 1968

Correspondence and audit report, 1968

Correspondence, minutes, notes on advisory committee, supporting material, 1968

Box 3:

Executive Board and Membership Meeting Documents File (continued)

USBE Job Description Forms, 1968

Agendas, correspondence, minutes, 1969

Audit report & correspondence, 1969

Correspondence, Agenda Items, Minutes, Supporting Materials, 1970

Minutes and Agenda Items, 1970

Audit report, correspondence, 1970

Agendas, correspondence, minutes, notes, agenda items, 1971

Minutes and agenda items, 1971

Audit report, correspondence, 1971

Agenda, minutes, supporting material, 1972

Minutes and agenda items, 1972

- Audit report, correspondence, 1972
- Correspondence, financial reports, 1972
- Correspondence, 1972
- Publications, 1972
- Correspondence, supporting material, minutes, agenda items, financial reports, 1972
- Minutes and agenda items, 1973
 - Audit, financial reports, 1973
 - Correspondence, supporting material, 1973
 - Correspondence (staff memos), 1973
- Agenda, correspondence, financial reports, supporting materials, minutes, 1974
 - Agenda, minutes, supporting materials, 1974
 - Audit, correspondence, supporting materials, 1974
 - Membership lists, 1974-75

Box 4:

Executive Board and Membership Meeting Documents File (continued)

Board documents, January-May 1975

June-December 1975

Board meeting, March 7, 1975

May 30, 1975

September 19, 1975

December 12, 1975

Financial report, 1975

Membership list, 1975

Questionnaire, 1975

Forms & paste-ups, 1975-76

Board documents, 1976

Additional correspondence and board materials, 1975

Board Documents, 1976

Board meeting, February 27, 1976

June 3-4, 1976

November 15-16, 1976

Correspondence, 1976

Financial report, 1976

Membership list, 1976

Memos, 1976

News releases & reports, 1976

Board documents, January-June 1977

July-December 1977

Board meetings, February 28-March 1 1977

September 19-20, 1977

December 5-6, 1977

Correspondence, 1977
Financial report, 1977
Membership list, 1977
Memos, 1977
Board documents, January-June 1978
Aug.-December 1978
Board meeting, February 27-28, 1978
June 1-2, 1978
October 30-31, 1978
Financial report, 1978
Membership list, 1978
Memos, 1978
News release & reports, 1978
Slide/tape show script, 1978
Board documents, January-May 1979
June-December 1979

Box 5:

Executive Board and Membership Meeting Documents File (continued)

Board meeting, January 29-30 1979
May 21-22, 1979
Financial report, 1979
Board documents, 1980
Board meeting, January 14-15, 1980
May 19-20, 1980
October 17, 1980
Correspondence, 1980
Financial report, 1980
News releases, 1980
Board Documents Notebook, Part II, 1981
Board documents, 1981
January-June 1981
July-December 1981
Board meetings, January 22-23, 1981
May 20, October 8-9, 1981
Correspondence, 1981
Financial report, 1981
Board documents, 1982 (2 folders)
January-March 1982
Board meetings, May 26-27, 1982
October 28-29, 1982
Correspondence, 1982 (2 folders)

- Financial report, 1982
- Board documents, 1983
 - Board meeting, January 27, 1983
 - May 19-20, 1983
 - October 27-28, 1983
 - Financial report, 1983
 - Correspondence, 1983
- Board meeting, May 10-11, 1984
 - September 20-21, 1984
 - Articles & by-laws, 1984
 - Correspondence and board documents, 1984
 - Membership, 1984
- Board documents, 1985

Box 6:

Executive Board and Membership Meeting Documents File (continued)

- Board Documents, 1985
 - Board meeting, January 10, 1985
 - May 13-14, 1985
 - Boss report (marketing and services), 1985
 - Membership list, 1985
 - USBE News, 1985
- Board documents, 1985-87
- Board Documents, 1986
- USBE News, 1986
- Board Documents, 1987
- USBE News, 1987
- Board Documents, 1988
- Board Documents, 1989
- Board Documents, 1990
- USBE Bankruptcy and Financial Matters, 1989 (2 folders)
- USBE in Cleveland, 1994
- Alice Dulany Ball
- Photographs, 1956-1976

Box 7:

General Subject File

- A.I.D. negotiations, 1963-64
- Automation report (Pan Report), 1976
- Automation Committee, 1978, 1980-83
- Automation project, 1980
- Automation report (Marcum report), 1981

Alice Ball & Eugene MacGuire, retirement, 1983
Committees
 By-laws Committee, 1948-83
 Corporate Structure, 1969-71
 Foundation Committee, 1972-81
 Goals Committee, 1981-82
 Network Committee, 1979
 Operations Advisory Committee, 1980
 Personnel Relations Committee, 1959-65
 1969-81 (2 folders)
 Reports, 1976
 Review Committee, 1973-75
 January 7, 1974
 1975
 Sponsoring Agency Committee, 1977
 U.S.B.E., Universal Availability of Publications, 1977-81
Council of National Library Associations, 1961-77
Darien Book Aid Plan, 1950-60
Juanita Doares Administration Files
 Alice O. Ball--Executive Director Emeritus, 1984
 Boss report, correspondence, 1983
 Center for Research Libraries, 1983
 Draft contracts and position description, 1983
 Doares and Ghikus correspondence, 1983
 Executive Director--search committee, 1983
 Benita Weber--nomination for board, 1984
Documents list, 1974-80
Duplicates of early documents, 1948-50
Electronic data processing, 1976-80
Financial data, 1961-82
Ford Foundation, 1952-55, 1957, 1979
Ghikas Administration Files
 Audit, 1984
 Benefits, 1983-85
 Budget, 1983-84
 Bulk transfers, 1985

