
Library. Special Collections. Administrative files. 1943-.UARC.0406

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UCLA Library Special Collections

Online finding aid last updated 2021 August 18.

Room A1713, Charles E. Young Research Library

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URL: <https://www.library.ucla.edu/special-collections>

Contributing Institution: UCLA Library Special Collections

Title: Library. Special Collections. Administrative files.

Identifier/Call Number: UARC.0406

Physical Description: 12.8 Linear Feet(32 boxes)

Date (inclusive): 1943-1994

Abstract: Record Series 406 contains the administrative files of UCLA Library department of Special Collections, including: acquisitions, annual reports, correspondence, events, procedures, personnel, and statistics. Units within the Department of Special Collections include: rare books, manuscripts, oral history program, and university archives.

Language of Material: English .

Access

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Preferred Citation

[Identification of item], Library. Special Collections. Administrative files (University Archives Record Series 406). UCLA Library Special Collections, University Archives.

UCLA Catalog Record ID

UCLA Catalog Record ID: [3466947](#)

Historical note

The UCLA Department of Special Collections, originally called the Department of Manuscripts, Archives, and Rare Books, was officially established on July 1, 1947 by Lawrence Clark Powell, UCLA University Librarian. On July 28, 1950, the Department of Special Collections dedicated its "permanent" home located on the first and second floors, West wing, of what is now called the Powell Library. In July 1971 the Department of Special Collections relocated from the Powell Library into the newly constructed Young Research Library addition, Room A1713. The following persons have served as Head of the Department of Special Collections:

- 1947-1950 Neal Harlow (Note: also UCLA Acquisitions Librarian.)
- 1950-1951 Andrew H. Horn (Note: also UCLA University Archivist.)
- 1951-1971 Wilbur J. Smith
- 1973-1983 James V. Mink (Note: also UCLA University Archivist.)
- 1984-1996 David S. Zeidberg
- 1997-1999 Susan M. Allen
- 2000-2009 Victoria Steele
- 2010-2014 Tom Hyry

Various library units have reported to the Department of Special Collection since its inception [see also Organization Charts at end of Inventory]: 1947/1948 Manuscripts and Archives; Maps; Music Library; Photographic Service; Rare Books; University Archives 1948/1949 California Imprints; Exhibits; Manuscripts and Special Collections; Maps and Atlases; Music Library; Pamphlet Collections; Photographic Service; Rare Books; UCLA Archives 1955 July Music Library becomes a branch library 1955/1956 Bindery Restoration, Oriental Collection, Manuscripts, Maps, Newspapers, Pamphlets, Rare books, University Archives 1959 July Oriental Collection becomes a branch library. Note: The Oriental Collection was founded in 1947 by Professor Richard C. Rudolph Oral History Program established 1960/1961 Graphic Arts, Bibliography, Manuscripts, Literary Manuscripts, Maps, Newspapers, Pamphlets, Rare books, University Archives Note: the 1960/1961 Annual Report notes that the bulk of the map collection was transferred to the Geography Department. 1970/1971 Oral History Program, Ephemera, Bibliography, Graphic Arts, Manuscripts (Literary & Historical), Maps, Newspapers, Pamphlets, Rare books, Theater Arts, Theses and Dissertations, University Archives 1980/1981 Manuscripts (Literary & Historical), Oral History Program, Exhibits 1985/1986 Manuscripts, University Archives 1995/1996 Manuscripts.

For additional information on the UCLA Department of Special Collections, see: *Department of Special Collections. Guide to the Department of Special Collections; 50th Anniversary of the Department, 1950-2000*. UCLA Department of Special Collections, 1998. Department of Special Collections. *Not Tantalum to Rarity: Fifty Years of Collecting, An Exhibit Celebrating a Half Century of Special Collections at the UCLA Library*. 2002. UCLA Department of Special Collections, 2002. Zachary, Claude Ben. *A History of the UCLA Library Department of Special Collections: 1945-1971*. UCLA Dept. of Library and Information Science (thesis), 1998.

Scope and Content

Record Series 406 contains the administrative files of UCLA Library department of Special Collections, including: acquisitions, annual reports, correspondence, events, procedures, personnel, and statistics. Units within the Department of Special Collections include: rare books, manuscripts, oral history program, and university archives.

Abbreviations Used in the Container List:

ABAA Antiquarian Booksellers Association of America

ACRL Association of College and Research Libraries

ADCON Library Administrator's Conference

ALA American Library Association

CAAS Center for African American Studies (UCLA)

GSLIS Graduate School of Library and Information Science (UCLA)

LAPNET Los Angeles Preservation Network

LSD Library Systems Development (UCLA)

MLA Music Library Association

NEH National Endowment for the Humanities

PLB Powell Library Building (UCLA)

Conservation Note: Newspaper clippings and photographs.

This is an active Record Series; additional University records are expected to be added.

Subjects and Indexing Terms

Harlow, Neal

Horn, Andrew H. (Andrew Harlis)

box 1	Correspondence: A. 1950-1955.
box 1	Correspondence: Alicat Book Shop (Yonkers, New York). 1950-1955.
box 1	Correspondence: Analysis of Paper Samples for Acidity. 1950.
box 1	Correspondence: Automobile Club of Southern California. 1950-1955.
box 1	Correspondence: B. 1950-1955.
box 1	Correspondence: Baker Street Irregulars, Inc. 1950.
box 1	Correspondence: Barnes, R. S. (Chicago) (Bookseller). 1950-1955.
box 1	Correspondence: Berkeley, University of California. 1950-1955.
box 1	Correspondence: Blanchard. 1950-1955.
box 1	Correspondence: Brazilian Consulate. 1950-1955.
box 1	Correspondence: C. 1950-1955.
box 1	Correspondence: Campbell, Robert (Book Contest). 1950-1955.
box 1	Correspondence: Carpenter, Ed. 1950-1955.
box 1	Correspondence: Central Book Store (Chicago) (Nathaniel Cowen). 1950-1955.
box 1	Correspondence: Charles Rare Books (Tudor House Buntington Herts). 1950-1955.
box 1	Correspondence: Chase, Ransom W. 1950-1955.
box 1	Correspondence: Colorado College. 1950-1955.
box 1	Correspondence: Colt Press. 1950-1955.
box 1	Correspondence: Columbia University (New York). 1950-1955.
box 1	Correspondence: Coman, Edwin T. Jr. (University of California, Riverside). 1950-1955.
box 1	Correspondence: D. 1950-1955.
box 1	Correspondence: Dawson's Book Shop (Los Angeles). 1950-1955.
box 1	Correspondence: Dolphin Book Co., LTD. 1950-1955.
box 1	Correspondence: Driscoll, Emily. 1950-1955.
box 1	Correspondence: Duchness, Phillip C. (Bookseller). 1950-1955.
box 1	Correspondence: E. 1950-1955.

