Preliminary Inventory

MG 7

Arizona State Library Association

1988-1995

Box 1:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>AzLA Newsletters</td>
<td>1990-1993</td>
</tr>
<tr>
<td>2</td>
<td>Contributed Papers presented at the AzLA Annual Conference</td>
<td>1995</td>
</tr>
<tr>
<td>3</td>
<td>Mountain Plains Library Association Correspondence &amp; Memoranda</td>
<td>1991-1993</td>
</tr>
<tr>
<td>4</td>
<td>Certificate recognizing AzLA as a sister association of the Asociación Mexicana de Bibliotecarios</td>
<td>1988</td>
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</table>

Note: AzLA is a member of the Mountain Plains Library Association
Preliminary Inventory

Arizona State Library Association

1933-1990

Box 1
f. 1 School Librarians in the State of Arizona, directory and notes relating to the directory, prepared by the School Library Media Division of ASLA ca1985

f. 2 Annual Report to the Membership 1987

f. 3-4 Arizona Long Range Program for Library Development for 1989-1992, prepared by the Department of Library, Archives and Public Records, Annual Meeting material, including planning meeting minutes, treasurer reports programs, and Annual Report to the Membership 1988

f. 5 Annual Meeting materials, including planning meeting minutes, treasurer's reports, and programs 1989

f. 6-7 Annual Meeting materials, including planning meeting minutes, treasurer's reports, and programs 1990

f. 8 Correspondence 1983-1987

f. 9 Conference and board materials 1971-1972

f. 10 Conference programs, report from subcommittee on laws, report from School Library Division on organization of school libraries, membership directory, Arizona Educational Media Association, White House conference materials 1933-1977

f. 11 Library Development Committee and conference materials 1963-1978

f. 12 Minutes of the Executive Board, members of the Executive Board, bylaws, Handbook of the Executive Board 1969-1970

ASLA Preliminary Inventory cont.

Box 2

ASLA conference programs 1933-1980
ASLA-AEMA conference programs 1983-1985

American Educational Media Association
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: The Association

HOW ACQUIRED: Gift

ACCESSION NUMBER: AA 85-8 QUANTITY: .5 cu. ft. (one ms box)

RECORD FORM: Original Records

INCLUSIVE DATES: 1968-1977

CONTENTS: Special Libraries Division Records of SLD Presidents.

Includes: Correspondence; Programs; Membership; Constitution and By-Laws.

(see following sheet for detailed listing)

ARCHIVES LOCATION: G-1 (top) 6 12 74

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:

DLAPR - ARC 006
ARIZONA STATE LIBRARY ASSOCIATION
SPECIAL LIBRARIES DIVISION
RECORDS OF SLD PRESIDENTS
1968-1977
AA 85-8

Correspondence; Programs; Membership; Constitution and By-laws.

- Patricia De Villier 1974-1975.
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: The Association

HOW ACQUIRED: Gift

ACCESSION NUMBER: AA 85-32 QUANTITY: One folder 2 inches thick, in one small ms box

RECORD FORM: Original Records

INCLUSIVE DATES: 1973-1983

CONTENTS: College and University Division. Secretary-Treasurers' Files.

Includes: Correspondence; Programs; Membership; Constitution and By-laws; Ballots; Annual reports; Treasurers' reports; Minutes.

Minutes are for: 1973 - Sep. 29 1977 - Mar. 19, Sep. 17
1974 - Sep. 28 1978 - Aug. 5
1975 - Sep. 26 1980 - Jan. 19, Sep. 27
1976 - Oct. 2, Dec. 18

ARCHIVES LOCATION: G 1 TOP 2 2.5

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: The Association

HOW ACQUIRED: Gift

ACCESSION NUMBER: AA 84-38

QUANTITY: 22.5 cu. ft.

RECORD FORM: Original Records

INCLUSIVE DATES: 1923 - 1984

CONTENTS: Administrative Records
Correspondence
Minutes
Treasurers' Reports
Conference and Convention Material
Scholarships
Student Library Ass'n. of Arizona
Constitution and By-laws
Scrapbooks

(see following pages for detailed listing)

ARCHIVES LOCATION: RmC

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:
ARIZONA STATE LIBRARY ASSOCIATION

RECORDS OF THE ASSOCIATION

1923 - 1984

AA 84-38

22.5 cu. ft.

