

**OREGON STATE LIBRARY
SERIES LIST**

Accession Records, 1905-1931
American Library Association Correspondence, 1905-1959
Archives Division Correspondence, 1954-1973
Archives Program Development Records, 1941-1958
Book Lists, 1907-1952
Central Oregon Library Association Correspondence, 1944-1947
Circulation Records, 1905-1950
Eastern Oregon Library Association Correspondence, 1947-1949
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**OREGON STATE LIBRARY
CONTAINER AND SERIES LIST**

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<u>Container</u>	<u>Series Title</u>
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	Oversize Volumes
	Oversize Folders
	Photographs
	Audio Tapes

Oregon State Library
Container 36

Accession Records

1905-1931

.3 cubic feet, 2 volumes

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY017

Series documents the acquisition of materials for the general, reference, and traveling libraries of the state library. Series includes ledgers containing the date, source, and price of book and document accessions as well as statistics on the number and cost of books, newspapers, and documents that were bound or rebound.

Accession statistics are contained in two volumes, 1905-1924 and 1925-1931.

Oregon State Library
Containers 37-38.

American Library Association Correspondence

1905-1959

1.8 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY018

Correspondence documents communications of the state library with the American Library Association (ALA). Subjects include library services to army camps and soldiers during World War I, the exchange of information about libraries in Oregon and the services they provide, loyalty oaths, and intellectual freedom. Eleanor Stephens, state librarian, 1941-1958, was active in ALA and its committees and much of the correspondence documents her involvement with the organization and with the affiliated National Association of State Librarians.

Oregon State Archives
Container 27

Archives Division Correspondence

1945-1973

.5 cubic feet, photographs

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY005

Series documents the routine communications and activities of the Archives Division from its establishment in 1945 until 1973 when it was transferred to the Office of the Secretary of State. Subjects include the establishment of the Records Center, the Records Management Program, a microfilming program for state agencies, and the budget.

Photographs have been removed to the photographic collection.

Oregon State Library
Container 27

Archives Program Development Records

1941-1958

.3 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRAY006

Series documents the activities of the Archives Division and the development of the state's archival program. Series includes correspondence, reports, and committee minutes. Subjects include establishing the archives, the appointment of David C. Duniway as State Archivist in 1945, the protection of archival material during wartime, and reports of the Archival Subcommittee of the Committee on Conservation of Cultural Resources which was part of the World War II History Project.

Oregon State Library
Container 31

Book Lists

1907-1952

.5 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY013

Series contains printed lists of books recommended by the State Library to libraries, schools, and organizations throughout the state. Lists were generally compiled by age group or by topic such as drama, fiction, poetry, history, biography, gardening, health, rural life, and city planning.

Oregon State Library
Container 38

Central Oregon Library Association Correspondence
1944-1949

.1 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY019

Series documents limited communications between the state library and the Central Oregon Library Association concerning visits of the state librarian and meetings of the association.

Oregon State Library
Container 28

Circulation Records

1905-1950

.5 cubic feet, 3 volumes

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY008

Series documents the circulation of books in various programs of the library. Volume 1 (n.d.), contains the circulation records of the traveling libraries. Volume 2 (1909-1912), contains general out-of-town loan records. Volume 3 (1905-1950), contains book loan records of the public library, mail orders, traveling and children's libraries, as well as accession records of books added and withdrawn from the various libraries.

Volume 1 has been removed to a separate location.

Oregon State Library
Container 38

Eastern Oregon Library Association Correspondence
1947-1949

.1 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY020

Series contains correspondence that documents limited communication between the state library and the Eastern Oregon Library Association concerning association meetings and the future of the organization.

Oregon State Library
Container 25

Field Services Reports and Correspondence

1906-1959

.6 cubic feet

Arrangement: Chronological by year, thereunder alphabetical by location (city or county).

MicroMARC ID#: LIBRARY003

Correspondence and reports document communications between the State Librarian and school library specialists concerning visits by librarians from the State Library to elementary and secondary public schools in Oregon. The written reports of these visits evaluated the facilities and services of the local school libraries.