box 1 **Correspondence: Eberstadt & Sons (New York)(Bookseller). 1950-1955.**
box 1 **Correspondence: Edwards, Francis, LTD. (London) (Bookseller). 1950-1955.**
box 1 **Correspondence: Edwards, H. W., LTD. (Ashmore Green, Newbury Berks., England) (Bookseller). 1950-1955.**
box 1 **Correspondence: F. 1950-1955.**
box 1 **Correspondence: Fletcher, Ed (La Mesa, California). n.d.**
box 1 **Correspondence: French Consulate. 1950-1955.**
box 1 **Correspondence: Friends of the Honnold Library. 1950-1955.**
box 1 **Correspondence: G. 1950-1955.**
box 1 **Correspondence: Gateway to Music. 1950-1955.**
box 1 **Correspondence: Gifts and Exchanges (Department of Special Collections, University of California, Berkeley). 1950-1955.**
box 1 **Correspondence: Godspeed Book Shop (Boston, Massachusetts). 1950-1955.**
box 2 **Correspondence: H. 1948-1960.**
box 2 **Correspondence: Harlow, Neal. 1948-1960.**
box 2 **Correspondence: Harrell, O. J. 1948-1960.**
box 2 **Correspondence: Hart, James D. 1948-1960.**
box 2 **Correspondence: Hawken, William R. 1948-1960.**
box 2 **Correspondence: Hebrew Union College. 1948-1960.**
box 2 **Correspondence: Hilton, Ronald. 1948-1960.**
box 2 **Correspondence: Hinke, Helen. 1948-1960.**

Scope and Content

Regarding: Memoirs of General Lafayette.

box 2 **Correspondence: Holmquist. 1948-1960.**
box 2 **Correspondence: Hook, James Lewis (Philadelphia) (Bookseller). 1948-1960.**
box 2 **Correspondence: Horn, Andrew. 1948-1960.**
box 2 **Correspondence: Howell, John (San Francisco) (Bookseller). 1948-1960.**
box 2 **Correspondence: Hunley, Maxwell (Beverly Hills) (Bookseller). 1948-1960.**
box 2 **Correspondence: Huntington Library. 1948-1960.**
box 2 **Correspondence: Huntington Hartford Foundation. 1948-1960.**
box 2 **Correspondence: Hussey, Ronald D. Collection. 1948-1960.**
box 2 **Correspondence: Huxley, Aldous (Manuscript). 1948-1960.**
box 2 **Correspondence: I. 1948-1960.**
box 2 **Correspondence: Inquiries regarding Books, Documents, Etc. 1948-1960.**
box 2 **Correspondence: Iowa State Department of History. 1948-1960.**
box 2 **Correspondence: J. 1948-1960.**
box 2 **Correspondence: K. 1948-1960.**
box 2 **Correspondence: Kenny, Robert Walker. 1948-1960.**
box 2 **Correspondence: Kentucky, University of. 1948-1960.**
box 2 **Correspondence: L. 1948-1960.**
box 2 **Correspondence: Lamb, Harold. 1948-1960.**
box 2 **Correspondence: Lane, Robert Frederick. 1948-1960.**
box 2 **Correspondence: Layne, J. Gregg. 1948-1960.**
box 2 **Correspondence: Lempertz, Thomas Q. 1948-1960.**
box 2 **Correspondence: Long Beach Public Library. 1948-1960.**
box 2 **Correspondence: Los Angeles Public Library. 1948-1960.**
box 2 **Correspondence: Lowe Bros. LTD. (Birmingham, England) (Bookseller). 1948-1960.**
box 2 **Correspondence: Lyman, George. 1948-1960.**

General note

(See also Magee, David)

box 2 **Correspondence: Lyons, Ralph. 1948-1960.**
box 2 **Correspondence: Mc. 1948-1960.**
box 3 **Correspondence: M. 1949-1958.**
box 3 **Correspondence: Macgowan, Kenneth. 1949-1958.**

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- box 3 **Correspondence: Magee, David (San Francisco) (Bookseller). 1949-1958.**
 Scope and Content
 Includes George Lyman invoices.
- box 3 **Correspondence: Maggs Brothers, LTD. 1949-1958.**
box 3 **Correspondence: Manuscript Society (New York). 1949-1958.**
box 3 **Correspondence: Matthews, Elkin (Stortford, Herts, England) (Book dealers).
1949-1958.**
- box 3 **Correspondence: Midland Rare Book Company (Mansfield, Ohio). 1949-1958.**
box 3 **Correspondence: Morrill, Edward, and Son (Boston, Massachusetts). 1949-1958.**
box 3 **Correspondence: Mortlake, Harold, & Company (London) (Antiquarian booksellers).
1949-1958.**
- box 3 **Correspondence: Mott, Howard S., Inc. (New York). 1949-1958.**
box 3 **Correspondence: Muirhead, Arnold (Hertz, England) (Bookseller). 1949-1958.**
box 3 **Correspondence: Myers & Company, LTD (London) (Bookseller). 1949-1958.**
box 3 **Correspondence: N. 1949-1958.**
box 3 **Correspondence: Nelson, Boris Erich. 1949-1958.**
box 3 **Correspondence: North Carolina, University Library (Chapel Hill, North Carolina).
1949-1958.**
- box 3 **Correspondence: O. 1949-1958.**
box 3 **Correspondence: P. 1949-1958.**
box 3 **Correspondence: Parsons, Edward A. 1949-1958.**
box 3 **Correspondence: Pearson, R. C. (Cambridge, England) (Bookseller). 1949-1958.**
box 3 **Correspondence: Philadelphia, Free Library of.**
box 3 **Correspondence: Pickering and Chatto, LTD. (London). 1949-1958.**
box 3 **Correspondence: Pierpont Morgan Library (New York). 1949-1958.**
box 3 **Correspondence: Plaisted, Thais. 1949-1958.**
box 3 **Correspondence: Powell, Lawrence Clark. 1949-1958.**
box 3 **Correspondence: Q. 1949-1958.**
box 3 **Correspondence: R. 1949-1958.**
box 3 **Correspondence: Reynolds, Jack E. (Van Nuys, California)(bookseller). 1949-1958.**
box 3 **Correspondence: Robinson, William Wilcox. 1949-1958.**
box 3 **Correspondence: Rolle, Andrew. 1949-1958.**
box 3 **Correspondence: Romaine, Lawrence B. (Middleboro, Massachusetts) (Book dealer).
1949-1958.**
- box 3 **Correspondence: Romer, G. P. 1949-1958.**
box 3 **Correspondence: Rota, Bertram, LTD. (London). 1949-1958.**
box 3 **Correspondence: Rounce and Coffin. 1948-1958.**
 Scope and Content
 No correspondence; contains club membership list (1948) and meeting/exhibition brochure
(1950).
- box 3 **Correspondence: Roxburghe Club (San Francisco). 1949-1958.**
box 3 **Correspondence: Royer, M. J. (Los Angeles) (Bookseller). 1949-1958.**
 Scope and Content
 Includes invoices (1951-1954).
- box 3 **Correspondence: Ruby, Harry. 1949-1958.**
 Scope and Content
 Gifts, 1951: Four lists/appraisals of manuscript and first edition books donated to Special
Collections by Harry Ruby.
- box 3 **Correspondence: Russell, G. W. and Company. 1949-1958.**
 Scope and Content
 Includes leather samples.
-

box 3 **Correspondence: Ryan, Don. 1949-1958.**
box 4 **Correspondence: Southern California Newspaper Microfilm Project. 1949-1958.**
box 4 **Correspondence: S. 1949-1958.**
box 4 **Correspondence: Sacramento County Free Library. 1949-1958.**
box 4 **Correspondence: Santa Barbara, University of California. 1949-1958.**
box 4 **Correspondence: Santa Barbara Public Library. 1949-1958.**
box 4 **Correspondence: Schatzki, Walter (New York)(Book dealer). 1949-1958.**
box 4 **Correspondence: Scribner Book Store (New York). 1949-1958.**
box 4 **Correspondence: Severance Club. 1949-1958.**
box 4 **Correspondence: Sims, G. F. (Rare books). 1949-1958.**
box 4 **Correspondence: Smith, Stanley (Penny Dreadful's Books). 1949-1958.**
box 4 **Correspondence: Sotheby and Company. (London). 1949-1958.**
box 4 **Correspondence: Southern California, University of. 1949-1958.**
box 4 **Correspondence: Southwest Project - Federal Records. 1949-1958.**
box 4 **Correspondence: Sowers, Roy Vernon (Los Gatos, California)(Rare books). 1949-1958.**
box 4 **Correspondence: Spirit of the Times (Periodical). 1949-1958.**
box 4 **Correspondence: Sussman, Mr. and Mrs. Irving. 1949-1958.**
box 4 **Correspondence: Swerling, Jo and Flo. 1949-1958.**

