

35/2/19  
Library  
Technical services  
Binding Division Subject File, 1911-93

Box 1:

ALA "Minimum Specifications for Class A Library Binding," revisions and correspondence, 1938-39, 1941  
Annual Reports, 1911-41, 1941/42-53/54, 1948-53, 1954/55-59/60, 1960-67, 1967/68-79/80, 1968-93  
Bids and Specifications, 1914, 1922, 1934, 1937-41  
Bids and Protests (answered by Josie B. Houchens), 1936-41  
Binding Contracts, 1937-42  
    1941-57  
    1959-60  
    1961-63  
    1965-67  
    1967-69  
    1969-71  
    1971-73  
Binding Subcommittee (to explore the feasibility of establishing an in-house bindery vs. contracts), 1931-35

Box 2:

Josie B. Houchens' Notes, Correspondence, Reports, and Clippings, 1941-42  
President Willard, Correspondence and Reports, 1941  
Comptroller's Office, Correspondence and Minutes, 1941  
Binding Cost Survey  
Estimated Costs, 1931, 1934, 1936-41  
Opinions, 1913, 1931, 1935-41  
Reports from other Libraries, 1937, 1940-41  
Budget, 1948-49, 1951-61  
Burned Shipment, Original Schedule, October 1953  
General Correspondence, 1914-16  
    1917-23, 1926  
    1934-41  
    1942-47  
    1948-61  
    1976  
Bindery Correspondence  
Allen Bookshop Bindery and Telegraph-Herald Bindery, 1938-41  
Board of Prisons, Binding Requisitions, 1911  
Bookshop Bindery, 1934, 1936-41  
Burgmeier Book Bindery, 1924-26, 1941  
Hertzberg and Sons Bookbinders, 1913-17  
    1918-23  
    1927-30  
    1932-55  
    1956-60

1961-62

New Method Book Bindery, 1941

Samples and Solicitation Letters from Assorted Binderies, 1913, 1918

Interlibrary Correspondence, 1959-62

Binding Division Forms, 1959-60

Library Binding Institute, 1936-41

Library School Fieldwork Program, 1950-60

List of Serials Currently Subscribed for by the University of Illinois Library, May 1914

Personnel, 1952-53, 1958, 1960

Procedures and Routines, ca. 1939-49

1950-61

Lettering, no date

Rules Governing the Checking of Gifts and Exchange Serials, ca. 1920

Stamping Guides, 1963

Rare Book Binding Pilot Project, 1957-58, 1960

Remodeling Plans, no date

Reprints, 1934-38, 1946

Supply Information, Circulars, Standards and Methods, 1929-65

Supply Requests, 1956-62

Statistics, Price Lists, 1934-41

Weeding of the Binding Record Files by the Assistant Binding Librarian, June 1968