(23 Boxes and two wrapped Parcels.)

[25 items in all]

BOX 1

Correspondence; Conferences; Policy; Minutes; Reports; Ad Hoc Committees; "Arizona Librarian"; ASLA Newsletter; Library Surveys; Representatives; Divisions: Colleges and Universities, Public Libraries, and School Libraries. 1923-1971, n.d.

BOX 2


BOX 3

Executive Board (continued): President's Correspondence. 1930-1964.

BOX 4

Executive Board (continued): President's Correspondence 1965-1967; Library Advisory Service Committee; Miscellaneous: Publicity, State Library and Archives, White House Conference on Children, W.P.A. Project, and Personnel Placement; Resolutions; Special Committees: Auditing; Awards, and Nominating; Standing Committees: Arizona Highways, Constitution and By-laws, and Conventions. 1926-1969, n.d.

BOX 5

Standing Committees (continued): Conventions (includes Minutes), Legislative and Federal Relations (includes Minutes), Library Development, and Membership. 1926-1968, n.d.

BOX 6

Standing Committees (continued): Membership, National Library Week (includes Minutes), and Recruitment & Scholarship; "Arizona Librarian"; Constitution and By-laws; Permanent Files Ad Hoc Committee; Library Education Committee; Executive Board Handbook for School Libraries Division; (more)
AA 84-38.

BOX 6 (continued)

White House Conference; and Southwestern Library Association material. 1947-1977.

BOX 7

Southwestern Library Association material (continued): Conferences, Budgets, Memos, Minutes, SLICE (Southwestern Library Interstate Cooperative Endeavor) material including Minutes, Correspondence, Reports, & Services to the Disadvantaged; Southwestern Library Association -National Endowment for the Humanities Planning Project; ASLA Articles of Incorporation; Correspondence; Divisions; and Roundtables. 1969-1977, n.d.

BOX 8

Committees: Arizona Highways Index, Audiovisual, Awards, Budget, Conferences (includes Minutes), Continuing Education, Ethnic Materials & Services, Goals, Information Science, Intellectual Freedom, Library Development & Legislation, Public Information, Membership, Nominations & Elections, Policies & By-laws, Publications, Services for Blind & Physically Handicapped; ASLA Treasurer; Bluebook material (including Minutes and Treasurers' Reports); Executive Secretary; and Student Library Association of Arizona. 1959-1978, n.d.

BOX 9

Student Library Association of Arizona (continued); Publicity; Resolution; Proposed Organizational Chart; Reports; "Libraries for Arizona: A Plan"; Budgets; Executive Board Members; and Minutes of Executive Board (1968-1971). 1958-1977, n.d.

BOX 10

Minutes of Executive Board (continued) 1972-1973; By-laws; Executive Handbook; Membership Cards and Listings; Cash Books; Financial Statements; and Treasurers' Reports. 1945-1978.

BOX 11

Cash Books (labeled "Disbursements"); Financial Reports; "Valuable Records Insurance Policy"; Constitution & By-laws; Treasurers' Reports; Auditor's Reports; Minutes; and Correspondence (1929-1953). 1929-1979.
AA 84-38.

BOX 12
Correspondence 1950-1973; Arizona Historical Advisory Committee and Arizona Highways Index: Correspondence and Orders. 1950-1977.

BOX 13

BOX 14
Convention or Conference Material (continued): Forms, Exhibitors' Instructions & Correspondence, Reports, Budgets, Contracts, Registrations Publicity, Conference Treasurers' Reports; and Library Development Committee (includes Minutes). 1964-1978.

BOX 15
Library Development Committee (continued, including Minutes): Newspaper Union List; State Library Survey; and Scholarship Fund Material. 1958-1977, n.d.

BOX 16

BOX 17
"Index or Guide to the ASLA Files," on 3"X5" cards; National Library Week Scrapbook for 1964; and three other Scrapbooks of Newspaper Clippings covering the time period 1969-1973. 1964-1973, n.d.

ITEM 18 61, 67
One Scrapbook of Newspaper Clippings from the 1960s. Parcel approximately 15"X14"X1 1/2", wrapped in brown paper.

ITEM 19
AA 84-38.