Scope and Content

Gifts, 1955: Includes donation information regarding Adolf Hitler's personal set by Von Clausewitz, newspaper with image of donors.

box 5 **Correspondence: T. 1948-1960.**
box 5 **Correspondence: Thomason, Bob (University of North Carolina Library). 1950-1955.**
box 5 **Correspondence: Thompson, Lawrence S. 1950-1955.**
box 5 **Correspondence: Turner, Justin. 1950-1955.**
box 5 **Correspondence: U.S. Federal Security Agency. 1950-1955.**
box 5 **Correspondence: V. 1950-1955.**

Scope and Content

Includes photo; booklet.

box 5 **Correspondence: Vandale, Earl. 1950-1955.**
box 5 **Correspondence: Von Hagen, Victor W. 1950-1955.**
box 5 **Correspondence: W. 1950-1955.**
box 5 **Correspondence: Walker, Mrs. J. H. (Frieda). 1950-1955.**
box 5 **Correspondence: Westerners Los Angeles Corral. 1950-1955.**
box 5 **Correspondence: Wood, Raymond F. 1950-1955.**
box 5 **Correspondence: Wreden, William P. (Palo Alto, California) (Rare Books). 1950-1955.**
box 5 **Correspondence: XYZ. 1950-1955.**
box 5 **Correspondence: Yale, Charles P. (Pasadena, California) (Bookseller). 1950-1955.**
box 5 **Correspondence: Zamboni, Karl (Rare Books). 1950-1955.**
box 5 **Correspondence: Zeitlin & Verbrugge (Booksellers). 1950-1955.**
box 6 **"Administration of Manuscripts in a University Library" - Neal Harlow. 1949.**

General Physical Description note: Bound typescript, one volume.

box 6 **"Conservation of Newspaper Resources in California Libraries" - Neal Harlow. 1947 May.**

Scope and Content

Cooperative program of collecting and conserving newspapers, including microfilming; California State Library, University of California, Berkeley and UCLA.

box 6 **Acquisition Policy. 1953; 1955.**
box 6 **Additions to the Department of Special Collections. 1949-1950; 1953.**

Scope and Content

Includes "Notable Additions" for 1949-1950; Notes on allocation of funds, 1953.

box 6	<p>Aid to Libraries in War Areas, Committee on. 1945. Scope and Content World War II UCLA and Library of Congress committees.</p>
box 6 box 6 box 6	<p>Bindery - Special Collections. 1949-1955. Book Plate Collection. 1951. Codes - UCLA Library. 1948-1951. Scope and Content Includes Lending Code, Code for Handling Microfilm, and Branch Library Code.</p>
box 6 box 6	<p>Disaster Preparedness Program - UCLA Library. 1951-1952. Exhibits - Special Collections Department. 1950-1951. Scope and Content Includes correspondence.</p>
box 6 box 6	<p>Faculty Cubicles - UCLA Library. 1954. First Level Project. 1949-1954. Scope and Content Regards serials on first level of library; 1st Level committee memos, correspondence, and job procedures.</p>
box 6 box 6	<p>Forms - Special Collections Department (obsolete). 1949-1950. Friends of the UCLA Library. 1951-1957. Scope and Content Includes financial reports, correspondence and membership list.</p>
box 6 box 6 box 6 box 6	<p>Job Analysis, Neal Harlow. 1946. Latin American Studies. 1948-1950. Law Library, UCLA. 1949-1954. Library Administrative Manual. 1952-1957. Physical Description: 3 folders</p>
box 6	<p>Library Building Program. 1948-1955. Scope and Content Library stack addition.</p>
box 6	<p>Library Committee, UCLA. 1948-1949. Scope and Content Report to Academic Senate, Southern Section.</p>
box 6 box 7 box 7 box 7 box 7 box 7	<p>Library Council. 1947-1961. Map Collections, Correspondence. 1949-1957. Map Collections, Procedures. 1947-1962. Memorandums, Acquisitions. 1950-1960. Memorandums, Archives Report. 1948 Oct 27. Memorandums, Biomedical Library. 1950-1955. Scope and Content Includes Elmer Belt article; Los Angeles Times, 1952 Feb 18, part II, pages 1 & 8 (Note: page 8 is missing).</p>
box 7	<p>Memorandums, Gifts and Exchange. 1948. Scope and Content Includes donor information.</p>

box 7	<p>Memorandums, Theater Arts. 1949-1976.</p>
box 7	<p>Microfilm. 1948-1955.</p> <p>Scope and Content</p> <p>Includes memorandums regarding microfilm resources and procedures; 1950 American Documentation booklet.</p>
box 7	<p>Music Library [Acquisitions, Reports, Collection Development]. 1946-1955.</p> <p>Scope and Content</p> <p>Includes Lawrence Clark Powell note on development of Music Library (circa 1947). Collection founded with materials donated at discontinuation of Federal Music Project in 1942. Collection was administered for five years by Leon Strashun. He was succeeded by Ruth Doxsee in 1947 July, and Department was placed in the Department of Special Collections.</p>
box 7	<p>Newspapers. 1951-1953.</p> <p>Scope and Content</p> <p>Includes holdings of local and national newspapers in paper and microfilm; 1953 Wilbur Smith memo on newspaper use.</p>
box 7	<p>Organization Anlysis of the Department of Special Collections by Abe Victor Alves, Jr. [UCLA School of Business Administration]. 1958.</p> <p>Scope and Content</p> <p>Includes organization charts of the Department of Special Collections.</p>
box 7	<p>Oriental Library. 1949-1955.</p> <p>General note</p> <p>Collection founded by Professor Richard C. Rudolph in 1947. Library established in 1956 and administered by the Department of Special Collections until 1959 July 1.</p>
box 7	<p>Orientation Program, Library, Department of Special Collections. 1948-1955.</p> <p>Scope and Content</p> <p>Includes 1952 UCLA Libraries organization chart.</p>
box 7	<p>Paintings, Prints, Art Objects. 1948-1954.</p> <p>Scope and Content</p> <p>Includes list of art collections at UCLA Library in 1951, list of the Willets J. Hole Collection, and several memos.</p>
box 7	<p>Personnel, Special Collections. 1949-1956.</p> <p>Scope and Content</p> <p>Includes policies, reports, forms, job descriptions, etc.</p>
box 7	<p>Photographic Service. 1948-1957.</p>
box 7	<p>Printing Seminars [H. Richard Archer]. 1952-1953.</p>
box 7	<p>Procedures Manual. 1946-1954.</p>
box 7	<p>Rare Books and Leather Bound Books. 1948-1950.</p> <p>Scope and Content</p> <p>Includes conservation treatment procedures and processing.</p>
box 8	<p>Rare Books and Research: Addresses Given at the Dedication of the Department of Special Collections, 1950 Jul 28, University of California Library, Los Angeles. Book dummy, printer's proofs. 1950, 1951.</p>