Box 8:

General Subject File (continued)

 Handling charge revisions, 1984-85
 Job descriptions

Management meeting, 1983-85
 Membership statistics, 1983-84
 Operating procedures/pay scale, 1977-83
 Personnel policies/problems, 1983-84
 Production statistics, 1979-85
 Staff meeting, 1979-83
 Suggestions, 1984
 Grants, applications, reports and correspondence, 1961-82
 Claude Hooker Monthly reports to board, 1986-87
 Medical Library Association, report, 1952
 Members, listed by year of joining, 1948-78
 1981-84
 Memos, 1962-63
 Name change, correspondence, 1975
 National Agriculture Library, 1971-73
 National Commission on Libraries, 1972-79
 National Periodical Center Data, 1974-79
 1976-78
 Newsletters & lists
 Newsletter--domestic & foreign eds., 1949-65
 1966-84
 Newsletter, February 1949-December 1952
 June 1953-December 1964
 January 1965-April 1984
 March-December 1980
 Want List for Periodicals, 1984
 Specialty lists, January 1984
 February-March 1984
 USB/News, May-October 1984
 November-December 1984

Box 9:

General Subject File (continued)

USB/News

January-October 1985
 June-October 1985
 November 1985
 December 1985-April 1986
 May 1986
 + June-October 1986
 November 1986
 December 1986-April 1987

May 1987
June-October 1987
November 1987
December 1987-April 1988
May 1988
June-October 1988
November-December 1988
January-February 1989
March-April 1989
Nominations & elections, 1975-83
Notes & minutes, 1956-63
Officers lists, 1948-82
Oversees services, 1977-80
Planning, 1972-77
Plans & goals, 1974-78
Procedures manual, ca. 1980
Program & operations handbook, 1977-84
Between meetings reports, 1984
Resource sharing, 1961-77
Rockefeller Foundation, 1948-65
Serial bibliographies, 1983
"A Serviceable Reservoir"--1st draft, 1959
Staff and status reports, 1974-82
Statistics, 1962-81
Supervisors handbook, ca. 1979

Box 10:

Associate Director's Administrative Subject File

Administrative handbook, 1984
American Library Association, 1977
Annual report, 1965-81
Association for Research Libraries, 1976-82
BRS, 1979-82
Bank, 1981
Bibliographic center, 1975-76
Books, book selection, 1966-83
Books statistics, 1965-68
Books Information Systems Consultants, Inc., 1982
Branch, 1968-79
CNLIA, 1977-81

Cataloging, 1982-83
Center for Research Libraries, 1982-83
Circulars, 1980
CONSER, 1975-76
Copyright, 1977
Cost analysis, 1970, 1980
Council on Library Resources, 1970-81
Dealers, binders, 1979-83
Dialog, 1983
Discard and want lists, 1977-83
EBSCO, 1980
Electronic Data Processing, 1978
Equal Employment Opportunity Commission, 1977
Exhibit, 1981-82
Federal Library Committee, 1975
Fees, 1981-82
Files and filing, 1971-81
Foreign distributors, 1970-75
Form letters, 1979-81
Forms, 1975-80
Foundation, etc., proposals, 1971-80
Functions, 1978
Gifts, 1965, 1980
Government documents, 1978
History, general information, 1972
Human Relations Council, 1969-81
Insurance, 1982-83
Inter-library loan, 1977-82
Inventory, 1962-81
Labor relations, 1979
Latin American lists, 1962-83
Lease, 1967-83
Library of Congress, 1962-81
Newsletter, 1973-83
Robbery, 1976-82

Associate Director's Personnel Subject File

Attendance, 1980-83
Complaints, 1983
Employee manual, 1978, 1982
Employee rules and announcements, 1956-81

Health coverage, ca. 1965
 Insurance, 1976-81
 Job Service Employers Committee, 1981-83
 Organization charts, 1976-81

Associate Director's Personnel Subject File

Pay scales, administration, 1972-76
 USBE, 1965-78
 Comparisons, 1974-76
 Personnel, dated lists, 1975-83
 Personnel job descriptions, administration, 1959-76
 Books, 1963-76
 Office, 1959-79
 Superseded, 1959-79
 Shipping, 1959-79
 Personnel records, information requests, 1965-73

Box 11:

Personnel survey report, 1963
 Policy, members, 1966-83
 Procedures, office, 1954-82
 Serials outdated, 1961-82
 Shipping, 1953-77
 References, 1965-82
 Remley, consultant report, 1969-76
 Rotation, 1977-78
 Safety, 1963-79
 Serials, 1970-77
 Staff committee, 1960-73
 Staff meetings, 1958-80
 Suggestions, 1958-73
 Summer employment, 1979
 Supervisor meetings, 1960-83
 T.I.A.A., 1977-82
 Telephones, 1960-82
 Temperature control, 1959-79
 Travel, 1976
 Veterans, x-rays, 1963-70, 1987
 USBE slide show, 1978
 Guest books, small red, 1949-November 1961

November 1961-October 1964 (brown)
October 1964-July 1967 (dark green)
July 1967-November 1968 (red)
November 1968-October 1977 (green)