4.5 linear ft. (ca. 4,000 items in 9 boxes).

Biography: Kaiser was a graduate of the New York State Library School, 1910, worked in many public libraries, taught library administration at several schools, and was an officer of various library associations.

Summary: Files dealing with many aspects of Kaiser's professional life.

Organization: Arranged.

Finding aids: Contents list, 27p.

Restrictions on use: Collection shelved offsite and requires 48 hours for access. Available for faculty, students, and researchers engaged in scholarly or publication projects. Permission to publish materials must be obtained in writing from the Librarian for Rare Books and Manuscripts.

1. Library education. 2. Library science--Societies, etc. 3. Librarians--Societies, etc. 4. Librarians.

ID: NYCR89-A474
JOHN BOYNTON KAISER PAPERS

INDEX TO GENERAL CORRESPONDENCE
Located in SERIES I, II, III, IV.

Bass, Miriam E., Librarian, Morristown, N.J. letter to Kaiser 12/2/48 - Series III, Folder 3
Carnovsky, Leon, Dean, University of Chicago Library School-letter to Kaiser 7/25/45 Series III, Folder 1
Conmy, Peter - Oakland Public Library- letters to Kaiser 3/24/50; 3/29/50-Series II Folder 19
Clift, David, Associate Librarian, Yale Univ.-letter to Kaiser 2/7/49 Series III Folder 8e
Creese, James - Correspondence 5/6/48 - Series III, Folder 2a
Eichlin, Maude - invitation to Kaiser 12/4/48 Series III, Folder 3
Gardner, Burleigh B., Executive Director, Social Research, Inc. Series III, Folder 6b
Herron, William - Newark High School Men's Association - correspondence with Kaiser 10/13/43; 10/14/43; 10/19/43. Series II, Folder 9
Holden, Katharine M. Numerous correspondence in Series IV.
Kaiser, Boynton Swift - son's memo, very brief re bibliography Series III, Folder 5c Also letter 2/2/49, Series III, Folder 4d, # 13/44.
Keck, Mrs. Lucille, Reference Librarian, Chicago. Re Personnel administration Series III, Folder 4d
Kirk, Grayson L. Numerous correspondence. Series IV
Krueger, Theodore, Manager of Statler. Correspondence 2/9/49; 2/12/49. Series III, Folder 5e
to general correspondence located in
BOYNTON KAISER PAPERS

Shelved off-site


Leigh, Robert. Invitation to Kaiser to N.Y. State Library Alumni Breakfast 6/12/58. Series I Correspondence re "organization charts 7/31/58. Series IV.


Ludington, Flora B. Correspondence. Series IV.


Index to general correspondence located in SERIES I, II, III and IV

JOHN BOYNTON KAISER PAPERS


Poorly, Henry. Head of Schering Pharmaceutical Preparations. 3/25/49. Series II, Folder 18

Proctor, Margie W., President Western New York Library Association. Letters to Kaiser 2/16/49; 2/17/49 and 2/18/49. From 2/7/49. SERIES III, Folder 4


Reynolds, Grace W. Secretary McGill Library School. Correspondence 3/23/48 to 5/16/49 Series III, Folder 5c

Ross, Vernon. Assistant Professor at McGill. Letter to Kaiser 4/5/49. Series III, Folder 5c

Roth, Harold L. Numerous correspondence. Series IV.

Summers, William, Manager Princeton Inn. 3/6/46 Series III, Folder 6a


Tracy, Warren. Letter to Kaiser 3/11/59 re rejection of proposal on library resources. Series IV


Whalley, Margaret R. Elizabeth Free Public Library. Letter Kaiser 2/1/49 Series III

White, Carl K. Numerous correspondence Series IV.

Williams, John C., President Bambergers. Letter from Kaiser re rose display. Series III, Folder 5c

John Boynton Kaiser was born in Cleveland on January 1, 1887 and died on September 30, 1973. He was a graduate of the New York State Library School at Albany and obtained a BLS in 1910 and an MLS in 1917. He also earned a degree in international law from the University of Illinois in 1912.

Kaiser worked in the public libraries of Tacoma, Washington, Iowa City, Iowa, Oakland, California, and Newark, New Jersey. Of the last two he was director, being at Oakland from 1927-1943 and at Newark from 1943-1958.

He taught classes in library administration at the University of Illinois, University of Chicago, Rutgers, University of California at Berkeley as well as Columbia.

Kaiser was president of the Pacific Northwest Library Association from 1917-1918. He served as president of the California Library Association from 1932-1933 and was president of the New Jersey Library Association from 1948-1949. He served as vice-president of the American Library Association in 1949-1950. From 1960-1963 Kaiser was the executive director of the American Documentation Institute (now the American Society for Information Science). He served as president of the New York State Library School Association from 1947-1973.

