

Library Advisory Council. Agendas, minutes, and reports.

The copies in this record group are from Unit Head distribution and will contain, in addition to minutes, the agendas and most enclosures indicated on the items themselves. A listing is made of the more significant enclosures within each series of meetings, preceded by the number of the meeting, or by date if there is no indication on the item as to which meeting it pertained to.

BOX 1

First series

folder 1: Minutes, May 1968-Apr 1969; includes

- 2 (Agenda): Questionnaire on optional shortening of lunch hour (Page Ackerman, 11 June 1968).
- 3: LSA memo to RV and his draft response re Abusive library users and the library staff (17 May 1967 and 23 May 1967).
- 5: Statement of policy on issuance of faculty authorization cards (James R. Cox to Library Advisory Council, 23 Jul 1968).
- 6 (Agenda): Request for a collections development policy in the areas of current events (18 Jul 1968).
- 12 Aug 1968: Preliminary considerations on a system of sanctions for abuse of the library staff (draft by Ann Hinckley, Jul 1968) together with other documents, with cover letter by Everett T. Moore (12 Aug 1968).
- 26 Aug 1968: Discussions and recommendations of Random group two on the collection of controversial materials to be submitted to the Committee on Collection Development.
- 7: 4 statements on the LA IV position and the Library Assistant series by: Random group V, Donald J. Coombs (31 Jul 1968), Miriam Brownstein and Marth Ochs.
- 7: College Library's comment on the working paper no.2 proposal on Library Assistant classes (Norah Jones). Location of IBM 360/20 computer, URL (Bill Bergeron to Michael Berger, 29 Aug 1968).  
Page Ackerman to Myrabelle Sherman (23 Jul 1968) re utilizing the knowledge of Mrs. Long for the restructuring of Library Assistant series, etc.  
Excerpt from letter to candidate from RV.
- 28 Aug 1968: James R. Cox to Random group II re position on LA IV.
- 13 Sep 1968: Lorraine Mathies to Random group II re Comments on the effect of the proposed LA IV classification on the LA II-III promotional step.
- 9: Proposal for emergency staffing of campus public service units (Random group IV to Advisory council).

BOX 1 (cont'd)

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- 10: Rotation system (Johanna Tallman to Advisory council, 25 Sep 1968).
- 7 Oct 1968: Book auction (Wilbur Smith)
- 9 Oct 1968: Announcement of sale of duplicates (N.D.)
- 22 Oct 1968: Background information for item on Agenda for meeting Monday, 21 October - II. Processing: Serials fiscal file automation; chronology, needs and benefits.
- 12: Committee on Committees to the Advisory council (31 Oct 1968).
- 6 Nov 1968: Public services committee response to Marsha Berman's request for analysis of reference service in the Music library (James Davis, 6 Nov 1968).
- 24 Oct 1968: Report of the Library committee, 1967-68.
- 14 (Agenda): Recruitment from minority groups to the Library Assistant class (Marcia Berman and Richard Hudson, 25 Nov 1968).
- 17 (Agenda): Committee on committees to All Library staff members re the establishment of seven staff resource committees.
- 7 Feb 1969: Administrative relationships (RV to Unit heads and members of the Advisory council).
- 19 (Agenda): Proposal for emergency staffing of small units (James Cox to Library advisory council, 24 Jan 1969).
- 20 (Agenda): Pipe-line searching proposal (Marsha Berman; another: Esther Koch and Norman Dudley). Help from the computer? (Tony Hall and Roberta Nixon). Library stationery (Marsha Berman).
- 21 (Agenda): Procedure for redistribution of Random groups (J.E. Tallman to Page Ackerman, 10 Mar 1969).
- 22 (Agenda): Draft of administrative memorandum on administrative reports.

Second series

folder 2: Minutes, May 1969-Apr 1970; includes

- 11 April 1969: Preliminary inquiry on size of the libraries of the University of California and University of California libraries - interlibrary loans (Library Council Statistics Subcommittee)
- Various dates in April 1969: Statements on behalf of H.R. 8839 before the Select Subcommittee on Education of the House Committee on Education & Labor (by Robert Vosper, William S. Dix, Robert M. Hayes and Frederick Burkhardt).
- 1 (Agenda): Library statistical report form proposed revision, 1968/69 (30 Apr 1969)
- 9 May 1969: UCLA Library campus union card catalog
- 2 (Agenda): Interim report on examination of the role of the Newsletter (Communications Committee to Library Advisory Council, 12 May 1969).

