Finding Aid for the University of Southern California School of Library Science
records 0280

Finding aid prepared by Sibyl Roud
USC Libraries Special Collections
Doheny Memorial Library 206
3550 Trousdale Parkway
Los Angeles, California, 90089-0189
213-740-5900
specol@usc.edu
2005
Title: University of Southern California School of Library Science records
Collection number: 0280
Contributing Institution: USC Libraries Special Collections
Language of Material: English
Physical Description: 29.1 Linear feet49 boxes
Date (inclusive): 1892-1986
Abstract: Records of the University of Southern California School of Library Science (1936-1986), including those of Martha Boaz, Dean of the School from 1955-1978. Consists of correspondence, notes, minutes, manuscripts, scrapbooks, publications, and ephemera related to the School's educational and administrative activites.
Physical location: University of Southern California. University Archives.
creator: Beta Phi Mu. Beta Chapter.
creator: University of Southern California. School of Library and Information Management.
creator: University of Southern California. School of Library Science. -- Archives
Access
Collection is open for research, except where restriction is noted. Collection is stored off-site and advance notice is required for access.
Publication Rights
All requests for permission to publish or quote from manuscripts must be submitted in writing to the University Archivist. Permission for publication is given on behalf of University Archives as the owner of the physical material, and is not intended to include or imply permission of the copyright holder, which must also be obtained.
Preferred Citation
[Box/folder #]. University of Southern California School of Library Science records, Collection no. 0280, University Archives, Special Collections, USC Libraries, University of Southern California.
Processing Information
Administrative history
The USC School of Library Science originated from an organized instructional program provided by the Los Angeles Public Library. This program, started in 1891 for the Library's employees, remained a training class until 1914 when the Library instituted a formal one-year library school program. Classes at LAPL terminated in 1932 due to fiscal problems. Summer sessions held at the University of Southern California from 1933-1936 met the need for library training in the region. After four years of pressure from the Alumni Association of the Public Library for a graduate library school, USC finally acquiesced and officially inaugurated a School of Library Service in September 1936. The school's name was changed in June of the following year to the School of Library Science. In 1980, the School altered its name once again, this time to reflect the changing occupational climate. Accompanied by an entirely redesigned program, the newly dubbed School of Library and Information Management veered away from providing solely traditional library school courses and offered students three areas of specialization: library science, information science, and information management.
The School, accredited by the Board of Education for Librarianship of the American Library Association in 1938, initially offered a two year program in which a Bachelor of Science in Library Science was granted at the end of the first year, the program culminating after the second year with the bestowal of a Master of Science in Library Science degree. The B.S. in Library Science was not offered after June, 1952. The curriculum was later expanded to include two degrees at the Doctor level: the Doctor of Philosophy with a major in Library Science (Ph.D.) added in 1961, and the Doctor of Library Science (D.L.S.) in 1975.

Deans of the School:
(titled Director until 1957)
Osborn, Andrew D. (temporary, 1936-1937)
Carter, Mary Duncan (1937-1946)
Dean, Hazel (acting, 1945-1946)
Pulling, Hazel (acting, 1946-1947)
Stieg, Lewis F. (1947-1955)
Howe, Harriet (acting, 1943-1955)
Boaz, Martha (1955-1978)
Greer, Roger (1979-1986)

Organization

Scope and Content
Collection contains correspondence, notes, minutes, scrapbooks, publications, course outlines, correspondence, class lists, and ephemera related to the educational and administrative activities of the University of Southern California School of Library Science (1936-1986). Includes the administrative files of Martha Boaz, dean of the School from 1955-1978, including her correspondence, publications, and manuscripts; and the records of Beta Phi Mu, national library science honor society.

Subjects and Indexing Terms
Beta Phi Mu. Beta Chapter. -- Archives
Beta Phi Mu. -- Archives
Boaz, Martha, 1911-1995 -- Archives
Carter, Mary Duncan, 1896 -- Archives
Los Angeles Public Library. -- Archives
University of Southern California. School of Library and Information Management. -- Archives
University of Southern California. School of Library and Information Management. -- History
Agendas (administrative records)
Annual reports
Brochures
Correspondence
Financial records
Library education--California--Los Angeles--Archival resources
Library schools--California--Los Angeles--Archival resources
Library schools--California--Los Angeles--Faculty--Archival resources
Library schools--Curricula--California--Los Angeles--Archival resources
Library science--California--Los Angeles--Archival resources
Manuscripts
Minutes
Newsletters
Publications
Reports
Scrapbooks
Transcripts

Box 1, Folder 1-5  
Advisory Board files 1937-1981

Physical Description: 0.5 Linear feet1 box

Scope and Contents note
The USC SLS Advisory Board, consisting of outstanding librarians and interested citizens, provided an outside opinion on school matters. In 1974 the Advisory Board's name was changed to Board of Councilors. This series consists of agendas, member lists, minutes, curriculum proposals, correspondence, and reports. Files are arranged chronologically.
Alumni Association files 1924-1986

Physical Description: 1.25 Linear feet2.5 boxes

Scope and Contents note

Series includes papers from the Alumni Association of the Los Angeles Public Library (1934-1937) and of the Alumni Association of the USC School of Library Science and its Predecessors (1938-1980). Note: the word "Service" was used in place of "Science" from 1938-1939. The wording "and its Predecessors" was omitted from use starting in 1967.

