

Special Libraries Association  
Dayton Chapter

MS – 97

Wright State University  
Department of Special Collections and Archives

Processed by:  
Gerard Hiland  
May 1980

Revised by:  
Kaeli Spiers  
Aug. 1995

## Introduction

The Special Libraries Association was formed in 1909 at the Bretton Woods Conference of the American Library Association. The object of the S.L.A. has been to “promote the interested of commercial, industrial, technical, civic, municipal and legislative reference libraries, the special departments of public libraries, universities, welfare associations and business organizations.”

In 1910, Boston was the first group to organize a local “branch.” Although they were not integral parts of the Special Libraries Association, “special libraries associations” were later developed in cities such as New York and Cleveland. Beginning in 1924, these local associations were united as chapters in the Special Libraries Association. The Dayton chapter, which had been part of the Cincinnati chapter, was founded in 1963 as the 33<sup>rd</sup> S.L.A. chapter. The state of Ohio is divided into the three chapters of Cincinnati, Dayton, and Cleveland. In 1976, the Dayton Chapter’s name was changed to the Central Ohio Chapter. The S.L.A. is now organized nationwide based on geographic chapters and professional interest divisions.

In addition to the chapters and divisions organized to serve the professional needs of the members, there are many standing committees in the S.L.A. Some of these committees are Public Relations, Recruitment, Document Reproduction, and Special Classifications.

## Scope and Content

The collection of S.L.A. Dayton Chapter covers the years 1963-1978 and is contained in ten boxes. Arrangement of the collection is based on the S.L.A.'s guidelines for chapter archives. The series of records are: General, Officers, Committees, Projects, and Publications.

The General series contains materials pertaining to the chapter as a whole. This includes material such as chapter bylaws, membership lists, and business meetings. The Officers series contains reports, correspondence, and other material related to the chapter's officers. The Committees series is arranged alphabetically by committee title. The Projects series includes joint conferences, workshops, and association-wide meetings. The Publications series contains chapter bulletins, manuals, guidelines, and library related pamphlets.

The collection contains some material which relates to the S.L.A. as a whole. This material is included in the folders under the appropriate subjects. However, most of the material in the collection deals with the organization and activities of the local Dayton Chapter.

Container Listing

**Series I: General**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Chapter Boundaries	1963-1976
	2	Procedures Manual	1984
	3	Chapter Business Meetings	1962-1963
	4	Chapter Business Meetings	1964
	5	Chapter Business Meetings	1965
	6	Chapter Business Meetings	1966
	7	Chapter Business Meetings	1967
	8	Chapter Business Meetings	1968
	9	Chapter Business Meetings	1969
	10	Chapter Business Meetings	1970
	11	Chapter Business Meetings	1971-1972
	12	Chapter Business Meetings	1973
	13	Chapter Business Meetings	1974
	14	Chapter Business Meetings	1975
	15	Chapter Business Meetings	1976
	16	Chapter Business Meetings	1977
	17	Chapter Business Meetings	1978
	18	Chapter Business Meetings	1979-1992
	18a	Chapter Business Meetings	1993-1995
	19	Annual Reports (s.a. president folders)	1971-1987
	20	Bylaws (See also Bylaws Committee)	1963-1976, 1987
	21	Membership Lists	1966-1972
	22	Membership Lists	1973-1976
	23	Membership Lists (see publications, beg. 1986)	1977-1984
	24	S.L.A. Publicity	1966-1971
25	S.L.A. Publicity	1972-1973	

**Series II: Officers**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	1	Roster of Officers & Comm. Members	1964-84, 1987-94
	2	Board of Directors Meetings	1978-1980
	3	Bulletin Editor and Business Manager	1971-1972
	4	Bulletin Editor and Business Manager	1973
	5	Bulletin Editor and Business Manager	1974-1977, 1983, 1985-1993