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- box 8 **Rare Books and Research: Addresses Given at the Dedication of the Department of Special Collections, July 28, 1950. Typescript. 1951.**
 Scope and Content
 Includes addresses by Majl Ewing, Henry R. Wagner, George L. Harding, John Walton Caughey, James T. Babb.
- box 8 **Reserve Book Lists. 1951-1953; n.d.**
box 8 **Salaries. 1950-1951.**
box 8 **Supplies and Equipment. 1948-1954.**
box 8 **Transfers to Special Collections [Rare Books, University Archives]. 1949-1953.**
 Physical Description: 4 folders
 Scope and Content
 Contains information on Rare Book Truck inventory, items cataloged, etc.
- box 8 **Transfers to Special Collections from Main Stacks. 1952-1956.**
box 9 **Reports, Monthly. 1951 Jul-1952 Jun.**
 Physical Description: 2 folders
- box 9 **Reports, Monthly. 1947 Jul-1948 Jun.**
 Scope and Content
 Includes separate notes on projects and activities of Music Library.
- box 9 **Reports, Monthly. 1950 Jul-1951 Jun.**
 Physical Description: 3 folders
- box 9 **Reports, Monthly. 1948 Aug-1949 Jun.**
box 9 **Visitor Log Sheets. 1951 Feb-Dec; 1952 Jan-Jun; 1953 Nov.**
 Scope and Content
 Includes transcription, descriptions of visitors.
- box 9 **Visitors to the Department of Special Collections. Record (autograph) of Visitors. 1950 Oct 12-1962 Oct 17.**
 Scope and Content
 Bound volume also includes 1950 dedication pamphlet of the Department. of Special Collections.
- box 9 **William A. Clark Memorial Library. 1949-1954.**
 Scope and Content
 Includes Report of the Director for the years 1949/1950 and 1951/1952.
- box 10 **Reports, Annual. 1949-1950.**
box 10 **Reports, Annual. 1947-1948.**
 Scope and Content
 Includes Library Exhibitions.
- box 10 **Reports, Annual. 1950-1951.**
 Scope and Content
 Incomplete.
- box 10 **Reports, Annual. 1948-1949.**
 Scope and Content
 First Annual Report to include statistics.
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box 10	<p>Reports, Annual. 1951-1952. Scope and Content Incomplete.</p>
box 10	<p>Reports, Annual. 1946-1947. Scope and Content Includes summary of plan to bring Music Department into Department of Special Collections 1947 July.</p>
box 10	<p>Reports, Annual: Preliminary and/or Supplementary. 1950-1951. Reports, Annual: Preliminary and/or Supplementary. 1951-1952. Reports, Annual: Preliminary and/or Supplementary. 1949-1950. Reports, Annual: Preliminary and/or Supplementary. 1951-1952. Reports, Monthly. 1952 Jul-1953 Jun. Physical Description: 2 folders</p>
box 10	
box 10	
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box 10	
box 10	<p>Reports, Monthly. 1955 Jul-1956 Jun. Reports, Monthly. 1954 Jul/Aug-1955 Jun. Reports, Monthly. 1956-1957. Scope and Content Incomplete.</p>
box 10	<p>Reports, Monthly. 1953 Jul-1954 Jun. Reports, Quarterly. 1960 Jul-1961 Jun. Scope and Content Incomplete: Reports cover 1st quarter only and Mink's reports cover 1st and 2nd quarter only.</p>
box 10	
box 10	<p>Reports, Quarterly. 1950 Jul-1951 Jun. Reports, Quarterly. 1949 Jul-1950 Jun. Reports, Quarterly. 1953 Jul-1954 Jun. Reports, Quarterly. 1959 Jul-1960 Jun. Reports: "Preliminary to the establishment of a separate department..." Manuscripts, Archives, Rare Books. 1944; 1945; 1946. Reports, Annual. 1972-1973. Scope and Content Includes researcher notes and Report of the University Librarian to the chancellor for 1971/1972 and 1972/1973.</p>
box 10	
box 10	
box 10	
box 10	
box 11	<p>Reports, Annual. 1973-1974. Reports, Annual. 1974-1975. Scope and Content Incomplete.</p>
box 11	<p>Reports, Annual. 1957-1958. Reports, Annual. 1955-1956. Scope and Content First inclusion of Oriental Library on Annual Report.</p>
box 11	
box 11	<p>Reports, Annual. 1977-1978. Reports, Annual. 1956-1957. Reports, Annual. 1954-1955. Scope and Content Incomplete.</p>
box 11	
box 11	

