Library. Special Collections. Administrative files. 1943-.


UCLA Library Special Collections
Room A1713, Charles E. Young Research Library
Box 951575
Los Angeles, CA, 90095-1575
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Title: Library. Special Collections. Administrative files.

University Archives Record Series: 406

Contributing Institution: UCLA Library Special Collections, University Archives

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Date: 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.

Creator: University of California, Los Angeles. Library. Department of Special Collections.

Restrictions on 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.

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, Rare Books, University Archives, Exhibits 1985/1986 Manuscripts, Oral History Program, Prints & Photos, Rare Books, University Archives 1995/1996 Manuscripts, Oral History Program, Publications, Rare Books, University Archives 20003 Manuscripts, Rare Books, University Archives
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.

UCLA Catalog Record ID
UCLA Catalog Record ID: 3466947

Subjects and Indexing Terms
Harlow, Neal
Horn, Andrew H. (Andrew Harlis), 1914-1983

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<th>Box</th>
<th>Correspondence: A. 1950-1955.</th>
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<td>Correspondence: Analysis of Paper Samples for Acidity. 1950.</td>
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<td>Correspondence: Automobile Club of Southern California. 1950-1955.</td>
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<td>Box</td>
<td>Correspondence: Baker Street Irregulars, Inc. 1950.</td>
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<td>Correspondence: Barnes, R. S. (Chicago) (Bookseller). 1950-1955.</td>
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<td>Box</td>
<td>Correspondence: Berkeley, University of California. 1950-1955.</td>
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<td>Box</td>
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<td>Box</td>
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<td>Box</td>
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<td>Box</td>
<td>Correspondence: Campbell, Robert (Book Contest). 1950-1955.</td>
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<td>Correspondence: Carpenter, Ed. 1950-1955.</td>
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<td>Box</td>
<td>Correspondence: Central Book Store (Chicago) (Nathaniel Cowen). 1950-1955.</td>
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<td>Correspondence: Charles Rare Books (Tudor House Buntington Herts). 1950-1955.</td>
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<td>Box</td>
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<td>Correspondence: Coman, Edwin T. Jr. (University of California, Riverside). 1950-1955.</td>
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<td>Correspondence: Dolphin Book Co., LTD. 1950-1955.</td>
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<td>Correspondence: Driscoll, Emily. 1950-1955.</td>
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<td>Correspondence: Duchness, Phillip C. (Bookseller). 1950-1955.</td>
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Box 1
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Correspondence: Friends of the Honnold Library. 1950-1955.
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General note
(See also Magee, David)

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<td></td>
<td>No correspondence; contains club membership list (1948) and meeting/exhibition brochure (1950).</td>
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<td>Correspondence: Roxburghe Club (San Francisco). 1949-1958.</td>
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<td>Correspondence: Royer, M. J. (Los Angeles) (Bookseller). 1949-1958.</td>
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<td>Includes invoices (1951-1954).</td>
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<td>Correspondence: Ruby, Harry. 1949-1958.</td>
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<td>Gifts, 1951: Four lists/appraisals of manuscript and first edition books donated to Special Collections by Harry Ruby.</td>
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<td>Correspondence: Russell, G. W. and Company. 1949-1958.</td>
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<td>Includes leather samples.</td>
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<td>Correspondence: Southern California Newspaper Microfilm Project. 1949-1958.</td>
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<td>Box 4</td>
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Correspondence: Sims, G. F. (Rare books). 1949-1958.
Correspondence: Southern California, University of. 1949-1958.
Correspondence: Sowers, Roy Vernon (Los Gatos, California)(Rare books). 1949-1958.
Correspondence: Sussman, Mr. and Mrs. Irving. 1949-1958.
Correspondence: Swerling, Jo and Flo. 1949-1958.

Scope and Content

Box 5
Correspondence: Thompson, Lawrence S. 1950-1955.
Correspondence: Turner, Justin. 1950-1955.
Correspondence: V. 1950-1955.

Scope and Content
Includes photo; booklet.