BOX 1 (cont'd)

folder 2: (cont'd)

- 2: The role of existing special committees (Committee on Committees to Advisory Council, 30 Apr 1969).
- 29 May 1969: Librarians Association Committee on Appointments, Reclassification, and Promotion, Preliminary report; enclosed with memo from Page Ackerman to Advisory Council members).
- 3: Pipeline search report (C. Borke to All unit heads and section heads, 3 Jun 1969).
- 7 (Agenda): Proposed evaluation plan (Committee on Committees to Advisory Council, 22 Jul 1969); Proposed additions to Standing rules for Staff Resource Committees and change to Charge to the Committee on Committees (Committee on Committees to Advisory Council, 18 Jul 1969); Communication of Staff Resource Committee Activities (Communications Committee to Advisory Council, 10 Jul 1969).
- 9: Attitude and responsibility ...; and Alternative proposals to implement new library assistant series (Personnel Committee to Advisory Council).
- 18 (Agenda): Job posting policies (Alvis Price, chairman, Personnel Committee to Page Ackerman, 18 Dec 1969).
- 18: Academic reclassifications and merit increases (Anthony Greco to All unit heads, 6 Jan 1970).
- 19 (Agenda): New Staff Resource Committee roster (Committee on Committees to Advisory Council, 9 Jan 1970) re problem of broad staff participation.
- 20 (Agenda): Report of the Subcommittee on Staff Recognition (Personnel Committee to Page Ackerman, 2 Feb 1970).
- 18 Feb 1970: Committee on Committees to Advisory Council re additional ex-officio member.
- 24 (Agenda): Page Ackerman to Alvis Price and Joan Flintoff re travel payments (26 Nov 1969), with enclosures.
- 24: Revision of the charge to Committee on Committees (Audree Malkin to Advisory Council, 14 Apr 1970).

Third series

folder 3: Minutes, May 1970-Sep 1971; includes

- 3 (Agenda): Draft for discussion at Advisory Council: Draft proposal for a policy on staff participation in Library Current Events Information Centers.
- 3 (Agenda addendum): Temporary One Entry System (TOE) (Paul Miles to Robert Vosper, 5 Jun 1970).
- 6 (Agenda): Recommendations concerning the Newsletter (Ronald Watson, LSA to Page Ackerman, 9 Jul 1970).
- 11 (Agenda): Items concerning revision of the charge to Collection Development Committee to include ex officio the Assistant University Librarian for Collection Development (Aug 1970).

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- 17 (Agenda):. Open access to URL stacks (Everett Moore to All unit heads, 15 Dec 1970, with several supporting documents and memos); A note on establishing an information desk in the University Research Library (Everett Moore, 3 Dec 1970); Library open house (Communications Committee to Unit heads, 15 Dec 1970).
- 22 (Agenda): Guidelines, revision 1, 10 Mar 1971.
- 24: Several memos on library automation (Mar-Apr 1971).
- 6 May 1971: Suggested guidelines for staff recognition (Madeline Russell, chairman, Personnel Committee to Page Ackerman, 6 May 1971).
- 1 May 1971: Draft, Procedures for employment of part-time staff personnel.
- 12 May 1971: Tentative guidelines for UCLA Library position pool and other budget items.
- 24 May 1971: Interim 1971/72 salary and wage budget information (Page Ackerman to Unit heads).
- 27: Recommendations from the CIS liaison committee to the Advisory Council (25 May 1971).
- 28: Draft, AM to explain the function of the Annual Narrative Report from Unit heads to the University Librarian.
- 32: Assistance with library materials in the field of women's studies (Page Ackerman to Carol Salzmann and Judy Powers, Women's Council, 20 Aug 1971).
- 33 (Agenda): Next steps on LANEK recommendation 15, a proposal from Page Ackerman (26 Aug 1971).

Fourth series

folder 4: Minutes, Oct 1971-Sep 1972; includes

- 2: Annual report, Library Committee, 1970/71.
- 25 Oct 1971: Comments on the Growth plan for the University of California, 1971-1981 (Robert Vosper to Vice Chancellor Saxon).
- 4: Student zeal at Yale switches from politics to learning (by Joseph P. Treaster, The New York Times, 8 Nov 1971).
- 6: Charge to Task group on statistics (Page Ackerman to Anthony Hall, Johanna Tallman, James Davis and Norah Jones, 13 Dec 1971).
- 7: California Senate resolution 226, Relative to development of a California library network (2 Nov 1971).
- 9 (Agenda): Memo, This letter comments on Bill Trombley's article in the Los Angeles Times (12/16/71), Fund shortage hampers UCLA Library (L.M. Furtado to Vice President McCorkle, 12 Jan 1972).