The bulk of the correspondence and reports dates from 1906-1913 and 1930-1959.

Oregon State Library
Containers 39-40

Financial Records

1905-1969

5.25 cubic feet, 22 volumes

Arrangement: Numerical by volume number, thereunder by type of register.

MicroMARC ID#: LIBRARY023

Series documents the financial transactions of the state library and includes account and general ledgers, expenditure registers, incidental expenditure register, school library accounts ledger, check register, and receipts and disbursement registers. Information includes account name and number, description and date of transaction, debit and credit amounts, fund, and check number. Transactions include purchases for the traveling and school libraries, state archives, archives microfilming services, printing, and books.

Volumes 4-8, 14-15, 19, and 21 have been removed to a separate location.

Oregon State Library
Containers 32-33

"Letters to Libraries"

1921-1964

1.6 cubic feet

Arrangement: Chronological by date of newsletter.

MicroMARC ID#: LIBRARY014

"Letters to Libraries" were circular letters sent to public libraries, Oregon State Library Trustees, and university and college librarians in Oregon. The newsletters, which were called "Special Bulletins" from 1955 to 1958, communicated news of library events, history, programs, services, and employees.

Often included with the circular letters were special mailings of brochures, pamphlets, library publications, bookmarks, bibliographies and book lists, library directories, and KOAC Radio Program Guides. In June 1955 the mailing included booklets about the history and the 50th anniversary of publications of the State Library.

Newsletters for 1928, 1929, and 1942-1954 are missing.

Oregon State Library
Containers 1-23; Oversize Folders

Library Administrative Correspondence

1905-1976

23.85 cubic feet, photographs, audio tapes, graphics

Arrangement: Alphabetical by topic, person, organization, state, Oregon state agency, or library program.

MicroMARC ID#: 001

Series documents communications with the state librarian concerning library services and programs. Significant correspondence takes place with other state agencies, the Oregon State Library Board of Trustees, presidents and librarians of Oregon universities and colleges, members of the state legislative assembly, and librarians in other states.

Topics discussed include the conversion of the card catalog to an automated book catalog system in the 1960s, bookmobiles, the library building, librarians, library schools and library programs, rural library services and field visits to rural areas, the history of the state library including the 50th anniversary in 1955, the Oregon Historical Society, the Pacific Northwest Bibliographic Center, and detention centers for Americans of Japanese descent during World War II.

Photographs of the state librarians, library exhibits, posters, and bookmobiles; architectural drawings, blueprints, and photographs of the library building in Salem; and audio tapes have been removed to separate locations.

Library Administrative Correspondence, 1905-1976

The following list highlights the more significant subjects covered in this series.

- Box 1 Adult Education
 Albany College
 American Association for Adult Education
 American Association of University Women
 Attorney General
 Ayer, W.B.

- Box 2 Blind
 Book Catalog Project

- Box 3 Book Catalog Project
 Book Fair
 Book of the Month Club Awards
 Budget
 Building Records, Specifications, and Blueprints

- Box 4 California
 California State Library
 Canada
 Capitol
 C.A.R.E.
 Carnegie Endowment

- Box 5 Civil Works Administration
 Colorado
 Connecticut
 Control, Board of
 District Library Meetings
 Eastern Oregon College of Education
 Ebert, Eloise

- Box 6 Education, State Department of
 Executive Department
 Field Visits (to libraries in eastern Oregon)
 Finance and Administration

- Box 7 Health, State Board of
 Higher Education
 History of Oregon State Library
 Idaho
 Illinois
 Indexing
- Box 8 Institutes (Library)
 Iowa
 Japan
 Japanese-American Relocation Centers
 League of Women Voters
 Legislature
- Box 9 Legislature
 Librarians
 Library Demonstrations
 Library Development Study
- Box 10 Library Journal
 Library Law
 Library Schools
 Library Services and Construction Act
- Box 11 Library Supplies
 Library Surveys
 Long, Harriet C.
- Box 12 National Association of State Libraries
 National Library Week
 Oregon Education Journal
- Box 13 Oregon Historical Society
 Oregon State Grange
 Oregon State University
- Box 14 Oregon State University