Administrative materials 1930-1986

Physical Description: 0.5 Linear feet1 box

Scope and Contents note

Contains inter-filed correspondence and minutes created or received by Alumni Association Board members, minutes, financial reports, and materials regarding the Helen E. Haines Scholarship Fund.

Box 1, Folder 6 LAPL Alumni Association Correspondence and Minutes 1930-1939

Scope and Contents note

Contains correspondence to and from the Alumni Association of the LAPL. Includes information regarding the establishment of a Library School at USC and the inclusion of LAPL alumni in the USC School Alumni Association.

Box 1, Folder 7 Alumni Association Correspondence 1940-1945
Box 1, Folder 8 Alumni Association Correspondence 1946-1949

Scope and Contents note

Also includes minutes, Constitution and Bylaws, list of active members, and reports of secretary-treasurer.

Box 1, Folder 9 Alumni Association Correspondence 1950-1955

Scope and Contents note

Includes minutes, agenda, and draft of The State of the School.

Box 1, Folder 10 Alumni Association Correspondence 1956-1959
Box 1, Folder 11 Alumni Association Correspondence 1960-1965

Scope and Contents note


Box 2, Folder 1 Alumni Association Correspondence 1966-1969

Scope and Contents note

Includes minutes, bylaws, financial reports, and memos.

Box 2, Folder 2 Correspondence regarding LAPL alumni 1939-1954

Scope and Contents note

Correspondence to the USC School of Library Science administration from LAPL alumni. Includes reference requests from employers.

Box 2, Folder 3 Board Meeting Minutes 1984-1986

Scope and Contents note

Includes correspondence and Treasurer's reports.
<table>
<thead>
<tr>
<th>Box 2, Folder 4</th>
<th><strong>Financial Ledger 1930-1940</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Annual reports 1944-1950</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 5-6</th>
<th><strong>Helen E. Haines Scholarship 1949-1952</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains correspondence, publicity releases, news clippings, and alumni fund contribution reports relating to the Helen E. Haines Scholarship Fund.</td>
</tr>
</tbody>
</table>

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**Libraria Sodalitas 1963-1978**

- Physical Description: 0.25 Linear feet 5 boxes
- Scope and Contents note

Libraria Sodalitas was founded in 1962 for the advancement of Library Science education at the USC School of Library Science. Qualified members included USC Library Science program degree holders, faculty members of the School, any person who had demonstrated a "sincere interest" in the USC Library School program, or acceptable individuals representing firms or businesses.

<table>
<thead>
<tr>
<th>Box 3, Folder 1</th>
<th><strong>Black Tie 1970-1977</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains invitations and correspondence regarding Black Tie dinners held by Libraria Sodalitas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 3, Folder 2</th>
<th><strong>Membership 1963-1975</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Membership lists of Libraria Sodalitas, including lists of delinquent members.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 3, Folder 3</th>
<th><strong>Newsletters 1965-1978</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Newsletters arranged chronologically. Libraria Sodalitas Board Minutes from 1975 are also included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 3, Folder 4</th>
<th><strong>Organization 1963-1972</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains various versions of Constitution and Bylaws, and correspondence to members.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 3, Folder 5</th>
<th><strong>Summer Events 1969-1977</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains invitations and notices of various Libraria Sodalitas functions.</td>
</tr>
</tbody>
</table>

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**Publications 1924-1980**

- Physical Description: 0.5 Linear feet 1 box
- Scope and Contents note

Contains Directories and Newsletters published by the Alumni Association.
<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
</table>
| Box 3, Folder 6 | **Alumni Directories 1934-1950**  
Scope and Contents note  
| Box 3, Folder 7 | **LAPL News Letters 1924-1937**  
**News Letters 1938-1943**  
**News Letters 1944-1955**  
**News Letters 1956-1962**  
**Newsletters 1963-1968**  
**Newsletters 1969-1980** |
| Box 48, Folder 1 | **President’s records 1979-1980**  
**Association of College Honor Societies information booklet 1979-1980**  
**President’s records 1980-1981**  
**President’s records 1982-1983**  
**President’s records 1983-1984**  
**BPM newsletter 1983 December**  
**Ballot letters 1978 January**  
**Constitution and by-laws of Beta Chapter 1972-1975**  
**Boaz nomination 1972-1973**  
**Beta Chapter news 1980-1983**  
**Correspondence with President on miscellaneous, unique events 1972-1975**  
**Correspondence with prospective members 1972, 1973, 1977**  
**Misc. correspondence 1972-1978**  
**Dues request letters 1976-1983**  
**Correspondence with National 1970-1984**  
**Executive Council Meetings - Agendas and related correspondence 1970-1984**  
**Initiation/Dinner Announcements to Members 1972-1982**  
**How to Put on the Initiation Ceremony undated**  
**Invitations to Prospective Members 1977-1983**  
**Invitation 1983-1984**  
**Jewelry and chapbooks circa 1979**  
**History 1969-1983**  
**Lists of initiates 1966-1977**  
**Lists of officers (annual) 1966-1984**  
**Scholarships 1957-1984**  
**Scholarships 1981-1983**  
**Scholarship Award Announcements 1957, 1981**  
**Correspondence re Scholarship Committee 1983**  
**Membership lists 1965-1983**  
**Membership lists 1981-1982**  
**Nominations Committee and Elections 1976-1980**  
**USC Library School Alumni Newsletters 1971-1984**  
**Treasurer’s Reports 1966-1984**  
**Treasurer’s Reports 1983-1985**  
**Treasurer’s Reports 1981-1983**  
**Minutes of Meetings, including Treasurer’s Reports 1979-1980**  
**Minutes of Meetings, including Treasurer’s Reports 1980-1981**  
**Ballots 1984 March**  
**Meeting announcement 1984 June** |
Box 48, Folder 40-41