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- box 11 **Reports, Annual. 1958-1959.**
box 11 **Reports, Annual. 1952-1953.**
Scope and Content
Incomplete.
- box 11 **Reports, Annual. 1959-1960.**
box 11 **Reports, Annual. 1953-1954.**
box 11 **Reports, Annual. 1960-1961.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1959-1960.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1952-1953.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1958-1959.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1953-1954.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1960-1961.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1957-1958.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1954-1955.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1955-1956.**
box 11 **Reports, Annual: Preliminary and/or Supplementary. 1956-1957.**
box 12 **Statistics, Acquisitions Summary. 1950-1951.**
box 12 **Statistics, Bindery. 1953/1954-1956/1957.**
box 12 **Statistics, Circulation. 1957/1958 Jul-1960/1961 Jun.**
box 12 **Statistics, Cumulative Count of Processed Material. 1950/1951.**
box 12 **Statistics, Cumulative Count of Cataloged Materials. 1952/1953-1957/1958.**
box 12 **Statistics, Cumulative Statistical Count. 1952 Jul-1953 Jun.**
box 12 **Statistics, General Assistance Payroll. 1950 Jul-1951 Jun.**
box 12 **Statistics, Handwritten Workbook [Neal Harlow's]. 1948/1949-1949/1950.**
box 12 **Statistics, Materials Cataloged. 1957 Jul-1961 Jun.**
Physical Description: 4 folders
Scope and Content
Budget year is July-June.
- box 12 **Statistics, Materials Received [item list]. 1949 Jul-1952 Mar.**
Physical Description: 2 folders
- box 13 **Budget Requests. 1948/1949-1960-1961.**
Physical Description: 9 folders
General note
Continued in Box 27.
- box 13 **Statistics, Oriental Collection. 1955-1959.**
box 13 **Statistics, Photographic Service. 1950-1951.**
box 13 **Statistics, Tabulated Summaries and Daily Use. 1948/1949-1950/1951.**
Scope and Content
Drafts.
- box 13 **Statistics, Use Analysis [daily]. 1950-1951.**
box 13 **Statistics, Use of Materials. 1950/1951-1956/1957.**
box 14 **Correspondence: A. 1956-1965.**
box 14 **Correspondence: ACRL/ALA Rare Book Conferences. 1959-1965.**
Scope and Content
Includes pamphlets and conference ephemera.
- box 14 **Correspondence: Adams Papers. 1962.**
box 14 **Correspondence: Adelphi College. 1963.**
box 14 **Correspondence: African Fiction. 1961.**
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- box 14 **Correspondence: American Antiquarian Society. 1956-1964.**
box 14 **Correspondence: Antiquarian Booksellers of America (ABA) exhibit at UCLA. 1962.**
 Scope and Content
 Includes photos/business cards of/for Caravan Book Store.
- box 14 **Correspondence: Antiquarian Booksellers Association of America (ABAA). 1952-1964.**
 Scope and Content
 Includes pamphlets, directories, ABAA journals and conference ephemera.
- box 14 **Correspondence: Arizona, University of. 1958-1962.**
box 14 **Correspondence: Army Map Service, U.S. 1958.**
box 14 **Correspondence: Association of College & Research Libraries (ACRL). 1960-1964.**
box 14 **Correspondence: Axe, Ruth. 1957-1963.**
box 14 **Correspondence: B. 1955-1964.**
 Physical Description: 2 folders
- box 14 **Correspondence: Barr, Ingle. 1955-1961.**
box 14 **Correspondence: Baskette, Ewing C. 1957-1961.**
box 14 **Correspondence: Bechtel, Elizabeth Hay (Grabhorn Books). 1962; 1965.**
box 14 **Correspondence: Bechtel, Mrs. Edwin. 1962.**
box 14 **Correspondence: Bennett, Mary L. 1965-1960.**
 Scope and Content
 Includes photos.
- box 14 **Correspondence: Berger, Louis. 1960.**
box 14 **Correspondence: Berkeley, University of California Press. 1958-1962.**
 Scope and Content
 Includes "UCLA Policy on Destination of University of California Press Publications."
- box 14 **Correspondence: Berkeley, University of California. 1954-1964.**
box 14 **Correspondence: Berkeley, University of California. Gifts and Exchange Department. 1956-1958.**
- box 14 **Correspondence: Berman, Wallace. 1958-1961.**
box 14 **Correspondence: Blanck, Jacob. 1959-1965.**
box 14 **Correspondence: Book Jackets. 1954.**
box 14 **Correspondence: Booth, Dr. Bradford. 1960-1962.**
box 14 **Correspondence: Bowen, George H. 1962.**
box 14 **Correspondence: Brady, Duer. 1960-1961.**
box 14 **Correspondence: British Museum and Library. 1959-1960.**
box 14 **Correspondence: Bynum, Lindley. 1951-1957.**
box 15 **Correspondence: C. 1955-1965.**
 Physical Description: 2 folders
- box 15 **Correspondence: California State Library. 1950-1963.**
box 15 **Correspondence: California Local History. 1950-1963.**
box 15 **Correspondence: California Library Association (CLA). 1963.**
box 15 **Correspondence: California State College, Los Angeles. 1965.**
box 15 **Correspondence: Capetown Library, University of. 1959.**
box 15 **Correspondence: Carpenter, Ed. 1956-1959.**
box 15 **Correspondence: Clapp, Verner W. 1961.**
box 15 **Correspondence: Coleman, Dr. E. E. 1964-1965.**
box 15 **Correspondence: Columbia University, New York. 1956-1962.**
box 15 **Correspondence: Cornell University Libraries (Ithaca, New York). 1962-1965.**
box 15 **Correspondence: Crahan, Marcus. 1964-1965.**
box 15 **Correspondence: Crosby, Alexander L. 1961-1962.**
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- box 15 **Correspondence: D. 1956-1965.**
box 15 **Correspondence: Dodd, Laurence Ellsworth. 1962-1963.**
box 15 **Correspondence: Dover Publication, Inc. 1962-1966.**
box 15 **Correspondence: E. 1956-1968.**
box 15 **Correspondence: Eldridge, Maurice E. 1964.**
box 15 **Correspondence: F. 1951-1965.**
box 15 **Correspondence: Fisher, Vardis. 1957.**
box 15 **Correspondence: Forbes, William E. 1961.**
box 15 **Correspondence: Foreman, H. J. 1964.**
box 15 **Correspondence: Free Library of Philadelphia. 1957-1962.**
box 15 **Correspondence: Fresno State College. 1960-1962.**
box 16 **Correspondence: G. 1957-1965.**
box 16 **Correspondence: George, Mrs. Genevieve. 1962.**
box 16 **Correspondence: Gerdine, L. Van Horn. 1961.**
box 16 **Correspondence: German Texts. 1953.**
box 16 **Correspondence: Gettmann, Royal A. 1956-1957.**
Scope and Content
Regarding: Bentley Index.
- box 16 **Correspondence: Gilmour, J. S. L. 1959.**
box 16 **Correspondence: Goldschmidt, E. P. and Company, LTD. 1961-1966.**
box 16 **Correspondence: Goldstone, Adrian Homer. 1958-1960.**
box 16 **Correspondence: Goodman, John B. III. 1954-1962.**
box 16 **Correspondence: Goodwill Industries. 1961.**
box 16 **Correspondence: Gordon, Jean. 1960-1962.**
Scope and Content
Includes a 1960/1961 pamphlet directory on all things roses.
- box 16 **Correspondence: Graham, Malbone W. 1955-1958.**
box 16 **Correspondence: Griffin, Roy W. 1961-1962.**
box 16 **Correspondence: Grolier Bindery (Max Adjarian). 1962-1965.**
Scope and Content
Includes invoices.
- box 16 **Correspondence: Grolier Club. 1945-1968.**
Scope and Content
Includes club booklets
- box 16 **Correspondence: Grove Press, Inc. 1962.**
box 16 **Correspondence: Groves, Gordon W. 1958-1959.**
box 16 **Correspondence: Guttridge, Dr. G. H. 1958.**
box 16 **Correspondence: Guymon, E. T., Jr. 1961-1962.**
box 16 **Correspondence: H. 1955-1963.**
box 16 **Correspondence: Hale, Richard. 1959.**
box 16 **Correspondence: Hallock, Louis W. 1961.**
box 16 **Correspondence: Hancock, Harold B. 1962.**
box 16 **Correspondence: Harvard University, Graduate School of Business Administration (Baker Library). 1959-1960.**
box 16 **Correspondence: Harvard university, Library of (Houghton Library). 1953-1957.**
box 16 **Correspondence: Hellman, Doris C. 1960.**
box 16 **Correspondence: Heusken Diary. 1959.**
box 16 **Correspondence: Hindle, Brook. 1961-1962.**
box 16 **Correspondence: Horden, John. 1959.**
box 16 **Correspondence: Hoskins, Arthur C. 1960.**
box 16 **Correspondence: Hunt, Aurora. 1961.**
box 16 **Correspondence: Huntington Library. 1957-1962.**
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- box 16 **Correspondence: Huntington Hartford Foundation. 1957.**
 Scope and Content
 Includes photo book.
- box 16 **Correspondence: Hussey, Roland D. 1958-1960.**
box 17 **Correspondence: I. 1956-1962.**
box 17 **Correspondence: Illinois, University of (Library). 1959-1962.**
box 17 **Correspondence: Inquiries Regarding Books, Documents, Etc. 1957-1962.**
 Physical Description: 2 folders
- box 17 **Correspondence: J. 1956-1962.**
box 17 **Correspondence: James, W. L. G. 1962.**
box 17 **Correspondence: Johnson, Kenneth M. 1957-1964.**
box 17 **Correspondence: K. 1951-1962.**
box 17 **Correspondence: Kane, Henry E. 1959.**
box 17 **Correspondence: Kansas, University of (Library). 1959-1961.**
box 17 **Correspondence: Kapp, P. H. 1960.**
 Scope and Content
 Regarding Philip Papers located in London Missionary Society Collection.
- box 17 **Correspondence: Katzenberg, Howard F. 1958-1961.**
box 17 **Correspondence: Keatings, Tania. 1962.**
box 17 **Correspondence: Kempthorne, Mrs. Walter. 1958-1960.**
box 17 **Correspondence: Kentucky Historical Society. 1956.**
box 17 **Correspondence: Kentucky, University of. 1959.**
box 17 **Correspondence: Kerr, Willis H.,. 1960.**
box 17 **Correspondence: Kitchen, Merrell. 1960.**
box 17 **Correspondence: Klarman, Professor Adolf D. 1962.**
box 17 **Correspondence: Knox, George. 1956.**
box 17 **Correspondence: L. 1956-1962.**
box 17 **Correspondence: Lane, Robert Frederick. 1958.**
box 17 **Correspondence: Lauterbach, Charles E. 1960.**
box 17 **Correspondence: Legman, G. 1950-1956.**
box 17 **Correspondence: Lempertz, Thomas Q. 1961-1962.**
box 17 **Correspondence: LIBRARY JOURNAL. 1961-1962.**
 Scope and Content
 Eric Moon, Editor.
- box 17 **Correspondence: Library of Congress. 1959-1962.**
box 17 **Correspondence: Lichtenstein, Peter L. 1959.**
box 17 **Correspondence: Lilly Library, University of Indiana. 1960-1962.**
box 17 **Correspondence: Lingenfelter, Richard E. 1957-1960.**
box 17 **Correspondence: Lohrli, Anne. 1962.**
box 17 **Correspondence: Los Angeles Public Library (LAPL). 1958.**
 Scope and Content
 Includes job interviewing guidelines.
- box 17 **Correspondence: Los Angeles, University of California. 1958-1962.**
box 17 **Correspondence: Louis, David. 1962.**
box 18 **Correspondence: Martin, Betty. 1959-1960.**
box 18 **Correspondence: Mc. 1956-1962.**
box 18 **Correspondence: Microfilm Committee. 1956-1961.**
 Scope and Content
 Includes memos and booklet of committee's report.
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box 18	<p>Correspondence: Microfilm Projects. 1956-1960.</p> <p>Scope and Content</p> <p>Includes memos, lists of microfilmed items.</p>
box 18	<p>Correspondence: Miller, Richard. 1959-1960.</p>
box 18	<p>Correspondence: MJ-MZ. 1956-1962.</p>
box 18	<p>Correspondence: M-Mi. 1956-1962.</p>
box 18	<p>Correspondence: Modern Language Association. 1956-1957.</p> <p>Scope and Content</p> <p>Regarding Materials for Research in American Culture.</p>
box 18	<p>Correspondence: Moore, Harry J. 1948-1959.</p>
box 18	<p>Correspondence: Myers, Arthur M. 1962.</p>
box 18	<p>Correspondence: N. 1956-1962.</p>
box 18	<p>Correspondence: Newman, Julia. 1959-1962.</p>
box 18	<p>Correspondence: North Carolina, University Library (Chapel Hill, N.C.). 1956-1959.</p>
box 18	<p>Correspondence: Nunis, Doyce B. 1959-1962.</p>
box 18	<p>Correspondence: Oppenheimer, Edgar S. 1961.</p>
box 18	<p>Correspondence: P. 1957-1962.</p>
box 18	<p>Correspondence: Parker, Dr. Horace. 1958.</p>
box 18	<p>Correspondence: Payne, Robert. 1957.</p>
box 18	<p>Correspondence: Pierpont Morgan Library (New York). 1958-1960.</p>
box 18	<p>Correspondence: PIONEER MAGAZINE. n.d.</p> <p>Scope and Content</p> <p>Also known as CALIFORNIA MONTHLY MAGAZINE. Contains a list of titles in Volume 1 and no correspondence.</p>
box 18	<p>Correspondence: Powell, Lawrence Clark. 1957-1962.</p> <p>Scope and Content</p> <p>Contains information on 1960 European trip.</p>
box 18	<p>Correspondence: Proctor, Mortimer. 1958-1960.</p>
box 18	<p>Correspondence: R. 1956-1962.</p>
box 18	<p>Correspondence: Richardson, Elmo R. 1957-1962.</p>
box 18	<p>Correspondence: Riebel, R. C. 1960.</p>
box 18	<p>Correspondence: Riverside, University of California. 1956-1962.</p>
box 18	<p>Correspondence: Robinson, W. W. 1959-1961.</p>
box 19	<p>Correspondence: Samuel, Claude. 1958.</p>
box 19	<p>Correspondence: San Fernando Valley State College. 1959-1962.</p>
box 19	<p>Correspondence: San Quentin Prison. 1951.</p> <p>Scope and Content</p> <p>Includes 1951 Mar 12 issue of the SAN QUENTIN NEWS.</p>
box 19	<p>Correspondence: Sandoe, James. 1961.</p>
box 19	<p>Correspondence: Santa Barbara Public Library. 1956-1959.</p>
box 19	<p>Correspondence: Santa Barbara, University of California. 1958-1962.</p>
box 19	<p>Correspondence: Santadreu, Sebastian. 1961.</p>
box 19	<p>Correspondence: Sayler, Frances L. 1956.</p>
box 19	<p>Correspondence: Scheiwiller, Vanni. 1956.</p>
box 19	<p>Correspondence: Schwartz, J. 1961.</p>
box 19	<p>Correspondence: Scripps College, Ella Strong Denison Library (Claremont, CA). 1962.</p>
box 19	<p>Correspondence: Scripps Institute of Oceanography. University of California, San Diego. 1958-1960.</p>
box 19	<p>Correspondence: Shuken, Howard L. 1961.</p>
box 19	<p>Correspondence: Slobodek, Mitchell. 1962.</p>