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- 10 (Agenda): Memo concerning cataloging Slavic materials (Bea Siegel, chairman, Technical Services Committee to Page Ackerman, 14 Jan 1972); Interim library policy concerning staff personnel reclassifications (Anthony Greco to Advisory Council, 8 Feb 1972).
- 11: Williams & Wilkin case (Stephen A. McCarthy to ARL Directors, 1 Mar 1972).
- 21 Mar 1972: Memos concerning publishing University of California Book Catalog Supplement in microfiche (Paul Miles).
- 13 (Agenda): Introduction to the library of new faculty members (Mimi Duley, chairman, Public Services Committee to Robert Vosper, 14 Mar 1972).
- 14 (Agenda): Resuming fines for faculty (Mimi Dudley, chairman, Public Services Committee to Robert Vosper, 22 Feb 1972).
- 15: UCLA Library circulation control system development (Systems Department, 25 Apr 1972).
- 9 May 1972: Concerning revision of Lending code (Everett Moore, 9 May 1972) with: Summary of changes, UCLA Library revised lending code and Draft, Library lending code, rev. 15 May 1972).
- 17 (Agenda): Memos concerning lending code (18 May 1972 and 25 May 1972); A new non-circulating reading center in the Research Library (Everett Moore, 15 May 1972).
- 17: Minutes, etc. from Senate Library Committee (May 1972).
- 9 Jun 1972: Revised drafts of charges and standing rules for the various library committees.
- 19 (Agenda): Four day/forty hour work week (Hilda Bohem, chairman, Personnel Committee to Advisory Council, 5 Jul 1972, with enclosures from Norah Jones and Morley Walker).
- 22 (Agenda): Proposed procedures for a yearly roster of library staff eligible for membership on the Network Operations Committee and Staff Resource Committees (Charles Wilson, chairman, NOC to Advisory Council, etc.).
- 20 Sep 1972: Annual report of the Library Council, 1971/72.

BOX 2

Fifth series

folder 1: Minutes, Oct 1972-Sep 1973; includes

- 1 (Agenda): Draft, Staff information sheet [about Resource Committees, etc.] and Purposes and functions statement [about Resource Committees] (both 27 Sep 1972).

BOX 2

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- 25 Sep 1972: Present procedures for the selection of materials for the U.C. libraries.
- [Sep 1972?]: Preliminary consideration of library acquisitions (Page Ackerman, David Ernst and T.P. Jenkins to Dean R.O. Collins)
- 3 (Agenda): Draft, Request for reallocation of position (Page Ackerman to Unit heads, 25 Oct 1972).
- 3: Proposed plan for the non-circulating reading center (NCRC working committee to Everett Moore, 18 Oct 1972).
- 4 (Agenda): Preliminary statement of academic planning at UCLA.
- 4 (Minutes, addendum): Report of N. Dudley on Center for Research Libraries meeting.
- 6 (Agenda): Report and recommendations of the Budgetary Criteria subcommittee (Eldred Smith to Library Council, 30 Oct 1972).
- 7 (Agenda): Robert Vosper to Advisory Council, enclosing copies of various reports: Vice-President McCorkle's preliminary response to the draft report Library Cooperation ...; University Librarian's emergency response; and University Librarian's comment to Chancellor Young on UCLA's Tentative academic plan.
- 7: Guidelines for library guards (Alan Charles to Robert Vosper, 20 Dec 1972).
- 9 (Agenda): Procedures to obtain raw data from the circulation system for collection use analysis; Draft, Administrative memorandum, Abuse by patrons.
- 11: A review of the recommendations of the APPRB's Library Task Force (David Saxon to Chester McCorkle, 16 Feb 1973).
- 12 (Agenda): Guidelines for maintenance of employee files and release of information therefrom - for Advisory Council discussion (Marian Ellithorpe, chairman, Personnel Committee to Robert Vosper, 27 Feb 1973).
- [April 1973?]: The growth of scientific and technical information: a challenge; by Dr. J. Georges Anderla.
- 16 (Agenda): Toward a library policy for the 1970's (Presentation by Vice President Taylor to Library Council, 20 Apr 1973).
- 16: Page Ackerman to Chancellor Young, 16 Apr 1973 re funds for improving user access and library automation project funding; Draft proposal by Miss Ackerman on monitoring of Advisory Council minutes, 26 Apr 1973.
- 19 (Agenda): Report on University of California libraries: policy and operation (Office of the President, 9 May 1973); Tentative statement of University of California library policy to 1980-81 (Draft for information, 9 May 1973).