Box 48, Folder 42-43
Secretary-Treasurer's Misc. Correspondence 1981-1983
Invitations 1982-1983
Invitation/Dinner/Ballot mailings 1977-1982
Invitation 1982
[Letterhead] undated
Officers and Associates Addresses, Phone Nos. 1981-1982
Minutes 1981-1983
Chapter Officer's Duties, Responsibilities 1981-1982, undated
Board of Directors Meeting Announcements 1982
Board Meeting agenda 1978, 1984
Deleted Members Lists from National 1981-1982
Constitution - Beta Chapter undated
Copies for National circa 1981
Beta Chapter Newsletters 1980-1982
Misc. circa 1977
Social Events for Students 1982-1983
Historian's Communications 1976-1982
National Form: Officers of BPM Chapters undated
[Miscellaneous minutes and records] 1983-1985
Completed "Request for Payment from Chapter Funds" to Dean's Office 1980
Chapter Form: "Deposit Record" to Gift Account 1981
Bank Statements and Checks 1981-1982
[Ledgers of members recording dues payments] 1957-1985

Curriculum and educational programming 1933-1981
Physical Description: 11.75 Linear feet 14 boxes

Box 39-47
Course Outlines 1954-1978
Physical Description: 9.0 Linear feet 9 record boxes
Scope and Contents note
This subseries contains course outlines, syllabi, assignments, and examinations of courses offered by the School. Folders are arranged by semester and date, and are titled by course numbers.

Curriculum development files 1933-1960
Physical Description: 0.25 Linear feet 5 boxes
Scope and Contents note
Includes documents concerning curriculum development including correspondence, proposals, memos, recommendations, proposals for curriculum changes and accepted changes, degree conversion information, supporting publications, and curriculum information from other U.S. library schools.

Box 4, Folder 3
Files 1933-1944
Box 4, Folder 4
Files 1945
Box 4, Folder 5
Files 1949-1955
Box 4, Folder 6
Files 1951-1956
Workshops, Institutes, Colloquia and other additional educational programs 1950-1981

Physical Description: 2.5 Linear feet4.5 boxes

Scope and Contents note

This series contains materials relating to additional educational programs offered through the USC Library School, including workshops, institutes, colloquia, conferences, forums, etc. The materials are divided into three sub-series: Institutes, Workshops, and Other. Each sub-series is arranged chronologically. Materials may include: correspondence, schedules, program brochures, budget and funding information, applications, course syllabi, narrative reports, manuscripts, speaker transcripts, enrollment lists, course handouts, course bibliographies, program proposals, grant proposals.

Institutes: Library Personnel Administration 1956

Institutes: Institute on Public Library Architecture 1956-1960

General Physical Description note: 4 folders (also includes 5:1)

Scope and Contents note

Includes a transcript of the Institute's keynote address, The Living Library, given by the famous architect Richard J. Neutra.

Institutes: Institute for School Administrators 1957

Institutes: Library Services for Young Adults 1959

Institutes: Institute Announcements and Schedule 1960-1961

Institute: Inservice Training and Intramural Communication 1960-1961

Institutes: Library Education at USC 1960-1961

Institutes: Cooperative Planning for Public Libraries 1960-1961

Institutes: A Master Plan, College and University Libraries 1960-1962

Institutes: Building Book Collections 1961

Institutes: Library Administration Institute 1960-1962


Institutes: Institute for the Education and Training of Information Science Faculty 1968-1970

General note

See also Applications (6:5-6), Aurbach Proposal (6:7), and Evaluations (6:8) relating to this Institute.

Institutes: Institute for the Education and Training of Information Science Faculty-Applications 1968-1970

General note

Includes restricted material. See University Archivist for details.

Institutes: Institute for the Education and Training of Information Science Faculty-Auerbach Proposal 1967

Institutes: Institute for the Education and Training of Information Science Faculty-Evaluations 1968-1970