- Box 15 Oregon State University
Pacific Northwest Bibliographic Center
Parents-Teachers
Penitentiary
Pierce, Cornelia Marvin
Planning Studies
- Box 16 Planning Studies
Public Libraries
- Box 17 Rural Library Services
Salary
Scholarships
- Box 18 School Libraries and Librarians
Secretary of State
Southern Oregon College of Education
Speeches
State Aid to Libraries
Stephens, Eleanor S.
Teachers
- Box 19 Trustees
U.S. Agencies
U.S. Office of Education
- Box 20 U.S. Library of Congress
University of Oregon
- Box 21 University of Oregon
Washington
- Box 22 Washington
Western Oregon State College
- Box 23 Wisconsin
Women's Clubs
W.P.A. Projects

Oregon State Library
Container 28

Library Committee and Conference Records

1941-1967

.25 cubic feet

Arrangement: Alphabetical by committee name.

MicroMARC ID#: LIBRARY010

Series documents the participation of the State Library or state librarians in the following committees or conferences: Assembly of State Librarians, 1958-1964; Citizens Conference for Governmental Cooperation, 1958-1960; Governor's Committee on Children and Youth, Recreation Subcommittee, 1948-1967; Interim Committee on Historical Institutions, 1953-1954; and Oregon Nutrition Committee for Defense, 1941-1945. Series includes correspondence and meeting files.

Oregon State Library
Containers 41-62

Local Library Correspondence

1905-1964

22.1 cubic feet

Arrangement: Alphabetical by geographical location (city or county) within Oregon.

MicroMARC ID#: LIBRARY024

Series documents communications between the State Library and local school, city, and county libraries in Oregon. The main topics covered in the correspondence are advice on library operations, book loans, book suggestions, field visits, and traveling library procedures and loans.

There is extensive correspondence with the librarians of the Portland Library Association which operated the local public libraries in Portland. Mary Francis Isom, head librarian of the Portland Library Association, 1905-1916, was a frequent correspondent. The section on Portland also contains correspondence with companies and organizations headquartered in Portland.

Photographs and negatives of library activities, buildings, and bookmobiles have been removed to the photographic collection.

Oregon State Library
Containers 24-25

Monthly Reports

1959-1974

1.5 cubic feet

Arrangement: Chronological by year and month.

MicroMARC ID#: LIBRARY002

Series contains reports on library activities prepared monthly for the governor by the state library staff. The reports include summaries of library programs and services as well as statistics on reference usage, circulation and accessions. The reports were prepared by the state librarian, assistant librarian, Archives Division, Readers Services, Technical Services, Field Services, Research Specialist, Institutional Library Services, and Division for the Blind and Physically Handicapped.

Photographs have been removed to the photographic collection.

Oregon State Library
Container 38

Oregon Library Association Correspondence

1944-1950

.15 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY021

Series documents communications between the state library and the Oregon Library Association. The correspondence discusses membership and officers, annual meeting preparation and reports, trustee bulletins, and legislation about libraries.

Oregon State Library
Container 39

Pacific Northwest Library Association Correspondence

1914-1952

.75 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY002

Series documents communications between the state library and the Pacific Northwest Library Association. The correspondence discusses meetings, programs, arrangements, and committees. State librarians, Harriet Long and Eleanor Stephens, were presidents of the organization.

Oregon State Library
Container 36

Press Releases

1907-1964

.7 cubic feet, 2 volumes

Arrangement: Chronological by release date.

MicroMARC ID#: LIBRARY016

Series contains library press releases that publicized library events, programs, and activities such as radio programs, book weeks, employee news, availability of new books, library association meetings, art and book exhibits, and librarian training courses and workshops.

Press releases are contained in two volumes from 1907-1922 and 1925-1928.

Oregon State Library
Containers 26-27; Oversize Folders

Public Library Reports and Correspondence

1910-1954

1.2 cubic feet

Arrangement: Chronological by year, thereunder by county, city, college, or school.

