DC Special Libraries Association Records

An inventory of DC Special Libraries Association at DC Public Library

This finding aid was produced using ArchivesSpace on March 26, 2018.
English
Describing Archives: A Content Standard

Stage

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Summary Information

Repository:	Stage
Title:	DC Special Libraries Association Records
ID:	014
Date [inclusive]:	1940-1985
Physical Description:	5 linear feet; 13 boxes
Language of the Material:	English
Language of the Material:	English
Language of the Material:	English

Biographical / Historical

The Special Libraries Association (SLA) was founded in 1909 to promote and support librarians working in special library settings. The Washington, D.C. Chapter was the 20th to be formed and affiliated with the national SLA on October 25, 1940.

Scope and Contents

The collection consists of office files that include annual reports, correspondence, by-laws, its constitution (1940-1966), maps, biographical information, a procedures manual, photographs, and long-range planning reports. It also contains records documenting the work of its committees and member groups and many editions of Notes, DCSLA's chapter newsletter. The collection is broken into four series: General topics, Committee files, Group files, and Newsletters.

Administrative Information

Publication Statement

Stage

Custodial History

Records of the D.C. Special Libraries Association (DCSLA) have been donated by various members and officers of the organization since 1988.

Controlled Access Headings

- Libraries

Collection Inventory

Series 1: General topics, 1940-1966

Scope and Contents

This series contains topical files. A sampling of subjects covered by the records includes community service activities (1944-1955), continuing education, ASIS-SLA merger, professional standards, recruitment, government relations, the Miriam Vance Lecture, and information technology issues. The folders are arranged alphabetically by topic.

Title/Description	Instances	
Annual reports of President, Undated	Box 1	Folder 1
ASIS-SLA Merger, Undated	Box 1	Folder 2
Awards, Undated	Box 1	Folder 3
Boundary issue, Undated	Box 1	Folder 4
Bylaws, Undated	Box 1	Folder 5

Chapter meetings, Undated	Box 1	Folder 6
Continuing education, Undated	Box 1	Folder 7
Correspondence, Undated	Box 1	Folder 8
Equal Rights Amendment, Undated	Box 1	Folder 9
Executive Board and Advisory Council, 1941-1969	Box 2	Folder 1
Executive Board and Advisory Council, 1970-1976	Box 3	Folder 1
Guide to meeting places, Undated	Box 3	Folder 2
Logan Cowgill Memorial Fund, Undated	Box 3	Folder 3
Metropolitan Washington Council of Governments, Undated	Box 3	Folder 4
Miriam Vance Lecture Fund, Undated	Box 3	Folder 5
Obituaries, Undated	Box 3	Folder 6
Personnel Questionnaire, Undated	Box 3	Folder 7
Photographs, Undated	Box 3	Folder 8
Treasurer reports, 1944-1979	Box 4	Folder 1

Series 2: Committee files, 1943-1965

Scope and Contents

This series contains records maintained by committees of DCSLA. It includes committee reports, correspondence, internal memoranda, budgets, and meeting minutes. This series also contains DCSLA's by-laws, constitution, and procedures manual. Some of the committees represented are Continuing Education, Government Relations, Hospitality, Nominations, Employment, Membership, Professional Activities and Publicity. Folders are arranged alphabetically by name of the committee.

Title/Description	Instances	
Archives, Undated	Box 4	Folder 2
Auditing, Undated	Box 4	Folder 3
Book buying, 1945-1949	Box 5	Folder 1
Book Fair, Undated	Box 5	Folder 2
Budget, Undated	Box 5	Folder 3
Budgetary standard operating procedure, Undated	Box 5	Folder 4
By-Laws—SLA Washington Chapter, Undated	Box 5	Folder 5
Chapter Notes, Undated	Box 5	Folder 6
Chapter officers, Undated	Box 5	Folder 7

Chapter Procedure Manual, Undated	Box 5	Folder 8
Community Service, 1944-1955	Box 5	Folder 9
Constitution, 1940-1966	Box 5	Folder 10
Consultation, Undated	Box 6	Folder 1
Continuing education, Undated	Box 6	Folder 2
Convention, 1962	Box 6	Folder 3
Correlation of library statistics report, 1947	Box 6	Folder 4
Employment, Undated	Box 6	Folder 5
Government relations, Undated	Box 6	Folder 6
Hospitality, Undated	Box 6	Folder 7
Inter-Library cooperation, Undated	Box 6	Folder 8
Joint Spring Workshop, Undated	Box 6	Folder 9
Long range planning, Undated	Box 6	Folder 10
Membership, Undated	Box 6	Folder 11
Membership Directory and special publications, Undated	Box 6	Folder 12
Networking project, Undated	Box 7	Folder 1
Nominations and elections, 1945-1976	Box 7	Folder 2
Nominations and elections, 1945-1976	Box 7	Folder 3
Placement, Undated	Box 7	Folder 4
Professional activities, 1943-1959	Box 7	Folder 5
Professional activities, 1943-1959	Box 7	Folder 6
Professional Standards, Undated	Box 8	Folder 1
Program, 1941-1978	Box 8	Folder 2
Publicity, 1942-1952	Box 8	Folder 3
Publicity, 1942-1952	Box 8	Folder 4
Public relations, 1947-1959	Box 8	Folder 5
Recruitment, Undated	Box 9	Folder 1
Scholarship, Undated	Box 9	Folder 2
Social concerns, Undated	Box 9	Folder 3
Student Loan fund, Undated	Box 9	Folder 4

Series 3: Group files, 1941-1966

Scope and Contents

This series contains files that document the activities of member subgroups formed by DCSLA to address the specific issues and concerns of members by subject specialties. The series contains correspondence, group meeting minutes, and special reports. Specialties covered by the files include military, fine arts, geography, biological sciences, and business. The folders are arranged alphabetically by group.

Title/Description	Instances	
Biological sciences, 1945	Box 9	Folder 5
Business, 1943-1945	Box 9	Folder 6
Documentation, Undated	Box 9	Folder 7
Documentation, Undated	Box 9	Folder 8
Documentation, Undated	Box 9	Folder 9
Association Liaison, Undated	Box 9	Folder 10
Fine Arts, 1941-1952	Box 10	Folder 1
Geography and Map, 1941-1966	Box 10	Folder 2
Geography and Map, 1941-1966	Box 10	Folder 3
Geography and Map, 1941-1966	Box 10	Folder 4
Information Technology, Undated	Box 10	Folder 5
Military, 1953-1965	Box 11	Folder 1
Military, 1953-1965	Box 11	Folder 2
Picture, 1952	Box 11	Folder 3
Science and Technology, 1941-19	Box 12	Folder 1
Social Science, 1941-19	Box 12	Folder 2
Transportation, 1946	Box 12	Folder 3
University and College, 1943-1950	Box 12	Folder 4

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Series 4: Newsletters, 1943-1949, 1956, 1988

Scope and Contents

This series contains editions of Notes, the newsletter of DCSLA.

Title/Description	Instances	
Chapter Notes, 1943-1988	Box 13	Folder 1