Institutes: Training for Library Work with the Culturally Disadvantaged 1969

Institutes: Institute on Library Automation and Information Retrieval 1970

Institutes: Institute on Middle Management in Public Libraries 1971

Workshops: School Library Workshop 1950

Workshops: Library Budgeting Workshop 1955

Workshops: Correspondence (relating to workshop development) 1959-1960

Workshops: Getting Along With Patrons 1958

Workshops: Storytelling and Book Talks 1958-1959

Workshops: Library Service for Young Adults 1958-1959

Workshops: School and Public Library Problems 1959
| Box 7, Folder 10 | Workshops: Administrators' Problems 1959 |
| Box 7, Folder 11 | Workshops: Reference and Interlibrary Loans 1959 |
| Box 7, Folder 12 | Workshops: Improving the Book Collection 1959-1960 |
| Box 7, Folder 13 | Workshops: Circulation Problems and Procedures 1959 |
| Box 7, Folder 14 | Workshops: Order Records and Methods 1959 |
| Box 7, Folder 15 | Workshops: Cataloging Processes and Shortcuts 1959 |
| Box 7, Folder 16 | Workshops: Book Selection and Censorship 1960-1964 |
| Box 7, Folder 17 | Workshops: Workshop Announcements and Schedule 1959-1960 |
| Box 7, Folder 18 | Workshops: Implementing the School Library Standards 1960-1961 |
| Box 7, Folder 19 | Workshops: Staff Development in Libraries and Information Centers 1978 |
| Box 7, Folder 20-21 | Symposium and Documentation or a Study of Information Retrieval Systems 1958-1960 |
| Box 8, Folder 1 | Symposium in Storytelling 1962 |
| Box 8, Folder 2 | Workshops: Workshop Announcements and Schedule 1959-1960 |
| Box 8, Folder 3 | Symposium in Storytelling 1962 |
| Box 8, Folder 4 | Symposium in Storytelling 1962 |
| Box 8, Folder 5 | Symposium in Storytelling 1962 |
| Box 8, Folder 6 | Symposium in Storytelling 1962 |
| Box 8, Folder 7 | Symposium in Storytelling 1962 |
| Box 8, Folder 8 | Symposium in Storytelling 1962 |
| Box 8, Folder 9 | Symposium in Storytelling 1962 |
| Box 8, Folder 10 | Symposium in Storytelling 1962 |
| Box 8, Folder 11 | Symposium in Storytelling 1962 |
| Box 8, Folder 12 | Symposium in Storytelling 1962 |
| Box 8, Folder 13 | Symposium in Storytelling 1962 |
| Box 8, Folder 14 | Symposium in Storytelling 1962 |
| Box 8, Folder 15 | Symposium in Storytelling 1962 |
| Box 8, Folder 16 | Symposium in Storytelling 1962 |
| Box 8, Folder 17 | Symposium in Storytelling 1962 |
| Box 8, Folder 18 | Symposium in Storytelling 1962 |
| Box 8, Folder 19 | Symposium in Storytelling 1962 |
| Box 8, Folder 20 | Symposium in Storytelling 1962 |
| Box 8, Folder 21 | Symposium in Storytelling 1962 |
| Box 9, Folder 1 | Symposium in Storytelling 1962 |
| Box 9, Folder 2 | Symposium in Storytelling 1962 |
| Box 9, Folder 3 | Symposium in Storytelling 1962 |
| Box 9, Folder 4 | Symposium in Storytelling 1962 |
| Box 9, Folder 5 | Symposium in Storytelling 1962 |
| Box 9, Folder 6 | Symposium in Storytelling 1962 |
| Box 9, Folder 7 | Symposium in Storytelling 1962 |
| Box 9, Folder 8 | Symposium in Storytelling 1962 |
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| Box 9, Folder 10 | Symposium in Storytelling 1962 |
| Box 9, Folder 11 | Symposium in Storytelling 1962 |
| Box 9, Folder 12 | Symposium in Storytelling 1962 |
| Box 9, Folder 13 | Symposium in Storytelling 1962 |
| Box 9, Folder 14 | Symposium in Storytelling 1962 |
| Box 9, Folder 15 | Symposium in Storytelling 1962 |
| Box 9, Folder 16 | Symposium in Storytelling 1962 |
| Box 9, Folder 17 | Symposium in Storytelling 1962 |
| Box 9, Folder 18 | Symposium in Storytelling 1962 |
| Box 9, Folder 19 | Symposium in Storytelling 1962 |
| Box 9, Folder 20 | Symposium in Storytelling 1962 |
| Box 9, Folder 21 | Symposium in Storytelling 1962 |

**Dean's papers 1917-1986**

- Physical Description: 11.0 Linear feet22 boxes
- Scope and Contents note

  Includes papers originating from the offices of the Deans Mary Duncan Carter (subseries 1) and Martha Boaz (subseries 2).

**Carter, Mary Duncan 1936-1954**

- Physical Description: 0.5 Linear feet1 box
- Scope and Contents note

  Mary Duncan Carter, Director (i.e. Dean) of the USC Library School from 1937-1946, was the school's first official (non-temporary) director.

- Box 9, Folder 5 | SC GSLS 1936-1954
- Box 9, Folder 6 | Accreditation (BEL) 1937-1949
- Box 9, Folder 7 | SC GSLS Radio Broadcast 1937-1938
- Box 9, Folder 8 | National Youth Administration 1938-1943
- Box 9, Folder 9 | Film Book Club of the Year 1939-1942
- Box 9, Folder 10 | CLA Institute on Public Relations, Long Beach 1940
- Box 9, Folder 11 | Civilian Defense 1940-1943
- Box 9, Folder 12 | Institute for School Libraries 1950
Boaz, Martha Terosse 1917-1986

Physical Description: 10.5 Linear feet 21 boxes

Scope and Contents note
Martha Boaz, dean from 1955-1978, was the School's longest-serving and perhaps most influential dean. Declared "one of the most dynamic librarians in California," Boaz was dedicated to library education, professionalism, and quality library services. She was active in the American Library Association (ALA), serving as President of the Association from 1962-1963, Chair of the Research Committee from 1958-1960, Chair of the Intellectual Freedom Committee from 1964-1966, President of the Library Education Division from 1968-1969, Board of Directors in 1972, and Chair of the Council of Deans from 1977-1978. Subseries includes 4 sub-subseries: Correspondence, Publications and Manuscripts, Administrative Files, and the Files of Robert Sommers.