Box 5
Correspondence: Vandale, Earl. 1950-1955.
Correspondence: W. 1950-1955.
Correspondence: Westerners Los Angeles Corral. 1950-1955.
Correspondence: XYZ. 1950-1955.
Correspondence: Zamboni, Karl (Rare Books). 1950-1955.

"Administration of Manuscripts in a University Library" - Neal Harlow. 1949.

General Physical Description note: Bound typescript, one volume.

Box 6

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.

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
Aid to Libraries in War Areas, Committee on. 1945.

Scope and Content
World War II UCLA and Library of Congress committees.
Box 6  Bindery - Special Collections. 1949-1955.
Box 6  Book Plate Collection. 1951.
Box 6  Codes - UCLA Library. 1948-1951.
Scope and Content
Includes Lending Code, Code for Handling Microfilm, and Branch Library Code.

Box 6  Disaster Preparedness Program - UCLA Library. 1951-1952.
Box 6  Exhibits - Special Collections Department. 1950-1951.
Scope and Content
Includes correspondence.

Box 6  Faculty Cubicles - UCLA Library. 1954.
Box 6  First Level Project. 1949-1954.
Scope and Content
Regards serials on first level of library; 1st Level committee memos, correspondence, and
job procedures.

Box 6  Forms - Special Collections Department (obsolete). 1949-1950.
Box 6  Friends of the UCLA Library. 1951-1957.
Scope and Content
Includes financial reports, correspondence and membership list.

Box 6  Job Analysis, Neal Harlow. 1946.
Box 6  Latin American Studies. 1948-1950.
Box 6  Law Library, UCLA. 1949-1954.
Physical Description: 3.0 folders

Box 6  Library Building Program. 1948-1955.
Scope and Content
Library stack addition.

Box 6  Library Committee, UCLA. 1948-1949.
Scope and Content
Report to Academic Senate, Southern Section.

Box 7  Map Collections, Correspondence. 1949-1957.
Box 7  Map Collections, Procedures. 1947-1962.
Box 7  Memorandums, Acquisitions. 1950-1960.
Box 7  Memorandums, Archives Report. 1948 Oct 27.
Box 7  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).

Box 7  Memorandums, Gifts and Exchange. 1948.
Scope and Content
Includes donor information.

Box 7  Memorandums, Theater Arts. 1949-1976.
Box 7

**Microfilm. 1948-1955.**
Scope and Content
Includes memorandums regarding microfilm resources and procedures; 1950 American Documentation booklet.

Box 7

**Music Library [Acquisitions, Reports, Collection Development]. 1946-1955.**
Scope and Content
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.

Box 7

**Newspapers. 1951-1953.**
Scope and Content
Includes holdings of local and national newspapers in paper and microfilm; 1953 Wilbur Smith memo on newspaper use.

Box 7

**Organization Analysis of the Department of Special Collections by Abe Victor Alves, Jr. [UCLA School of Business Administration]. 1958.**

Scope and Content
Includes organization charts of the Department of Special Collections.

Box 7

**Oriental Library. 1949-1955.**
General note
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.

Box 7

**Orientation Program, Library, Department of Special Collections. 1948-1955.**
Scope and Content
Includes 1952 UCLA Libraries organization chart.

Box 7

**Paintings, Prints, Art Objects. 1948-1954.**
Scope and Content
Includes list of art collections at UCLA Library in 1951, list of the Willets J. Hole Collection, and several memos.

Box 7

**Personnel, Special Collections. 1949-1956.**
Scope and Content
Includes policies, reports, forms, job descriptions, etc.

Box 7

**Photographic Service. 1948-1957.**
Box 7

**Printing Seminars [H. Richard Archer]. 1952-1953.**
Box 7

**Procedures Manual. 1946-1954.**
Box 7

**Rare Books and Leather Bound Books. 1948-1950.**
Scope and Content
Includes conservation treatment procedures and processing.

Box 8

**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.**

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Library. Special Collections. 406
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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: 4.0 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.
  Physical Description: 2.0 folders
  Scope and Content
  Includes separate notes on projects and activities of Music Library.
  Physical Description: 3.0 folders
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.
  Scope and Content
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.
Box 10  Reports, Annual. 1951-1952.
Scope and Content
Incomplete.