BOX 20
Committee on Services to the Blind and Physically Handicapped; Conference material; Correspondence; Treasurers' Reports and other reports; Young Readers' Awards; Continuing Education; Election expenses; Nominating Committee; Executive Board; Intellectual Freedom Committee; Handbook and by-laws; League of Arizona Cities and Towns; Legislative Committee; Membership material; MINUTES (1972-1979). 1962-1979.

BOX 21
Newsletter and other publications; Public Libraries Div'n.; Southwestern Libraries Association Nominating Committee; "The Speaker," a film about freedom (Discussion Guide); Standards Committee; SLICE (Southwestern Library Interstate Cooperative Endeavor). 1972-1979.

BOX 22

BOX 23
Treasurers' Files: Bank statements; Budgets; Income tax returns; Miscellaneous; Money market fund; Treasurers' reports. 1979-1984.

BOX 24
Contents are Eight loose-leaf Notebooks containing: Activities reports; Annual reports; Awards; Budgets; CHAIN Advisory Board; Committee reports; Conference reports; Correspondence; Constitution and by-laws; Membership material; Memos; MINUTES; Presidents' reports and other reports including Roundtables' and Treasurers' reports. 1976-1983.

BOX 25
(Original label stated that the box contained ASLA Annual Conference Treasurers' Reports for 1976-1983) Treasurers' reports; Abstracts of annual reports; Conference program listings (printed schedules); School library media program information; Memos; Correspondence; Bank statements; Ledgers of conference income and expenditures; and Arizona Library Technicians and Assistants Roundtable material. 1968-1984.

(End of record series.)

(Note: Boxes 20, 21, 23, and 24 contain more detailed listings.)
ARIZONA STATE LIBRARY ASSOCIATION
Ad Hoc Committee on Permanent Files
Annual Report 1968-1969

PURPOSE OF THE COMMITTEE

1. Locate and collect the files of the Association.
2. Outline a serviceable plan of arrangement for these files.
3. Evaluate the records for retention-disposal.
4. Determine a permanent location for storage of the files.
5. Arrange this material, time permitting.

FINDINGS

The bulk of the files are located at the Department of Library and Archives. Through letters and a notice in the ASLA Newsletter, records scattered throughout the state were assembled. In many instances files had been passed on to incoming officers each year. At sometime in the past a subject arrangement of the material was attempted. Most of the material is not dated, and there is much duplication. After three working-sessions with the files, the Committee estimated that it would require the time of one person, for a period of three to four weeks, to chronologically arrange the material and compile an index to certain material that could not be easily located under a broad subject arrangement.

RECOMMENDATIONS

The following suggestions are presented for consideration: 1. Duplicate copies of conference proceedings and other papers now on hand be made available to libraries in Arizona. 2. That in the future each officer keep only one copy of correspondence, reports, etc., to pass on to the incoming officer. 3. That after two years back files be retired to the permanent file. 4. An outline of the arrangement of the files be included in the handbook so that each officer might have an idea of how the permanent files are arranged. 5. That all records be dated.

DECISIONS

On February 22, 1969, the Executive Board of ASLA accepted the following recommendations made by this Committee: (1) That the material be arranged chronologically, rather than by subject, with an index to certain material that could not be easily located under a broad subject arrangement, (2) that files be kept up to date, (3) that the offer by the Department of Library and Archives to house this material be accepted, (4) that the budget proposed, with an allocation of $200, approved.

Respectfully submitted,

Helen V. Scott

(Miss) Helen V. Scott, Chairman
Mrs. Etta Mae Dawson
Mrs. Iola Stroehlein
Mrs. Marguerite B. Cooley