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>	
2	5a	Bulletin Editor and Business Manager	1994-1995	
	6	Executive Board/Advisory Council	1967-1968	
	7	Executive Board/Advisory Council	1969	
	8	Executive Board/Advisory Council	1970-1971	
	9	Executive Board/Advisory Council	1972-1973	
	10	Executive Board/Advisory Council	1974-1975	
	11	Executive Board/Advisory Council	1976-1977	
	12	Executive Board/Advisory Council	1978-1980	
	13	Executive Board/Advisory Council	1982-1992	
	13a	Executive Board/Advisory Council	1993-1994	
	14	Chapter President, John L. Cook	1963-1964	
	15	Chapter President, John L. Cook	1964-1965	
	16	Executive Board Annual Report	1963-1964	
	17	Chapter President, Larry X. Besant	1964-1965	
	17a	Chapter President, Helen Rolfe	1965-1966	
	18	Chapter President, Donald F. Nims	1966-1967	
	19	Chapter President, Theodore J. Nunn	1967-1968	
	20	Chapter President, Ilo Fisher	1968-1969	
	21	Chapter President, James Damico	1969	
	22	Chapter President, James Damico	1970	
	23	Chapter President, Julia F. Olt	1970-1971	
	24	Chapter President, Julia F. Olt	1970-1971	
	25	Chapter President, Julia F. Olt	1971	
	26	Chapter President, Virginia E. Yagello	1971-1972	
	3	1	Chapter President, Virginia E. Yagello	1971-1972
		2	Chapter President, Virginia E. Yagello	1971-1972
3		Chapter President, Virginia E. Yagello	1972	
4		Chapter President, Virginia E. Yagello	1972	
5		Chapter President, Margaret A. Roach	1972-1973	
6		Chapter President, Margaret A. Roach	1972-1973	
7		Chapter President, Margaret A. Roach	1972-1973	
7a		Chapter President, Edith Woodward	1973-1974	
7b		Chapter President, Jane Bottoms	1974-1975	
8		Chapter President, Julian R. Larson	1975-1976	
9		Chapter President, Elizabeth C. Biggert	1976-1977	
10		Chapter President, Marjorie H. Brandt	1977-1978	
11		Chapter President, Marjorie H. Brandt	1977-1978	
12		Chapter President, Margaret A. Roach	1978-1979	
12a	Chapter President, Elizabeth Sawyers	1979-1980		
12b	Chapter President, Donna Martin	1980-1981		

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>	
3	13	Chapter President, Lynn Heer	1981-1982	
	14	Chapter President, Judy Hecht	1982-1983	
	15	Chapter President, Fred Helser	1983-1984	
	16	Chapter President, Tom Rohmiller	1984-1985	
	16a	Chapter President, Caroline Quinn	1985-1986	
	16b	Chapter President, Frances Sullivan	1986-1987	
	16c	Chapter President, Ellen Mimnaugh	1987-1988	
	16d	Chapter President, Mary Grace Hune; Carol Feltes	1988-1989	
	16e	Chapter President, Carol Feltes	1989-1990	
	16f	Chapter President, Ronald Lundquist	1990-1991	
	16g	Chapter President, Kay Landis	1991-1992	
	16h	Chapter President, Mary Marshall	1992-1993	
	16i	Great Lakes Regional Conf. II Planning	1992-1993	
	16j	Chapter President, Janet Bix	1993-1994	
	17	Treasurer's Ledgers	1964-1974	
	18	Treasurer	1963-1965	
	19	Treasurer	1967-1968	
	20	Treasurer	1968-1970	
	21	Treasurer	1971-1972	
	22	Treasurer	1975	
	23	Treasurer	1976	
	24	Treasurer	1977	
	4	1	Treasurer	1978
		2	Treasurer	1979
3		Treasurer	1980	
4		Treasurer	1981-1982	
5		Treasurer	1983-1990	
5a		Treasurer	1991-1995	
6		Secretary (annual reports) Minutes: See Executive Board Min. See Chapter Business Meet.	1983-1986, 1989-1990, 1995	

### Series III: Committees

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	7	Committee Guidelines	n.d.
	8	Archives Committee	1982-84, 1986-90, 1989-1990, 1995