Box 10  Reports, Annual. 1946-1947.
Scope and Content
Includes summary of plan to bring Music Department into Department of Special Collections 1947 July.

Box 10  Reports, Annual: Preliminary and/or Supplementary. 1950-1951.
Box 10  Reports, Annual: Preliminary and/or Supplementary. 1951-1952.
Box 10  Reports, Annual: Preliminary and/or Supplementary. 1949-1950.
Box 10  Reports, Annual: Preliminary and/or Supplementary. 1951-1952.
Physical Description: 2.0 folders

Box 10  Reports, Monthly. 1956-1957.
Scope and Content
Incomplete.

Box 10  Reports, Quarterly. 1953 Jul-1954 Jun.
Scope and Content
Incomplete: Reports cover 1st quarter only and Mink's reports cover 1st and 2nd quarter only.

Box 10  Reports, Quarterly. 1950 Jul-1951 Jun.
Box 10  Reports, Quarterly. 1949 Jul-1950 Jun.
Box 10  Reports, Quarterly. 1953 Jul-1954 Jun.
Box 10  Reports, Quarterly. 1959 Jul-1960 Jun.
Box 10  Reports: "Preliminary to the establishment of a separate department..." Manuscripts, Archives, Rare Books. 1944; 1945; 1946.

Scope and Content

Box 11  Reports, Annual. 1974-1975.
Scope and Content
Incomplete.

Box 11  Reports, Annual. 1957-1958.
Box 11  Reports, Annual. 1955-1956.
Scope and Content
First inclusion of Oriental Library on Annual Report.

Box 11  Reports, Annual. 1977-1978.
Box 11  Reports, Annual. 1956-1957.
Box 11  Reports, Annual. 1954-1955.
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| Box 11 | Reports, Annual. 1958-1959. |
| Box 11 | Reports, Annual. 1952-1953. |
| Box 11 | Reports, Annual. 1959-1960. |
| Box 11 | Reports, Annual. 1953-1954. |
| Box 11 | Reports, Annual: Preliminary and/or Supplementary. 1959-1960. |
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| 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 13 | Statistics, Materials Received [item list]. 1949 Jul-1952 Mar. |
| Box 13 | Statistics, Photographic Service. 1950-1951. |
| Box 14 | Correspondence: A. 1956-1965. |
| Box 14 | Correspondence: ACRL/ALA Rare Book Conferences. 1959-1965. |
| Box 14 | Correspondence: Adams Papers. 1962. |
| Box 14 | Correspondence: Adelphi College. 1963. |
| Box 14 | Correspondence: African Fiction. 1961. |
Scope and Content
Includes photos/business cards off/for Caravan Book Store.

Correspondence: Antiquarian Booksellers Association of America (ABAA). 1952-1964.
Scope and Content
Includes pamphlets, directories, ABAA journals and conference ephemera.

Correspondence: Arizona, University of. 1958-1962.
Correspondence: Bechtel, Mrs. Edwin. 1962.
Correspondence: Bennett, Mary L. 1965-1960.
Scope and Content
Includes photos.

Scope and Content
Includes "UCLA Policy on Destination of University of California Press Publications."

Correspondence: Berkeley, University of California. 1954-1964.
Correspondence: Blanck, Jacob. 1959-1965.
Correspondence: Book Jackets. 1954.
Correspondence: Booth, Dr. Bradford. 1960-1962.
Correspondence: Bowen, George H. 1962.
Correspondence: British Museum and Library. 1959-1960.
Correspondence: Bynum, Lindley. 1951-1957.
Correspondence: C. 1955-1965.
Physical Description: 2.0 folders

