

35/1/51

Library

University Librarian's Office

Universal Serials & Book Exchange Archives, 1948-1994

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)