box 19 **Correspondence: SN-SZ. 1958-1962.**
box 19 **Correspondence: Spence, S. A. 1961.**
box 19 **Correspondence: S-SM. 1956-1963.**
box 19 **Correspondence: Sussman, Mr. and Mrs. Irving. 1956-1957.**
box 19 **Correspondence: Swanson, Carl. 1960.**
box 19 **Correspondence: T. 1956-1962.**
box 19 **Correspondence: Texas, State Board of Control. 1956.**
box 19 **Correspondence: Texas, University of (Austin, TX). 1957-1963.**
box 19 **Correspondence: Thurber, James. 1959-1960.**
box 19 **Correspondence: Turnbull, Andrew. 1959.**
box 19 **Correspondence: Turner, Justin. 1956-1962.**

Scope and Content

Includes booklets and pamphlets.

box 19 **Correspondence: U. 1958-1962.**
box 19 **Correspondence: V. 1958-1961.**
box 19 **Correspondence: Van Der Linde, Reverend H. W. D. 1959.**
box 19 **Correspondence: Vandale, Earl. 1956-1957.**
box 19 **Correspondence: Virginia Museum of Fine Arts (Richmond, V.A.). 1960.**
box 19 **Correspondence: W. 1956-1962.**
box 19 **Correspondence: Walker, Mrs. J. H. (Frieda). 1956.**
box 19 **Correspondence: Warren, Stafford L. 1958-1962.**
box 19 **Correspondence: Washington State University. 1961.**
box 19 **Correspondence: Weber, Brom. 1959-1960.**
box 19 **Correspondence: Weinstock, Donald J. 1962.**
box 19 **Correspondence: Westberg, C. 1960.**
box 19 **Correspondence: Westergaard, Waldemar. 1959-1962.**
box 19 **Correspondence: William and Mary, College of (Williamsburg, VA). 1959.**
box 19 **Correspondence: Wilson, Cora McD. 1960.**
box 19 **Correspondence: Wilson, Woodrow (The Papers of). 1962.**
box 19 **Correspondence: Worsley, Charles K. 1962.**
box 19 **Correspondence: XYZ. 1958-1962.**
box 20 **Agenda-Department Meetings. 1951.**
box 20 **Bibliography, Room Collection. n.d.**
box 20 **Books - Unfinished Business File. 1950.**
box 20 **Building Projects, UCLA. 1952.**
box 20 **Campbell Book Collection Competition. 1965-1966.**
box 20 **Care and Repair of Collections. 1948-1949.**