Correspondence: California State Library. 1950-1963.
Correspondence: California Local History. 1950-1963.
Correspondence: California Library Association (CLA). 1963.
Correspondence: California State College, Los Angeles. 1965.
Correspondence: Capetown Library, University of. 1959.
Correspondence: Carpenter, Ed. 1956-1959.
Correspondence: Clapp, Verner W. 1961.
Correspondence: Coleman, Dr. E. E. 1964-1965.
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Correspondence: Crahan, Marcus. 1964-1965.
Correspondence: Crosby, Alexander L. 1961-1962.
| Box 15 | Correspondence: D. 1956-1965. |
| Box 15 | Correspondence: Dodd, Laurence Ellsworth. 1962-1963. |
| 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: Fresno State College. 1960-1962. |
| Box 16 | Correspondence: G. 1957-1965. |
| Box 16 | Correspondence: George, Mrs. Genevieve. 1962. |
| Box 16 | Correspondence: Gerding, 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: 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: Hellman, Doris C. 1960. |
| Box 16 | Correspondence: Heusken Diary. 1959. |
| Box 16 | Correspondence: Hindle, Brook. 1961-1962. |
| Box 16 | Correspondence: Holman, John. 1959. |
| Box 16 | Correspondence: Hoskins, Arthur C. 1960. |
| Box 16 | Correspondence: Hunt, Aurora. 1961. |
| Box 16 | Correspondence: Huntington Library. 1957-1962. |
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: 2.0 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: Klarmann, 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.
Correspondence: Microfilm Projects. 1956-1960.

Scope and Content
Includes memos, lists of microfilmed items.

Correspondence: MJ-MZ. 1956-1962.
Correspondence: M-Mi. 1956-1962.

Scope and Content
Regarding Materials for Research in American Culture.

Correspondence: Moore, Harry J. 1948-1959.
Correspondence: Myers, Arthur M. 1962.
Correspondence: N. 1956-1962.
Correspondence: Nunis, Doyce B. 1959-1962.
Correspondence: Oppenheimer, Edgar S. 1961.
Correspondence: P. 1957-1962.
Correspondence: Parker, Dr. Horace. 1958.
Correspondence: Payne, Robert. 1957.
Correspondence: PIONEER MAGAZINE. n.d.

Scope and Content
Also known as CALIFORNIA MONTHLY MAGAZINE. Contains a list of titles in Volume 1 and no correspondence.

Correspondence: Powell, Lawrence Clark. 1957-1962.

Scope and Content
Contains information on 1960 European trip.

Correspondence: R. 1956-1962.
Correspondence: Richardson, Elmo R. 1957-1962.
Correspondence: Riebel, R. C. 1960.
Correspondence: Riverside, University of California. 1956-1962.
Correspondence: Samuel, Claude. 1958.
Correspondence: San Fernando Valley State College. 1959-1962.
Correspondence: San Quentin Prison. 1951.

Scope and Content
Includes 1951 Mar 12 issue of the SAN QUENTIN NEWS.

Correspondence: Sandoe, James. 1961.
Correspondence: Santa Barbara Public Library. 1956-1959.
Correspondence: Santa Barbara, University of California. 1958-1962.
Correspondence: Santadreu, Sebastian. 1961.
Correspondence: Sayler, Frances L. 1956.
Correspondence: Scheiwiller, Vanni. 1956.
Correspondence: Schwartz, J. 1961.
Correspondence: Scripps College, Ella Strong Denison Library (Claremont, CA). 1962.
Correspondence: Shuken, Howard L. 1961.
Correspondence: Slobodek, Mitchell. 1962.
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, Reverand 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: 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  Kraus Books List. 1950.
Box 20  Library Administrative Conference (Lake Arrowhead, CA). 1964 May.
<table>
<thead>
<tr>
<th>Box 20</th>
<th><strong>Library Building and Move. 1952-1976.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 2.0 folders</td>
</tr>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes floor plans and information regarding Research Library Unit 2 and remodeling of Powell West Wing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20</th>
<th><strong>Library Building Committee. 1956-1967.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Includes memos and minutes. Smith, Wilbur J. was member.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 21</th>
<th><strong>Library Development Master Plan. 1960-1961.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>10 year acquisition projects, book collection, by subject.</td>
</tr>
</tbody>
</table>