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- 19: Richard Dougherty, chairman designate to Library Council (7 Jun 1973) re clearinghouse to exchange order information on expensive materials.
- 21 (Agenda): Use of warning letter for seriously delinquent off-campus borrowers, with recommended internal procedures relating to its use (Everett Moore to Advisory Council, etc., 3 Jul 1973); Procedure for identifying potential delinquent off-campus borrowers and for taking action concerning recovery of materials and prevention of borrowers' future use of library (James Cox, 3 Jul 1973); Procedures to be followed by other library units when they decide to request the issuance of a warning letter to a delinquent borrower (1 Jul 1973).
- 23 (Agenda): Summary of the organization and management plan for the university-wide library automation project (Angus Taylor to Library Council, 16 Jul 1973); Norman Dudley to Unit heads and bibliographers (1 Aug 1973) re allocation of book funds.
- 23: Anthony Greco to Advisory Council (15 Aug 1973) re calendar for receipt of academic personnel recommendations for promotion and merit increases.

Sixth series:

folder 2: Minutes, Oct 1973-Sep 1974; includes

- 3 (Agenda): Lorraine Mathies, chairman, NOC to Page Ackerman (18 Oct 1973) re librarians outside the jurisdiction of the University Librarian and LAN; Proposed revision of the Library Advisory Council distribution of random groups, sixth series, Oct 1973-Sep 1974 (James Cox and Norah Jones to Page Ackerman, 23 Oct 1973).
- 3: Page Ackerman to Advisory Council (1 Nov 1973) re discussion of Mr. Rosenthal's paper on the advantages and disadvantages of closing the public catalog.
- 4 (Agenda): A plan for the review of book fund allocations (Norman Dudley to Unit heads and bibliographers, 7 Nov 1973); Comments on the Report of the Ad-hoc Committee on the UC Nine-campus Library Acquisitions Policy (Page Ackerman to Charles Susskind, 6 Nov 1973).
- 5: Minority report on report of Ad-hoc Committee on Library Acquisitions Policy (Morris Hundley to Vice President McCorkle, 26 Nov 1973).
- 6: Resolution for the consideration of the LAUC Assembly, 16 Nov 1973 re hiring of professional librarians in non-professional library positions; Angus Taylor to David Saxon, etc. (5 Nov 1973) re University policy on hiring professional librarians for non-professional positions.

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- 8: Association of Research Libraries - Library Management Review and Analysis Program.
- 9 Jan 1974: Progress report on University libraries: problems and plans (Office of the President to members of the Committee on Educational Policy).
- 14 (Agenda): Librarian on staff development (Librarians Association Ad Hoc Committee on Professional Development to Advisory Council, 15 Apr 1974).
- 15: Page Ackerman to David Saxon (20 May 1974) re Report of the Library Policy Task Force.
- 16 (Agenda): Draft, Administrative memorandum, Requests for library work experience; Norman Dudley to Unit heads (22 May 1974) enclosing: Draft, Administrative memorandum, Disposal of duplicate library materials; Final report (Subcommittee Studying Binding Economies to Chairman, Technical Services Committee, 15 May 1974).
- 17 (Agenda): Enclosures to Final report of Subcommittee Studying Binding Economies, 15 May 1974); General specifications for the California State Library automation program; Report on the Stanford BALLOTS program.
- 20 (Agenda): Everett Moore to All unit heads (31 Jul 1974) re continuing and extending the Card Catalog Information Service.

Seventh series

folder 3: Minutes, Oct 1974-Sep 1975; includes

- 1: Guidelines for CLR Management Intern Program; Proposal for the establishment of a Technical Processes Advisory Group to the Library Council (Thomas Birrell to Chairman, Library Council, 12 Sep 1974); New York Times data bank (Jay Cunningham to Abigail Dahl-Hansen, 17 Sep 1974).
- 2: Current evaluation of Staff Resource Committees by NOC (16 Oct 1974); Report to the membership (LAUC Assembly from Committee on Professional Standards, 15 Nov 1973).
- 3: Binding policy for the UCLA Library; Precis of U.C. library policy and its implementation (Draft, 21 Oct 1974).
- 4 (Agenda): Catherine Whitman to Page Ackerman (6 Nov 1974) re NOC and MRAP.
- 4: Census of library committees (14 Nov 1974).
- 6 (Agenda): Bibliography/Use of the library course (Page Ackerman, 4 Dec 1974).
- 8 (Agenda): Policy statement on publications of library employees (Alan Charles to Page Ackerman, 5 Dec 1974).
- 27 Jan 1975: Request, review and approval of library automation projects (Anthony Hall to Unit heads).