Correspondence 1956-1978
Physical Description: 3.0 Linear feet 6 boxes

Scope and Contents note
Includes correspondence arranged by year, as well as correspondence related to guest lecturers and legislative activities.

Box 10, Folder 1-3  Correspondence 1978
Box 10, Folder 4-5  Correspondence 1977
Box 10, Folder 6-7  Correspondence 1976
Box 10, Folder 8-10  Correspondence 1975
Box 11, Folder 1-3  Correspondence 1974
Box 11, Folder 4-5  Correspondence 1973
Box 11, Folder 6-8  Correspondence 1972
Box 11, Folder 9-10  Correspondence 1971
Box 12, Folder 1-2  Correspondence 1970
Box 12, Folder 3-5  Correspondence 1969
Box 12, Folder 6-8  Correspondence 1968
Box 13, Folder 1-3  Correspondence 1967
Box 13, Folder 4-7  Correspondence 1966
Box 14, Folder 1-3  Correspondence 1965
Box 14, Folder 4-5  Correspondence 1964
Box 14, Folder 6-7  Correspondence 1963
Box 15, Folder 1-4  Correspondence 1962
Box 15, Folder 5-8  Correspondence 1961
Box 15, Folder 9-10  Correspondence 1960
Box 16, Folder 1  Correspondence 1959
Box 16, Folder 2  Correspondence 1958
Box 16, Folder 3  Correspondence 1957
Box 16, Folder 4  Correspondence 1956
Box 16, Folder 5  Letters to Martha Boaz 1957-1977

General note
Correspondence separated from the yearly correspondence files (boxes 10-16:4) for reasons unknown.

Box 16, Folder 6-8  Legislative Correspondence 1970-1975
### Lectures - Correspondence 1956-1964

**Scope and Contents note**
Contains correspondence from the School's guest lecturers and those invited to lecture (but did not). Includes correspondence from Aldous Huxley, Ray Bradbury, Christopher Isherwood, Arnold Toynbee, Ogden Nash, Stephen Spender, Justice William O'Douglas, and others.

### Publications and Manuscripts 1917-1986

**Physical Description:** 1.25 Linear feet 2.5 boxes

**Scope and Contents note**
Contains publications and manuscripts by Martha Boaz, including those written after her tenure as dean. Early LAPL Library School materials are also enclosed.

<table>
<thead>
<tr>
<th>Box 16, Folder 9-11</th>
<th>Lectures - Correspondence 1956-1964</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains correspondence from the School's guest lecturers and those invited to lecture (but did not). Includes correspondence from Aldous Huxley, Ray Bradbury, Christopher Isherwood, Arnold Toynbee, Ogden Nash, Stephen Spender, Justice William O'Douglas, and others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 17, Folder 1-3</th>
<th>Publications 1959-1976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 17, Folder 4</td>
<td>[Publication List + Curriculum Vitae] circa 1986</td>
</tr>
<tr>
<td>Box 17, Folder 5-6</td>
<td>Fervent and Full of Gifts- The Life of Althea Warren 1961</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 7</th>
<th>[Project for Excellence in Library Science] 1965</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 18, Folder 1</td>
<td>Quest for Truth: The Continuing Questing undated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 2</th>
<th>The Quest for Truth 1957-1967</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Correspondence and partial manuscript.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 3</th>
<th>The Continuing Quest 1967</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Correspondence and manuscript.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 4-5</th>
<th>Toward the Improvement of Library Education 1972-1973</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 18, Folder 6</td>
<td>LAPL Materials 1917-1941</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 6</th>
<th>LAPL Materials 1917-1941</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>LAPL Library School Circulars, Directories of Graduates, and History.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 18, Folder 7</th>
<th>History of the School 1932-1935, 1976</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Includes the publication &quot;School of Library Science: History of the School of Library Science University of Southern California,&quot; correspondence relating to this publication, and historical materials regarding the origination of the School.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 19, Folder 1</th>
<th>Misc. Typing 1978</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 19, Folder 2-3</td>
<td>Agenda Conference- Strategies for Meeting the Information Needs of Society in the Year 2000 (organized and chaired by Martha Boaz) 1979</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 19, Folder 4</th>
<th>Essay Manuscripts circa 1979-1986</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 19, Folder 5-6</td>
<td>Issues in Higher Education and the Professions in the 1980's 1980</td>
</tr>
</tbody>
</table>