2/28/69
PLAN FOR PERMANENT FILES
ARIZONA STATE LIBRARY ASSOCIATION

1. AD HOC COMMITTEES
2. ARIZONA LIBRARIAN
3. ASLA NEWSLETTER
4. ASSOCIATION REPRESENTATIVES
   - ALA
   - ARIZONA COUNCIL FOR EDUCATION
   - SOUTHWESTERN LIBRARY ASSOCIATION
5. DIVISIONS
   - COLLEGE AND UNIVERSITIES
   - PUBLIC LIBRARIES
   - SCHOOL LIBRARIES
   - SPECIAL LIBRARIES
   - STUDENT LIBRARY ASSOCIATION OF ARIZONA
   - TRUSTEES
6. EXECUTIVE BOARD
   - ANNUAL (SUMMARY) REPORTS TO PRESIDENTS
   - ASLA POLICY HANDBOOK BY ORDER OF EXECUTIVE BOARD
   - MEMBERSHIP
   - MINUTES OF MEETINGS (MAY, SEPT, DEC, FEB.)
   - POLICIES
     - FISCAL (BUDGET, CONFERENCE, FINANCING, ETC.)
     - INTELLECTUAL FREEDOM
     - PRESIDENT'S CORRESPONDENCE
7. LIBRARY ADVISORY SERVICE COMMITTEE
8. MISCELLANEOUS
   - PUBLICITY
   - STATE LIBRARY AND ARCHIVES
   - WHITE HOUSE CONFERENCE
   - W.P.W. PROJECTS
9. SPECIAL COMMITTEES
   - AUDIT
   - AWARDS
   - NOMINATING
10. STANDING COMMITTEES
    - ARIZONA HIGHWAYS
    - CONSTITUTION AND BY-LAWS
    - CONVENTION (INCLUDE ALL ARRANGEMENTS)
      - EXHIBITS
      - PROCEEDINGS
      - PROGRAMS
    - LEGISLATIVE AND FEDERAL RELATIONS
    - LIBRARY DEVELOPMENT
      - EXTENSION SERVICE
    - MEMBERSHIP
    - NATIONAL LIBRARY WEEK
    - RECRUITMENT AND SCHOLARSHIP
11. RESOLUTIONS

   (THIS FILE IS FIRST IN ALPHABETICAL ORDER,
   THEN CHRONOLOGICAL UNDER HEADINGS.)
Preliminary Inventory

MG 7

Arizona State Library Association

Government Documents Round Table and
National Library Week

1974-1990

Box 1

Union List of Federal Documents in microform held by selected Arizona Libraries. Edited by Kathleen E. Gardiser, Documents Librarian, Arizona State University Library. Sponsored by Government Documents Round Table, ASLA.

Biographical Directory of the 35th Legislature, 1981-1982. Compiled by the Government Documents Round Table, ASLA.


folder 2  Project noted for the Biographical Directory of the 34th Legislature. (folder), 1979.

Minutes, Annual Reports, and notes from the Government Round Table, 1979-1990.

folder 3  Materials relating to National Library Week, photographs, newspaper articles, materials related to artists who created the posters.

6/21/91 cg
Preliminary Inventory

MG 7

Arizona State Library Association

1982-1987

Materials from Secretary's Record Book, November 1986-November 1987

Petitions in support of the establishment of various Arizona State Library Association roundtables

Membership records, 1982-1984

Annual Report, 1985-1986

Arizona Library Directory, 1987


11/25/91 cg
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: Arizona State Library Association

HOW ACQUIRED: Gift

ACCESSION NUMBER: AA-83-36

QUANTITY: 1 folder

RECORD FORM: Photocopy

INCLUSIVE DATES: 1982-1983

CONTENTS: Minutes of the Association; Committee Reports

ARCHIVES LOCATION:  

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:
The State Library Association was established in 1926.
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: Arizona State Library Association

HOW ACQUIRED: gift

ACCESSION NUMBER: AA-82-5

QUANTITY: 1 vol.

RECORD FORM: Original: Minutes, Proceedings, Newsclippings

INCLUSIVE DATES: 1926-1949

CONTENTS: Minutes, Proceedings, Reports, Clippings, Correspondence, Programs, Constitution

ARCHIVES LOCATION: G-1.3 TOP

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:

The State Library Association was established in 1926.
TITLE OF COLLECTION: Arizona State Library Association

SOURCE: Arizona State Library Association

HOW ACQUIRED: gift

ACCESSION NUMBER: AA-32-6 QUANTITY: 6 notebooks

RECORD FORM: Original

INCLUSIVE DATES: 1973-1981 (for detailed listing, see next two pages)

CONTENTS:


Vol. 2 Annual Report for 1973-1974; Legislation; Committee memos; Corres.; LARSS; Fed. corres.; Library laws; Legislators; ASLA Newsletter.

Vol. 3 Annual Report for 1974-1975; Committee memos; Library legislation; Corres.; National items.

