

18/1/2  
Headquarters Library  
Librarian's Office  
Reports, Surveys and Budgets, 1926-1980

Box 1:

Budget requests, 1944/45-1967/68  
Reports, 1942, 1951  
    Correspondence, 1946-49  
    Memoranda, 1935-51  
    Committee on A.L.A. Archives and Library Materials, 1949  
        minutes, 1948  
        Subcommittee on Library Materials, 1949  
    "A.L.A. Headquarters Library," a history  
New building, 1960-61  
Policies questionnaires, 1962  
    Policy, 1963  
Reorganization and extension of services, 1945-56  
Reports and surveys concerning the Library, 1929-57  
Annual Reports, 1934-57  
Monthly Reports, 1926-33  
    1939-47  
    1947-58

Box 2:

Manual of Procedures and Policies, ca. 1946  
    Agenda, 1954  
    Memoranda, 1955-79  
    "Statement for an Enlarged Program for the Headquarters Library," 1955  
"A Guide to the Headquarters Library for A.L.A. Staff," 1969, 1972, 1976  
Booklists, compiled in the 1950's  
"News Notes, " #1-13, 1963-65  
"What's New," 1952-53  
A.L.A. Clearinghouse for Library Problems (7 folders), 1939-52  
"Landmarks in Our Professional Literature," 1951  
A.L.A. Committee on A.L.A. Archival and Library Materials, 1947-49  
"Periodicals Available For Routing to A.L.A. HQ Staff," 1974, 1976  
    Lists of holdings, 1958-80

Box 3:

COPEs Recommendation to Reduce Library Staff, 1974  
Films - Deposit Agreement, 1968-72  
Discard Procedure, 1972-74

Discounting and Returning, 1968  
Rental Policy, 1967  
New Building, 1974-75  
Picture Files, 1972  
Policies, 1960-69  
Procedures and History, 1956-68  
Reorganization, 1955-56 (2 folders)  
Staff Development, 1974  
"ALA Headquarters Library... At Your Service," 1963  
Tentative Statement of Harold F. Brigham, Treasurer (1947-49)  
Treasurer's Report: Audited Financial Statements, 1950-51, 1981-82, 1984-85, 1990, 1991