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>	
4	8a	Bylaws and Procedures Manual Comm.	1985-1988	
	8b	Career Guidance & Positive Action Comm.	1987-1995	
	9	Consultation Services Committee		
	9a	Director (Elected)		
	10	Education Committee – changed to Professional Development Comm.		
	11	Employment Committee		
	11a	Government Relations Committee		
	12	Hospitality Committee (1 or 2 folders) – see also program coordinators		
	12a	International Relations Committee		
	4a	13	Long Range Planning Committee	
		14	Membership Committee	
		15	Membership Committee	
16		Membership Committee		
17		Membership Committee		
18		Membership Committee		
19		Membership Committee		
20		Membership Committee		
21		Membership Committee		
22		Membership Committee		
5	1	Membership Committee	1977	
	2	Membership Committee	1978-79; 1982-1993	
	3	Nominating Committee/ Tellers	1963-1990, 1992-1993, 1995	
	4	Networking Committee	1984-86, 1990, 1993	
	4a	NTIS Liaison Committee	1987-88, 1993-1994	
	4b	OCLIS	1993, 1995	
	5	Positive Action Liaison Committee	1977-84, 1990, 1993	
	6	Procedures Manual Committee (see Bylaws and Procedures Comm.)	1979-1985	
	6a	Professional Development Committee	1986-1992	
	7	Program Committee – Guest Speakers	1967-1980	
	8	Program Committee – Meeting Notices	1967-1971	
	9	Program Committee – Meeting Notices	1971-83, 1989-1994	
	10	Correspondence	1967-1968	
	11	Correspondence	1970	
12	Correspondence	1971-1972		
13	Correspondence	1973-1982		
14	Program Chair Report	1968; 71; 73; 75-78; 85; 89-91; 93-95		

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	14a	Meeting Coordinators Report	1984, 1988-1990
	15	Public Relations Committee	1982-84, 1987-88, 1991-1994
	16	Recruitment	1969
	17	Recruitment Committee Tours	1969
	18	Recruitment Committee Tours	1970
	19	Recruitment Committee	1970
	20	Recruitment Committee	1972-1973
	21	Recruitment Committee	1976
	22	75 <sup>th</sup> Anniversary Committee (National)	1984
	23	Student Award Committee	1990, 1993, 1995

#### **Series IV: Projects**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	13	SLA Mid-Winter Meeting	1968
	14	SLA Mid-Winter Meeting	1969
	15	SLA Mid-Winter Meeting	1969
	16	SLA Mid-Winter Meeting	1970
	17	SLA Mid-Winter Meeting	1970
	18	SLA Mid-Winter Meeting	1971
	19	SLA Mid-Winter Meeting	1972
	20	SLA Mid-Winter Meeting	1973
	21	SLA Mid-Winter Meeting	1977
	22	SLA Mid-Winter Meeting	1978
7	1	Joint Meeting, Mid-West Chapters	1961
	2	Library Assistants Workshop (also tape of workshop evaluation)	1966
	3	Library Assistant Workshop	1967
	4	Elizabeth Usher visit to Dayton	n.d.
	5	Joint Meeting, Dayton-Cincinnati	1968
	6	Class, Special Libraries	1968
	7	Class, Special Libraries	1968
	8	Joint Meeting, Cincinnati-Cleveland-Dayton	1971
	9	Joint Meeting, Cincinnati-Cleveland-Dayton	1971
	10	Joint Meeting, Dayton-Columbus	n.d.
	11	Library Technology Workshop	1973
	12	Seminar on Serials	1975
	13	Seminar	1976

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	14	Mini-Workshop	1977
7a	1-17	GLRCII: Planning and Administrative Records	1990-1993
7b	1-7	GLRCII: Financial Records; Non-Print Materials – There is a separate Box and Folder Listing Prepared by Kaeli Spiers, for class project	1990-1993

### **Series V: Publications**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	1	Guidelines for Exec. Bd. And Advisory Council	1978
	2	Chapter Guidelines	1976
	3	Consultation Service Newsletter	1964-1973
	4	SLA Chapter Procedures Manual	1964, 1985, 1986
	5	SLA Consultation Service Manual	1968
	6	SLA Bylaws	1969-1970
	7	SLA Directory of Chapters	1969-1971
	8	Membership Directory (s.a. Box 1, No. 23)	1986-1994
9	1	Queen City Bulletin	n.d.
	2	Bulletin Index	1964-1974
	3	Bulletin	Vol. 1-2
	4	Bulletin	Vol. 3-5
	5	Bulletin	Vol. 6-8
	6	Bulletin	Vol. 9-11
	7	Bulletin	Vol. 12-16
	8	Bulletin	Vol. 17-21
10	1	Bulletin	Vol. 22 No. 1-4
		Bulletin – These have been renumbered to equate to correct publication sequence.	Vol. 23 No. 1-4
		Bulletin	Vol. 24 No. 1, 2-4 (1 issue)
		Bulletin	Vol. 25 No. 1, 2-4 (1 issue)
10	2	Bulletin	Vol. 26-28, Oct. 1990-May 1993