Vol. 4 Committee memos; Budget; Corres.; National items, 1975-1976.

Vol. 5 Annual Report for 1977; Washington Newsletters; Publication on Certification of public libraries; Letters; Budget; ALA Washington office; Legislation; ASLA Executive Board; Membership Committee.

Vol. 6 Meetings; promotional items; corres.; reports; funding; legislation; Citizens'Forum; Annual Report, 1981; Dev. & legislation Report, 1979-1981.

ARCHIVES LOCATION:

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY:
Notebook # 1, Labeled "1973"

3. Background.
4. Correspondence.
5. Human Resources Coalition.
6. Federal (newsletters and correspondence).

Notebook # 2, Labeled "1973-1974."

2. Legislation.
3. Legislation rationale.
4. Committee memos.
5. Correspondence.
6. LARSS. Library Area Reference Service System.
7. Federal correspondence.
8. Library laws.
9. Legislators.
10. ASLA Newsletter.

Notebook # 3, Labeled "1974-1975."

2. Committee Memos.
3. Library legislation.
4. Correspondence.
5. National.

Notebook # 4, Labeled "1975-1976."

1. Committee memos.
2. Budget.
3. Arizona State Legislature Legislative Digest.
4. Correspondence.
5. National.

Notebook # 5, Labeled "1977."

2. Washington newsletters.
4. Letters, report.
5. Budget.
8. Legislation.
10. Membership Committee.
Notebook # 6 - Not labeled, but contains material from 1979-1981.

Among its contents are: Announcements and agendas of meetings; Promotional materials; Meetings notes; Correspondence; Reports; Funding; Legislation; Goals; Concerned Citizens' Forum; President's Annual Report of September, 1981; and Library Development and Legislation Committee Annual Report for 1980-1981.

(End of record series)

SOURCE: June Davis. 2008 N. 29th Street, Phoenix 85008

HOW ACQUIRED: Gift (Oct. 11, 1983)

ACCESSION NUMBER: AA-83-27

QUANTITY: 6 loose-leaf notebooks

RECORD FORM: loose-leaf

INCLUSIVE DATES: 1963-1982

CONTENTS: Chronology, 1963-1982 of the Division. Includes: Theme for each year; officers; Executive Bd members; Total membership for each year; Budget allotment; Projects; Conferences; National citations and honors.

Minutes: 1963-64 -- 1966-67


Minutes 1970-71 -- 1973-74

Minutes 1974-75 -- 1977-78

Minutes 1978-79 -- 1981-82

Other: Constitution, news articles, notices of meetings and agendas, business letters; Treasurer's reports; activity schedules, printed programs for conferences and conventions; reports, budgets, committee memberships, bibliographies.

ARCHIVES LOCATION: 

BIOGRAPHICAL OR ADMINISTRATIVE HISTORY: 
## Preliminary Inventory

**MG 7**

Arizona State Library Association

1975-1980

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<th>Description</th>
<th>Dates</th>
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<td>1977</td>
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<td>School Libraries Newsletter</td>
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<td>ASLA Newsletter</td>
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7/16/93, cg
A94-2
## Preliminary Inventory

**MG 7**

Arizona State Library Association

1984-1986

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<td>Treasurer's reports</td>
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### MG 7

**Arizona State Library Association**

**1984-2001**

**Accn. # A-2004-29**

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<td>AZLA Newsletters</td>
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<td>1</td>
<td>AZLA Membership Directory</td>
<td>1988-2001</td>
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<td>2</td>
<td>Membership Committee (red binder)</td>
<td>1990-1991</td>
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<td>2</td>
<td>AZLA, (white binder)</td>
<td>1996</td>
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<td>2</td>
<td>AZLA, 1996 conference (black binder)</td>
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<tr>
<td>3</td>
<td>Treasurer’s Report (Assoc. &amp; Conf.)</td>
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<td>Treasurer’s Records (Assoc. &amp; Conf.)</td>
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<td>Treasurer’s Report (Assoc. &amp; Conf.)</td>
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<td>Misc. Papers: annual reports, boards and comm. meetings, conference &amp; awards programs, correspondence, etc.</td>
<td>1987-1998</td>
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<td>10</td>
<td>Misc. Papers: annual reports, conference &amp; awards programs, membership applications</td>
<td>1999-2001</td>
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