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Finding Aid for the University of Southern California School of Library Science records ...
<table>
<thead>
<tr>
<th>Box, Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20, Folder 1-2</td>
<td>Administrative Files Bulk, 1957-1978 1932-1978</td>
</tr>
<tr>
<td></td>
<td>Physical Description: 4.5 Linear feet9 boxes</td>
</tr>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Contains administrative files, including those relating to ALA accreditation, fund-raising, and the Montgomery Ross Fisher Building.</td>
</tr>
<tr>
<td>20, Folder 3-4</td>
<td>Accreditation Report Feb. 1956 Visit of Common Accreditation to USC 1951-1957</td>
</tr>
<tr>
<td>20, Folder 5</td>
<td>ALA Evaluation Visit 1965 1932-1965</td>
</tr>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Includes accreditation materials prior to 1965.</td>
</tr>
<tr>
<td>20, Folder 6</td>
<td>Colorful Careers 1975</td>
</tr>
<tr>
<td>20, Folder 7</td>
<td>ALA Committee Appointments Work Book 1967-1968</td>
</tr>
<tr>
<td>21, Folder 1-2</td>
<td>Althea Warren Memorial Scholarship Fund 1959</td>
</tr>
<tr>
<td>21, Folder 3</td>
<td>Biographical Sketches of Lecturers 1957-1958</td>
</tr>
<tr>
<td>21, Folder 4</td>
<td>Distinguished Professorship 1978</td>
</tr>
<tr>
<td>21, Folder 5-6</td>
<td>DLS 1973-1974</td>
</tr>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Includes materials concerning the proposal of the Doctor of Library Science Degree (DLS).</td>
</tr>
<tr>
<td>21, Folder 7</td>
<td>Fellowship Opportunities 1969-1970</td>
</tr>
<tr>
<td>21, Folder 8</td>
<td>Frank Baxter’s Gift to the Library School 1969</td>
</tr>
<tr>
<td>21, Folder 10-12</td>
<td>In-Service Training 1967</td>
</tr>
<tr>
<td>22, Folder 1</td>
<td>LS 522: The Librarian’s Reading (Course Outline) 1963-1973</td>
</tr>
<tr>
<td>22, Folder 2</td>
<td>Library Education Division [of ALA] 1967-1968</td>
</tr>
<tr>
<td>22, Folder 3</td>
<td>Monthly Calendar 1963</td>
</tr>
<tr>
<td>22, Folder 4</td>
<td>News Bureau Releases 1961-1969</td>
</tr>
<tr>
<td>22, Folder 5</td>
<td>News Bureau Releases 1970-1977</td>
</tr>
<tr>
<td>23, Folder 1</td>
<td>Odyssey: The Living Library 1974-1977</td>
</tr>
<tr>
<td>23, Folder 2</td>
<td>Publicity 1959-1973</td>
</tr>
<tr>
<td>23, Folder 3</td>
<td>[Recognition Dinner] 1978</td>
</tr>
<tr>
<td>23, Folder 4</td>
<td>Spot Announcements 1971-1975</td>
</tr>
<tr>
<td>23, Folder 5</td>
<td>USC - Friends of the Library 1976</td>
</tr>
<tr>
<td>23, Folder 6</td>
<td>USC Professional Preparation Program for Service as a Librarian 1974</td>
</tr>
<tr>
<td>24, Folder 1-2</td>
<td>Fund-Raising 1961-1975</td>
</tr>
<tr>
<td>24, Folder 3</td>
<td>Fund-Raising - Correspondence 1965-1969</td>
</tr>
<tr>
<td>24, Folder 4</td>
<td>Fund-Raising - Correspondence 1969-1970</td>
</tr>
<tr>
<td>24, Folder 5</td>
<td>Fund-Raising - Letters to Prospects 1967-1969</td>
</tr>
<tr>
<td>24, Folder 6</td>
<td>Fund Raising - Meetings 1968-1969</td>
</tr>
<tr>
<td>24, Folder 7-8</td>
<td>Fund Raising - Plans 1969-1970</td>
</tr>
<tr>
<td>24, Folder 10</td>
<td>Fundraising Suggestions and Ideas</td>
</tr>
<tr>
<td>24, Folder 11</td>
<td>Library Movie Benefit 1969</td>
</tr>
<tr>
<td>25, Folder 1-2</td>
<td>Proposals to Fundraising 1957-1967</td>
</tr>
<tr>
<td>25, Folder 3-4</td>
<td>Proposals 1966-1967</td>
</tr>
<tr>
<td>25, Folder 5-6</td>
<td>[Proposal - Education and Training of Information Science Faculty] 1967</td>
</tr>
<tr>
<td>25, Folder 7</td>
<td>Proposals - Scholarship Fund Drive 1957-1959</td>
</tr>
<tr>
<td>26, Folder 1</td>
<td>Proposal - Graduate Academic Facilities Grant circa 1969</td>
</tr>
<tr>
<td>26, Folder 2</td>
<td>Babcock Foundation Proposal 1971-1972</td>
</tr>
<tr>
<td>26, Folder 3</td>
<td>Crandall, Elia (Project) 1970</td>
</tr>
<tr>
<td>26, Folder 4-5</td>
<td>Proposals to Foundations 1963-1964</td>
</tr>
<tr>
<td>26, Folder 6-7</td>
<td>Fundraising - Proposal to Foundations, Etc. 1966-1973</td>
</tr>
</tbody>
</table>
Box 27, Folder 1  Bertha Mahoney Miller Room 1969-1974  
Box 27, Folder 3  Bertha Mahoney Miller RM Donors vol. II 1970  
Box 27, Folder 4  Bertha Mahoney Miller RM Donors vol. III 1970-1972  
Box 27, Folder 5  Building - Brochure 1974  
Box 27, Folder 6  Building Dedication 1974  
Box 27, Folder 7  Building Dedication Budget 1974  
Box 28, Folder 1  Building Dedication Ceremony 1974  
Box 28, Folder 2  Building Dedication Invitations 1974  
Box 28, Folder 3  Building Dedication Dinner 1974  
Box 28, Folder 4  Building Publicity 1974  
Box 28, Folder 5  Building Dedication Symposium 1974  
Box 28, Folder 6  Building Fund 1970-1973  
Box 28, Folder 7  Building Fund - Correspondence 1968-1973  
Box 28, Folder 8  Building Fund - General 1970-1973  
Box 28, Folder 9  Building Fund Raising Library School Correspondence 1966-1970  
Box 28, Folder 10  Building - Misc. Planning Details 1971-1974  
Box 28, Folder 11  Building - Pictures 1974  
Box 28, Folder 12  Building - Plans 1970-1972  