| Box 21 | **Maps and Atlases - Unfinished Business File. 1949-1951; n.d.** |

<table>
<thead>
<tr>
<th>Box 21</th>
<th><strong>Memorandums, Acquisitions. 1960-1969.</strong></th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
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<tr>
<th>Box 21</th>
<th><strong>Memorandums, Bindery. 1961-1972.</strong></th>
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<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes samples.</td>
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<tr>
<th>Box 21</th>
<th><strong>Memorandums, Circulation. 1958-1975.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes transfers from stacks.</td>
</tr>
</tbody>
</table>

| Box 21 | **Memorandums, Collection Development: Dudley, Norman. 1971-1981.** |

<table>
<thead>
<tr>
<th>Box 21</th>
<th><strong>Memorandums, Department of Special Collections: Smith Wilbur J. 1956-1969.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes policies and procedures</td>
</tr>
</tbody>
</table>

| Box 21 | **Memorandums, Exhibitions Committee: Cox, James R. 1969-1971.** |

| Box 21 | **Memorandums, Gilman, Nelson J. 1964-1966.** |

<table>
<thead>
<tr>
<th>Box 21</th>
<th><strong>Memorandums, Librarian’s Office: Ackerman, Page. 1957-1977.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 2.0 folders</td>
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<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes information regarding collection development and budget.</td>
</tr>
</tbody>
</table>

| Box 22 | **Memorandums, Librarian’s Office: Corin, Judy (Planning). 1965; 1975-1981.** |

<table>
<thead>
<tr>
<th>Box 22</th>
<th><strong>Memorandums, Librarian’s Office: Vosper, Robert. 1961-1973.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 2.0 folders</td>
</tr>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes information regarding acquisitions, collection development and Department of Special Collection donors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 22</th>
<th><strong>Memorandums, Librarian’s Office: Miles, Paul. 1959-1974.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Includes information regarding processing collections, space, library administration and supplies/equipment.</td>
</tr>
</tbody>
</table>

| Box 22 | **Memorandums, Librarian’s Office: Folz, Sue. 1962-1971.** |

<table>
<thead>
<tr>
<th>Box 22</th>
<th><strong>Memorandums, Librarian’s Office: Bergeron, Bill and Ortiz, Tom. 1966-1975.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Content</td>
</tr>
<tr>
<td></td>
<td>Includes memos from Building Coordinator and Building Facilities regarding space planning, Research Library Unit 2, insurance, and personnel safety.</td>
</tr>
</tbody>
</table>
**Box 22**

**Memorandums, Librarian’s Office: Powell, Lawrence Clark. 1955-1961.**

*Scope and Content*

Includes information regarding acquisitions, collection development and library administration.

**Box 22**

**Memorandums, Librarian’s Office: Greco, Anthony. 1971-1976.**

**Box 22**

**Memorandums, Librarian’s Office: Moore, Everett. 1964-1975.**

**Box 22**

**Memorandums, Library Systems Staff: Hall, Anthony. 1967; n.d.; 1973.**

**Box 22**

**Memorandums, Neal Harlow. 1950.**

*Scope and Content*

Regarding the resignation of E. H. Carpenter.

**Box 22**


**Box 22**

**Memorandums, Repairs. 1963-1966.**

**Box 23**

**Miscellaneous: Follow-Up. 1950-1951; 1964.**

*Scope and Content*

Includes Mary Austin article referring to collection now at UCLA -- Manuscript Collection #278.

**Box 23**

**Miscellaneous: Overdue. 1952.**

**Box 23**

**Miscellaneous: Special Collections. 1948-1954.**

**Box 23**

**Miscellaneous: Tickler File. 1951; 1958.**

**Box 23**

**Monthly Report Forms and Outlines to Follow. 1950-1951.**

**Box 23**

**Music Library Acquisitions. 1971-1973.**

**Box 23**

**North Campus Research Library, Unit 1. 1963-1964.**

*Scope and Content*

Also known as: Research Library and/or University Research Library. Includes architectural floor plans, 1964 Apr.