BOX 2 (cont'd)

folder 3: (cont'd)

- 1 Jan 1975: Roster of Staff Resource Committees.
  - 10 (Agenda): Staff development (Alvis Price, 2 Jan 1975).
  - 13: Page Ackerman to Library Council members, etc. (27 Mar 1975) re Stanford/BALLOTS system.
  - 24 Apr 1975: Briefing material for the April 28, 1975 meeting of the TSDLRL Advisory Committee on the Future of the LC Catalogs (Library of Congress).
  - 14: Library Council motion (25 Apr 1975) re BALLOTS; List of documents pertaining to the ULAP/BALLOTS proposal (Office of the Librarian, 1 May 1975).
  - 16: Book return facilities on campus (Alvis Price to Everett Moore, 30 Oct 1968) and Everett Moore's reply, 4 Nov 1968; Draft, Policy on library personnel files ... (Joyce Toscan, chairman, Personnel Committee to Page Ackerman, 5 May 1975).
  - 18 (Agenda): Minutes of Public Services Committee, 19 May 1975; The return to a semester calendar at UCLA (Academic Senate Committee on Educational Policy to Faculty, Los Angeles Division, 2 Apr 1975).
  - 20 (Agenda): Norman Dudley to Unit heads (30 Jul 1975) re UC shared purchases; Abigail Dahl-Hansen to Norman Dudley (4 Jun 1975) re shared funds.
  - 20: Comments from UCLA Random group IV on the charge to the Collection Development Committee regarding criteria for allocating funds for multi-campus purchases (Norman Dudley? to Collection Development members, 7 Aug 1975).
  - Jul 1975: Roster of Staff Resource Committees.
  - 21: Section on Libraries from the Draft of the UCLA Master Plan.
  - 23: California Library Authority for Systems and Services (Draft, Bernard Kreissman, chairman, Library Council to Donald Swain, 15 Sep 1975).
- Senate Library Committee report 1974/75.

Eighth series

folder 4: Minutes, Oct 1975-Sep 1976; includes

- 2 (Agenda): UCLA Library Executive Budget Review (Page Ackerman, copy to Advisory Council, 8 Oct 1975).
- 2: Draft, Working paper on the allocation of library acquisitions funds for shared purchases (Collection Development Committee to Library Council members, 22 Oct 1975).
- 4: Document prepared by Ron Kirkpatrick re Library Photo giving alternatives, statistics, profit-loss projections, etc.; document on machine service by library staff.
- 5 (Agenda): Working paper on the allocation of library acquisitions funds for shared purchases (Collection Development Committee to Library Council members, 11 Nov 1975).

BOX 2 (cont'd)

folder 4: (cont'd)

- 6: Roster of Senate Library Committee members, 1975/76.
- 12 (Agenda): Use of computerized searches as class bibliographies - "The Griffith Project" (JRC, 26 Mar 1976) with enclosures: Record of meeting, Planning Subcommittee, Academic Senate Library Committee, 5 Dec 1975; Proposed experiment on the uses of automated data services in classroom instruction (Page Ackerman to John Ries, 26 Mar 1975); and Preliminary design study by Jeff Griffith.
- 13 (Agenda): Draft statement regarding confidential personnel files (Library Council Personnel Committee to Bernard Kreissman, 12 Mar 1976);
- 13: Suggested priorities for action, Apr-Sep 1976.
- 14 (Agenda): Copyright update (John P. McDonald to Directors of ARL Libraries, 14 Apr 1976).
- 14: S.L.A.M. recommendations to Library Council (Abigail Dahl-Hansen to Bernard Kreissman, 15 Apr 1976).
- 20: Draft proposal to ARL for support for a national shelflist measurement project (Norman Dudley, Murray Martin, George Miller); Minutes of Technical Services Director of Large Research Libraries Discussion Group, 18 Jul 1976.
- 21 (Agenda): Guidelines for University of California Library acquisitions with shared purchase funds (Collection Development Committee, 10 Aug 1976).
- 21: Guidelines for Executive Review (Charles Young to Page Ackerman, 10 Aug 1976).

Ninth series

folder 5: Minutes, Sep 1976-Sep 1977; includes

- 11 (Agenda): Draft, Interim general service policy, UCLA libraries; Draft policy for dealing with individuals who deface or mutilate Law Library books and materials (21 Oct 1976).