General note  
Actual floor plans located in flat files.

Box 29, Folder 1  Building - Library School Old Plans (pre-1945) 1937-1966  
Box 29, Folder 2  Library Building Plans - From Other Institutions 1964-1966  
Box 29, Folder 3  Building - Plaques 1974  
Box 29, Folder 4  Building - Problems 1974  
Box 29, Folder 5  Building - Program 1974  
Box 29, Folder 6  Building Proposal - United States Steel Corp. 1967-1968  
Box 29, Folder 7  Building - Site Dedication, Nov. 14, 1972 1972  
Box 29, Folder 8  CLA Luncheons 1959-1971  
Box 29, Folder 9  Complete List of Building Fund Donors 1970-1976  
Box 29, Folder 10  Facility Plan 1969  
Box 29, Folder 11  [Plans for a Building] 1966-1969  
Box 29, Folder 12  Printed Material from USC 1970-1971  
Box 29, Folder 13  USC - Development 1970-1974  

Robert Sommers Files 1965-1971  

Physical Description: 1.0 Linear feet2 boxes  

Scope and Contents note  
Files of Robert Sommers, Director of Planning, related to fundraising for the Montgomery Ross Fisher Building.

Box 30, Folder 1  Articles on How to Raise Money undated  
Box 30, Folder 2  Biographies of Individual Donor Prospects 1969  
Box 30, Folder 3  [Brewer Medical Foundation] 1970  
Box 30, Folder 4  Building - Supplemental Material undated  
Box 30, Folder 5  Business and Industrial Firms undated  
Box 30, Folder 6  Call for Appointment Letters 1969  
Box 30, Folder 7  Corporate Foundations 1966-1971  
Box 30, Folder 8  Eastern Trips by Dean Boaz 1970  
Box 30, Folder 9  Financial Reports Fundraising 1969-1971  
Box 30, Folder 10  Follow-up Letters 1969-1970  
Box 30, Folder 11  Form Letter Materials 1969-1970  
Box 30, Folder 12  Foundations That May be a Source of Funds 1969-1971  
Box 30, Folder 13  Friends of Libraries 1968-1970  
Box 30, Folder 14  General Correspondence 1970-1971  
Box 30, Folder 15  Harold Lloyd Corporation 1969-1970  
Box 30, Folder 16  Ideas and Suggestions 1969-1970
Box 30, Folder 17  Individual Donors Prospect List 1968-1971
Box 30, Folder 18  Industrial Libraries undated
Box 30, Folder 19  Inquiry Letters 1970
Box 30, Folder 20  Knox Bourne 1967-1971
Box 30, Folder 21  Knox Bourne Mailing to 70 Corporations Asking for $500 1970-1971
Box 31, Folder 1  Letter Solicitation To: Associations 1969
Box 31, Folder 2  Letters to Publishers 1969-1971
Box 31, Folder 3  Libraria Sodolitas 1970
Box 31, Folder 4  Library Associates undated
Box 31, Folder 5  Library Suppliers 1965-1969
Box 31, Folder 6  Local Foundations 1970-1971
Box 31, Folder 7  Luncheon Meeting for Industrial Librarians undated
Box 31, Folder 8  Material for Inclusion in Letters and Factsheets undated
Box 31, Folder 9  Material From Previous Campaigns undated
Box 31, Folder 10  Misc. Correspondence 1969-1970
Box 31, Folder 11  Minutes of Fundraising Meetings Staff 1969-1970
Box 31, Folder 12  Memos to Dean Boaz 1969-1971
Box 31, Folder 13  Original Material for Earlier Presentation Folder
Box 31, Folder 14  Prospect Lists 1970-1971
Box 31, Folder 15  Replies From Individual Solicitors 1969
Box 31, Folder 16  Reports to Director of Planning 1970-1971
Box 31, Folder 17  Special Committee 1971
Box 31, Folder 18  Solicited Corporations 1965-1971
Box 31, Folder 19  Sears-Roebuck Foundation 1970-1971
Box 31, Folder 20  Staff Minutes 1971
Box 31, Folder 21  Times Mirror Foundation 1969-1971

Publications 1936-1978

Physical Description: 0.5 Linear feet 1 box
Scope and Contents note
Includes two types of regular publications of the School: Annual Reports (Subseries 1) and Bulletins (Subseries 2).