**Box 23**

**Numbered Collections -- Unfinished Business File. 1940.**

**Box 23**

**Organization of Department. n.d.; circa 1950.**

*General Physical Description note: Handwritten notes.*

**Box 23**

**Pamphlets and Unshelved Business. 1945-1952.**

**Box 23**

**Photographic Service. 1964.**

**Box 23**

**Pictures and Prints. n.d.**

**Box 23**

**Rare Books. n.d.**

**Box 23**

**Records: Compensatory Time, Saturday Schedule, Sick Leave, and Vacation. 1966-1967.**

**Box 23**

**Security Issues. 1950.**

**Box 23**

**Space, Storage, and Moving. circa 1950.**

**Box 23**

**Special Collections Staff -- Minutes of Meetings. 1974-1977.**

*Physical Description: 3.0 folders*

**Box 23**

**Unfinished Business File (Wilbur Smith). 1948-1950.**

**Box 23**

**University Archives -- Unfinished Business File. 1952; n.d.**

**Box 24**


**Box 24**


*Physical Description: 7.0 folders*

**Box 25**

**Booksellers' Correspondence: A. 1960-1979.**

**Box 25**

**Booksellers' Correspondence: J. 1960-1979.**

**Box 25**

**Booksellers' Correspondence: G. 1960-1979.**

**Box 25**

**Booksellers' Correspondence: K. 1960-1979.**

**Box 25**

**Booksellers' Correspondence: D. 1960-1979.**
Box 25  
Box 25  
Box 25  
Box 25  
Box 25  
Box 25  
Box 26  
Box 26  
Box 26  
Box 26  
Booksellers' Correspondence: M. 1960-1979.
Box 26  
Box 26  
Booksellers' Correspondence: V. 1960-1979.
Box 26  
Box 26  
Box 26  
Box 26  
Box 26  
Booksellers' Correspondence: P. 1960-1979.
Box 26  

Box 27  

Scope and Content
Contains David Zeidberg's notes.

Box 27  

Scope and Content
Includes paper lamination sample.

Box 27  
Box 27  
Box 27  
Box 27  
Box 27  
Box 27  
Box 27  

General note
See also "Budget, Binding"

Box 27  
Box 27  

Physical Description: 11.0 folders
General note
Continued from Box 13

Box 27  

General note
See also "Bookbinding: restoration, binders, etc."

Box 27  
Box 28  
Box 28  
Box 28  
Box 28  
Box 28  
Box 28  
Box 28  
Box 28  
Clark Library Committee. 1990.


Emergency, Rodney King Incident. 1992 May.


Fine Art Tour, Committee on. 1988 Jun 14.


Physical Description: 3.0 folders

Friends of the UCLA Library - John Dreyfus. 1984 Nov.


Physical Description: 2.0 folders

Scope and Content

Powell, Lawrence Clark; Horn, Andrew; Hayes, Robert. Contains confidential 1960 memo describing first UCLA Library applicants.


General Physical Description note: Pamphlet.


Scope and Content

Contains 2 pamphlets.


Scope and Content

Regarding tribute and auction.


Scope and Content

Includes list of art objects in Special Collections.

Inventory List, Annual. 1980 Dec.

James Davis, Rare Book Librarian. 1984 Nov.


General note

See also box 7, folder title: "Personnel (policies, reports, forms, job descriptions, etc.)" and box 23, folder title: "Memorandums, Personnel: Price, Alvis."


Scope and Content

Includes Special Collections Discussion of the Lademann Report.

Los Angeles Preservation Network (LAPNET).

Physical Description: 2.0 folders


LAPNET Disaster Workshop 3 (Mass Treatment Options). 1990.
Box 30  LAPNET Disaster Workshop 1. 1988.
Box 30  LAPNET Disaster Workshop 2 (Earthquake Preparedness). 1989.
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  Minutes of...and Budget Regarding Oral History. 1969 Nov; 1976 Jul.
Box 30  Moser, Berry and UC Press. 1984 Oct.

Physical Description: 2.0 folders


Physical Description: 6.0 folders

Box 32  Picture Books (annotated list). 1968.

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  Western Americana Cooperative Preservation Microfilming Project. 1989.
Box 32  Western Americana Institute. 1963.