Series documents communications between the state library and public libraries throughout Oregon concerning annual reports and statistical compilations prepared by the public libraries. Series includes a survey, report, and questionnaire on the professional status of librarians in Oregon in 1934. Another survey, 1936-1937, examined the holdings, personnel, salaries, income, expenditures, and circulation of libraries in Oregon. The statistics include population, number of volumes, circulation, receipts, and expenditures. The reports for 1939-1942 are missing.

Statistical charts concerning public library circulation, population, and finances have been removed to a separate location.

Oregon State Library
Containers 33-35

Publications

1905-1958

2.4 cubic feet, 10 volumes

Arrangement: Chronological by date of publication

MicroMARC ID#: LIBRARY015

Series contains printed matter and publications sent to librarians and organizations throughout the state of Oregon communicating information about library programs, services, and activities. Arranged in folders and scrapbooks, the publications include circular letters, postals, and memos; book and magazine lists; biennial reports; posters, pamphlets, fliers, sample letterhead and forms, bookmarks; and information about professional meetings and bulletins of the Pacific Northwest Library Association.

The publications were sent to librarians, grange lecturers, Oregon State Library Trustees, county school superintendents, county agricultural agents, legislators, and borrowers of traveling, school, and children's libraries.

Oregon State Library
Container 28

Radio Program Records

1928-1954

.4 cubic feet

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY009

Series contains correspondence, program schedules, and scripts that document library radio programs. Some of the radio programs were part of weekly broadcast programs called "Ask Your State Library," 1942-1943, and "Library Hour," 1949. The programs answered questions about books and library services, recommended books, interviewed visiting librarians, and discussed topics of interest such as the World War II "Victory Book Campaign" and war journalists.

The bulk of the radio scripts date from 1942-1954.

Oregon State Library
Container 27

Rules and Procedures Records

1916-1953

.1 cubic feet

Arrangement: Alphabetical by subject.

MicroMARC ID#: LIBRARY007

Series records methods and procedures used to carry out library functions. Included are brief manuals of rules and procedures for the traveling library, periodical checking and clipping, loan desk work, accession work, monthly statistics, book repair and mending processes, and job descriptions.

Oregon State Library
Containers 30-31

Traveling Library Records
1905-1959

1.7 cubic feet, 11 volumes

Arrangement: By type of record, thereunder chronological by year.

MicroMARC ID#: LIBRARY012

The loan and accession records and book lists document the activities of the traveling library department which circulated books to clubs, organizations, teachers, schools, or other residents of Oregon rural areas that had no access to a county or city library. Books were lent in groups of twenty to fifty and shipped by mail or freight company for periods of up to six months.

The printed lists conveyed information on books available for circulation and included the names of books along with author, title, and other bibliographic information. Traveling libraries contained a selection of fifty books and little libraries contained twenty to twenty-five books for adults and children. Children's libraries contained books for school children.

Volumes 1-5 contain lists of books in traveling, little, and children's libraries and other lists by topic or age group. Volumes 6-7 (1905-1912) contain loan records; volumes 8-10 (1905-1943) contain accession and withdrawal records; volume 11 (1944-1959) contains volume, station, and loan records.

Volume 11 has been removed to a separate location.

Oregon State Library
Container 29

Victory Book Campaign Records

1941-1946

1.1 cubic feet, photographs

Arrangement: Chronological by year.

MicroMARC ID#: LIBRARY011

Series documents the activities of the Victory Book Campaign in Oregon during World War II. The Victory Book Campaign was a program to gather donated books and distribute them to men and women serving in the armed forces.

The correspondence section of this series includes letters, memorandum, manuals, press releases, newsletters, and circulars from the national organization. The series also contains publicity brochures, fliers, posters, radio spots, and radio transcripts; photographs of sorting, repairing, packing, and displaying books; and financial and statistical reports. The State Librarian, Eleanor Stephens, was the state director of the campaign in Oregon.

Photographs have been removed to the photographic collection.