Scope and Content

Also includes LIBRARY NEWS BULLETIN, 1948 Aug-Dec.

box 20 **Catalog Department. 1954-1974; 1960-1966.**
box 20 **College Songs, UCLA. 1950.**
box 20 **Equipment and Supplies. 1949; n.d.**
box 20 **Felmer Mood, Bibliography of Publications. 1943.**

Scope and Content

Includes author's signature.

box 20 **Guide to Special Collections. 1958.**

Scope and Content

Bound pamphlet

box 20 **Instruction Sheets/Memos Regarding Statistics. 1967-1971.**
box 20 **Kraus Books List. 1950.**
box 20 **Library Administrative Conference (Lake Arrowhead, CA). 1964 May.**

box 20	<p>Library Building and Move. 1952-1976. Physical Description: 2 folders Scope and Content Includes floor plans and information regarding Research Library Unit 2 and remodeling of Powell West Wing.</p>
box 20	<p>Library Building Committee. 1956-1967. Scope and Contents note Includes memos and minutes. Smith, Wilbur J. was member.</p>
box 21	<p>Library Development Master Plan. 1960-1961. Scope and Content 10 year acquisition projects, book collection, by subject.</p>
box 21	<p>Maps and Atlases - Unfinished Business File. 1949-1951; n.d. Memorandums, Acquisitions. 1960-1969. Memorandums, Bindery. 1961-1972. Scope and Content Includes samples.</p>
box 21	
box 21	
box 21	<p>Memorandums, Circulation. 1958-1975. Scope and Content Includes transfers from stacks.</p>
box 21	<p>Memorandums, Collection Development: Dudley, Norman. 1971-1981. Memorandums, Department of Special Collections: Smith Wilbur J. 1956-1969. Scope and Content Includes policies and procedures</p>
box 21	
box 21	<p>Memorandums, Exhibitions Committee: Cox, James R. 1969-1971. Memorandums, Gilman, Nelson J. 1964-1966. Memorandums, Librarian's Office: Ackerman, Page. 1957-1977. Physical Description: 2 folders Scope and Content Includes information regarding collection development and budget.</p>
box 21	
box 21	
box 22	<p>Memorandums, Librarian's Office: Corin, Judy (Planning). 1965; 1975-1981. Memorandums, Librarian's Office: Vosper, Robert. 1961-1973. Physical Description: 2 folders Scope and Content Includes information regarding acquisitions, collection development and Department of Special Collection donors.</p>
box 22	
box 22	<p>Memorandums, Librarian's Office: Miles, Paul. 1959-1974. Scope and Contents note Includes information regarding processing collections, space, library administration and supplies/equipment.</p>
box 22	<p>Memorandums, Librarian's Office: Folz, Sue. 1962-1971. Memorandums, Librarian's Office: Bergeron, Bill and Ortiz, Tom. 1966-1975. Scope and Content Includes memos from Building Coordinator and Building Facilities regarding space planning, Research Library Unit 2, insurance, and personnel safety.</p>
box 22	

box 22	<p>Memorandums, Librarian's Office: Powell, Lawrence Clark. 1955-1961.</p> <p>Scope and Content</p> <p>Includes information regarding acquisitions, collection development and library administration.</p>
box 22	<p>Memorandums, Librarian's Office: Greco, Anthony. 1971-1976.</p>
box 22	<p>Memorandums, Librarian's Office: Moore, Everett. 1964-1975.</p>
box 22	<p>Memorandums, Library Systems Staff: Hall, Anthony. 1967; n.d.; 1973.</p>
box 22	<p>Memorandums, Neal Harlow. 1950.</p> <p>Scope and Content</p> <p>Regarding the resignation of E. H. Carpenter.</p>
box 22	<p>Memorandums, Personnel: Price, Alvis. 1969-1980.</p>
box 22	<p>Memorandums, Repairs. 1963-1966.</p>
box 23	<p>Miscellaneous: Follow-Up. 1950-1951; 1964.</p> <p>Scope and Content</p> <p>Includes Mary Austin article referring to collection now at UCLA -- Manuscript Collection #278.</p>
box 23	<p>Miscellaneous: Overdue. 1952.</p>
box 23	<p>Miscellaneous: Special Collections. 1948-1954.</p>
box 23	<p>Miscellaneous: Tickler File. 1951; 1958.</p>
box 23	<p>Monthly Report Forms and Outlines to Follow. 1950-1951.</p>
box 23	<p>Music Library Acquisitions. 1971-1973.</p>
box 23	<p>North Campus Research Library, Unit 1. 1963-1964.</p> <p>Scope and Content</p> <p>Also known as: Research Library and/or University Research Library. Includes architectural floor plans, 1964 Apr.</p>
box 23	<p>Numbered Collections -- Unfinished Business File. 1940.</p>
box 23	<p>Organization of Department. n.d.; circa 1950.</p> <p>General Physical Description note: Handwritten notes.</p>
box 23	<p>Pamphlets and Unshelved Business. 1945-1952.</p>
box 23	<p>Photographic Service. 1964.</p>
box 23	<p>Pictures and Prints. n.d.</p>
box 23	<p>Rare Books. n.d.</p>
box 23	<p>Records: Compensatory Time, Saturday Schedule, Sick Leave, and Vacation. 1966-1967.</p>
box 23	<p>Security Issues. 1950.</p>
box 23	<p>Space, Storage, and Moving. circa 1950.</p>
box 23	<p>Special Collections Staff -- Minutes of Meetings. 1974-1977.</p> <p>Physical Description: 3 folders</p>
box 23	<p>Unfinished Business File (Wilbur Smith). 1948-1950.</p>
box 23	<p>University Archives -- Unfinished Business File. 1952; n.d.</p>
box 24	<p>Statistics, Author Collections. 1955/1956; 1957/1958; 1969/1970.</p>
box 24	<p>Statistics, Cataloging and Circulation. 1961/1962-1967/1968.</p> <p>Physical Description: 7 folders</p>
box 25	<p>Booksellers' Correspondence: A. 1960-1979.</p>
box 25	<p>Booksellers' Correspondence: J. 1960-1979.</p>
box 25	<p>Booksellers' Correspondence: G. 1960-1979.</p>
box 25	<p>Booksellers' Correspondence: K. 1960-1979.</p>
box 25	<p>Booksellers' Correspondence: D. 1960-1979.</p>