Annual Reports 1936-1978

Physical Description: 0.25 Linear feet. 5 boxes
Scope and Contents note
Arranged chronologically.

Box 32, Folder 1  Annual Reports 1936-1950
Box 32, Folder 2  Annual Reports 1955-1960
Box 32, Folder 3  Annual Reports 1961-1966
Box 32, Folder 4  Annual Reports 1967-1971
Box 32, Folder 5  Annual Reports 1972-1975
Box 32, Folder 6  Annual Reports 1975-1978

Bulletins

Physical Description: 0.25 Linear feet. 5 boxes
Scope and Contents note
Arranged chronologically.

Box 32, Folder 7  Bulletins 1958-1965
Box 32, Folder 8  Bulletins
Box 32, Folder 9  Bulletins 1972-1975
Box 32, Folder 10  Bulletins 1976-1978
Student Materials Bulk, 1930-1984 1892-1984
Class Lists 1930-1978

Physical Description: 4.25 Linear feet6.5 boxes

Scope and Contents note
Includes materials generated by or related to the students of the USC Library School. Divided into three subseries: Class Lists (Subseries 1), Student Material Files (Subseries 2), and Scrapbooks (Subseries 3).

Class Lists 1930-1978
Physical Description: 0.75 Linear feet1.5 boxes
Scope and Contents note
Includes class lists, graduate lists, student pictures, class schedules, class activity information, correspondence, enrollment information, and graduate placements. Arranged chronologically. Some material is restricted.

Box 36, Folder 1  Class of 1930 1930
Box 36, Folder 2  Class of 1938 1938
Box 36, Folder 3  Class of 1939 1939, 1938-1939, 1948
Box 36, Folder 4  Class of 1940 1940
Box 36, Folder 5  Class of 1941 1941
Box 36, Folder 6  Class of 1942 1942
Box 36, Folder 7  Class of 1943 1943
Box 36, Folder 8  Class of 1944 1944
Box 36, Folder 9  Class of 1945 1944-1945
Box 36, Folder 10  Class of 1946 1945-1946
Box 36, Folder 11  Class of 1947 1945-1947
Box 36, Folder 12  Class of 1948 1947-1948

General note
Restricted material. See University Archivist for details.

Box 36, Folder 13  Class of 1949 1948-1949

General note
Restricted material. See University Archivist for details.

Box 36, Folder 14  Class of 1949-1950 1949-1950

General note
Restricted material. See University Archivist for details.

Box 36, Folder 15  Class of 1950-1951 1951
Box 36, Folder 16  Class of 1951-1952 1952
Box 36, Folder 17  Class of 1954 1953-1954
Box 36, Folder 18  Class Book 1955
Box 36, Folder 19  Summer Session 1933-1939
Box 36, Folder 20  Summer Session 1940-1945
Box 36, Folder 21  Summer Session 1948
Box 36, Folder 22  Summer Session 1949
Box 36, Folder 23  Summer Session 1950

General note
Restricted. See University Archivist for details.

Box 37, Folder 1  Graduates - Combined Lists 1892-1950
Box 37, Folder 2  Graduates 1941-1958
### Student Material Files 1973-1987

<table>
<thead>
<tr>
<th>Physical Description:</th>
<th>0.5 Linear feet1 box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Includes student recruitment materials, Library School Student Association Newsletters, dissertation titles, final oral examination for PhD and DLS, and Beta Phi Mu materials. Arranged alphabetically.</td>
<td></td>
</tr>
</tbody>
</table>

#### Box 38, Folder 1
- [Application Form] undated

#### Box 38, Folder 2
- Beta Phi Mu 1981-1983

#### Box 38, Folder 3
- Dissertation Titles 1977-1978

#### Box 38, Folder 4
- Information Handbook for Students 1976

#### Box 38, Folder 5
- Library School Student Association Newsletter 1973-1984

#### Box 38, Folder 6
- PhD and DLS - Final Oral Examinations 1973-1984

#### Box 38, Folder 7
- "Report on User Approaches to the Card Catalog of the School of Library Science Library" 1977
  
  Scope and Contents note
  
  Student paper.

#### Box 38, Folder 9
- [Student Recruitment Materials] undated

### Scrapbooks 1946-1979

<table>
<thead>
<tr>
<th>Physical Description:</th>
<th>3.0 Linear feet3 boxes</th>
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<tr>
<td>Scope and Contents note</td>
<td></td>
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<tr>
<td>Scrapbooks contain newspaper clippings, announcements, photographs, and other ephemera. Arranged chronologically.</td>
<td></td>
</tr>
</tbody>
</table>

#### Box 33
- "Thre Flites Up" Club 1946-1947

#### Box 34

#### Box 33
- Class of 1948-49 1948-1949

#### Box 35
- [Class of 1949-1950] 1949-1950

#### Box 35
- Class of 1951 1951

#### Box 34
- Class of 1957 1956-1957

#### Box 35
- [School of Library Science Scrapbook] 1973-1979