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- box 25 **Booksellers' Correspondence: C. 1960-1979.**
box 25 **Booksellers' Correspondence: B. 1960-1979.**
box 25 **Booksellers' Correspondence: I. 1960-1979.**
box 25 **Booksellers' Correspondence: H. 1960-1979.**
box 25 **Booksellers' Correspondence: E. 1960-1979.**
box 26 **Booksellers' Correspondence: W. 1960-1979.**
box 26 **Booksellers' Correspondence: N. 1960-1979.**
box 26 **Booksellers' Correspondence: Mc. 1960-1979.**
box 26 **Booksellers' Correspondence: T. 1960-1979.**
box 26 **Booksellers' Correspondence: M. 1960-1979.**
box 26 **Booksellers' Correspondence: X, Y, and Z. 1960-1979.**
box 26 **Booksellers' Correspondence: V. 1960-1979.**
box 26 **Booksellers' Correspondence: S. 1960-1979.**
box 26 **Booksellers' Correspondence: U. 1960-1979.**
box 26 **Booksellers' Correspondence: L. 1960-1979.**
box 26 **Booksellers' Correspondence: R. 1960-1979.**
box 26 **Booksellers' Correspondence: P. 1960-1979.**
box 26 **Booksellers' Correspondence: O. 1960-1979.**
box 27 **Administrators' Conference (ADCON) at UCLA. 1984; 1989-1990.**
Scope and Content
Contain's David Zeidberg's notes.
- box 27 **Archival Restoration Associates, Inc. William J. Barrow. 1962 Sep.**
Scope and Content
Includes paper lamination sample.
- box 27 **Arion Press. "Big Sleep" exhibitions. 1986.**
box 27 **BAMBAM (Bookline Alert - Missing Books and Manuscripts). 1984; 1985.**
box 27 **Bantin, Philip (University Archivist). 1985.**
box 27 **Bibliographic Instruction. 1988-1989.**
box 27 **Biomedical Library (UCLA). Medical Classics. 1984/1985.**
box 27 **Bitnet (email). 1984-1989.**
box 27 **Bookbinding: restoration, binders, etc. 1972; 1984-1988; 1991.**
General note
See also "Budget, Binding"
- box 27 **Bruman, Henry J. Foundation. 1985-1987.**
box 27 **Budget Requests. 1961/1962-1972/1973.**
Physical Description: 11 folders
General note
Continued from Box 13
- box 27 **Budget, Binding. 1986-1989.**
General note
See also "Bookbinding: restoration, binders, etc."
- box 27 **Budget, Library Materials and Allocations. 1981; 1985/1986-1989/1990.**
box 28 **California Map Society. 1988 Jun.**
box 28 **Campbell Book Collectors Contest. 1984-1991.**
box 28 **Campus Open House. 1967-1970.**
box 28 **Card Catalog. 1967-1989.**
box 28 **Card Catalog Consolidation. 1990-1991.**
box 28 **Center for Afro American Studies (CAAS). 1975.**
box 28 **Center for Pacific Rim Studies [UCLA]. 1987.**
box 28 **Clark Library Committee. 1990.**
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- box 28 **Collection Development - Cooperation among UC Special Collection Departments. 1980; 1989-1991.**
- box 28 **Disaster Planning (UCLA Library). 1985.**
- box 28 **Donors (Potential). 1963; 1987.**
- box 28 **Emergency, Rodney King Incident. 1992 May.**
- box 28 **Exhibitions. 1961-1991 [Bulk Dates: 1983-1988].**
- box 28 **Fine Art Tour, Committee on. 1988 Jun 14.**
- box 28 **Friends of the UCLA Library. 1964-1985.**
- Physical Description:** 3 folders
- box 29 **Friends of the UCLA Library - John Dreyfus. 1984 Nov.**
- box 29 **Friends of the UCLA Library - Paper Marbling. 1988.**
- box 29 **Gibbs, Ruth B. (Associate University Librarian for Research and Instructional Services), MEMORANDUMS TO. 1981-1984.**
- box 29 **Graduate School of Library and Information Science (GSLIS). 1960-1991.**
- Physical Description:** 2 folders
- Scope and Content**
- Powell, Lawrence Clark; Horn, Andrew; Hayes, Robert. Contains confidential 1960 memo describing first UCLA Library applicants.
- box 29 **Guide to the UCLA Music Library. 1991 Jul.**
- General Physical Description note:** Pamphlet.
- box 29 **Guide: Center for Medieval and Renaissance Studies at UCLA. 1977/1978; circa 1990.**
- Scope and Content**
- Contains 2 pamphlets.
- box 29 **Hunter, Madeline. Corinne A Seeds University Elementary School. 1993.**
- Scope and Content**
- Regarding tribute and auction.
- box 29 **Incunables, Library of Congress Conference. 1986.**
- box 29 **International Association of Bibliophiles. 1985-1987.**
- Scope and Content**
- Includes list of art objects in Special Collections.
- box 29 **Inventory List, Annual. 1980 Dec.**
- box 29 **James Davis, Rare Book Librarian. 1984 Nov.**
- box 29 **Job Descriptions. 1962-1981.**
- General note**
- See also box 7, folder title: "Personnel (policies, reports, forms, job descriptions, etc.)" and box 23, folder title: "Memorandums, Personnel: Price, Alvis."
- box 29 **John Randle. 1984 Oct.**
- box 29 **King, Katherine ("Achilles" Reception). 1987 Jun.**
- box 29 **Lademann, Ray J. UCLA Library System Employee Relations Study. 1967.**
- Scope and Content**
- Includes Special Collections Discussion of the Lademann Report.
- box 29 **Los Angeles Preservation Network (LAPNET).**
- Physical Description:** 2 folders
- box 29 **Los Angeles Preservation Network (LAPNET). 1990-1991.**
- box 30 **LAPNET Disaster Workshop 3 (Mass Treatment Options). 1990.**
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- box 30 **LAPNET Disaster Workshop 1. 1988.**
- box 30 **LAPNET Disaster Workshop 2 (Earthquake Preparedness). 1989.**
- box 30 **Library Development Officer. 1986-1987.**
- box 30 **Library Funds/Acquisitions. 1970-1981; n.d.**
- box 30 **Library Staff Letters, Travel Abroad. 1966-1967.**
- box 30 **Library Task Force Request. 1986.**
- box 30 **MacIntyre, Carlyle Ferren. 1984 Sep.**
- Scope and Content**
- Includes Powell, L. C. correspondence.
-
- box 30 **Manuscript Units (M.U.), Guidelines for Counting. 1990.**
- box 30 **Microcomputers. 1984-1986; 1991.**
- box 30 **Minutes of...and Budget Regarding Oral History. 1969 Nov; 1976 Jul.**
- box 30 **Moser, Berry and UC Press. 1984 Oct.**
- box 30 **Music Library Association, Survey Committee (Questionnaire). 1969.**
- box 30 **NEH - Latin America Exhibition Proposal. 1985-1988.**
- box 30 **Non-Circulating Reading Centers. 1973-1985.**
- Physical Description:** 2 folders
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- box 30 **Olympics (1984). 1984.**
- box 30 **Oral History Librarianship, Institute on. Evaluation report. 1968 Jul.**
- box 31 **Oral History Program. 1987/1988-1990/1991.**
- Physical Description:** 6 folders
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- box 32 **Organization Charts. 1950-1985.**
- box 32 **Picture Books (annotated list). 1968.**
- box 32 **Powell Library Building (PLB) Renovation. 1985-1992.**
- box 32 **Preservation. 1987-1990.**
- Scope and Contents note**
- Contains 1989 GCI report on pollutants in the museum environment (including UCLA libraries).
-
- box 32 **Ronald Reagan Presidential Library. 1990.**
- box 32 **Smoking Policy, University Research Library (URL). 1990-1991.**
- box 32 **Southern Regional Library Facility (SRLF). 1986-1991.**
- box 32 **Space Management and URL III. 1976-circa 1994.**
- box 32 **Western Americana Cooperative Preservation Microfilming Project. 1989.**
- box 32 **Western Americana Institute. 1963.**