He contributed to professional books and journals, writing on the subjects of library administration, finance, and personnel. He also compiled bibliographies in the field of librarianship. He edited the April, 1958 issue of Library Trends on the "Legal Aspects of
Library Administration." Upon his retirement in 1958 the Newark Public Library prepared, *An Annotated Bibliography of the writings of John Hoynton Kaiser* published 1911 to 1958 which shows not only his professional interests but also his activity as a philatelist.

**SOURCES**


**THE KAISER PAPERS:**

The papers of John Hoynton Kaiser arrived at the Special Collections Division of Columbia University in late 1973 in a number of corrugated cardboard cartons. The material had no formal order or arrangement; similar materials were, however, generally bundled together. For example, the materials having to do with his activity as director of the Newark Public Library were piled together as were the materials having to do with his teaching activities. Four persons from Prof. Tauber's Archives Management course cooperated on the project of preparing this collection for use. Each one undertook to describe and arrange such material as fell into well defined phases or activities in Kaiser's life. The four major areas appeared to be teaching records, speeches and letters as library director, other speeches and publications, and committee activities.

In general even this preliminary assignment of areas seemed to
bear out Schellenberg's contention that private records can be
described effectively in relation to their provenance and arranged
into series which can then be dealt with collectively.

The material consists solely of textual records; there is not
what one would call three dimensional memorabilia nor are there
photographs or maps.

After each area has been preliminarily arranged, described, and
inventoried it will be possible to coordinate these separate lists
into a comprehensive listing of the Kaiser papers and open the col-
lection for use.

The collection is an incomplete one as it does not cover the
entire scope of Kaiser's activities and work. We may suppose that
a great deal of Kaiser material is held by the public libraries of
Oakland and Newark and in other places.

There are apparently no stipulations or restrictions attached
to the collection and it will be available to qualified persons sub-
ject to the privileges and rules of the Division of Special Collections
of Columbia University.

The material which I arranged consists of two containers of
teaching records produced by Kaiser while teaching courses in Library
Administration at the University of California in 1936 and 1940, at
the University of Chicago in 1939, and at Columbia University in 1945
and 1958. There is also about half a container of material relating
to Kaiser's work on the "Newark Public Library position classification
and salary survey in 1943-45 and also general materials on the per-
sonnel aspect of library administration.
JOHN BOYNTON KAISER PAPERS

JOHN BOYNTON KAISER PAPERS. Series I

DESCRIPTIVE INVENTORY:

Container #1. 8 folders.

Library Administration -- Personnel. 1943-47.


2. Survey -- Correspondence. Letters from E.W. McDiarmid, librarian of the University of Minnesota and others.

3. Survey -- Personnel forms of the Newark Public Library and of the state of New Jersey Civil Service Commission. Personnel numbers used in Newark Public Library classifying.

4. Survey -- Columbia University School of Library Service Colloquium, October 22, 1945; on "Highlights and Chronology of Procedure; Speech notes for an Informal Discussion" about the survey. Correspondence with Ernest J. Reece, Dean of the Library School.

5. "Sample Program for 1945 Institute on Personnel Administration." A letter from C.B. Joeckel, Dean, University of Chicago School of Library Service and a letter from E.W. McDiarmid, librarian, University of Minnesota concerning the Program.


7. Miscellaneous notes and materials concerning the legal aspects of library administration and about post-war librarianship.

Container #2. 13 folders.

1. Letter, October 24, 1928, from Sydney B. Mitchell, Director, University of California School of Librarianship, and an outline of lectures for the course in public library administration.
   Letter, February 15, 1938, from John J. Henderson, California State Library, and an outline for the course in municipal library administration.

2. University of California School of Librarianship, "Librarianship 207: Municipal and County Library Administration." Course outline and reading list [19p.].


4. University of California School of Librarianship, 1940, "Librarianship 234: Public Library Administration." Class Cards, schedules, memos, forms, notes, student assignments.

5. "Librarianship 234." Looseleaf notebook kept by Kaiser as instructor of the course. [65p.]


7. "Course s323". Looseleaf notebook kept by Kaiser as instructor of the course. [114p.]

8. "Course s323". Various course outlines and reading lists.

9. & 9a. "Course s323". Student assignments and class work. 2 folders.

10. "Course s323". Kaiser's class lecture notes, class calendar, memos and notes, list of students.

11. "Course s323". Charts used in course.

12. "Course s323". Students comments of the Newark position classification and salary survey.
Container #3. 8 folders.


2. "Course s280". Memos, notes, and expense records.

3. "Course s280". A looseleaf notebook kept by Kaiser as instructor. (142p.)

4. "Course s280". Course outline and reading lists.

5 & 5a. "Course s280". Students' assignments and term papers. 2 folders

6. "Course s280". Correspondence with students and instructor's evaluation of students.

7. Miscellaneous booklets about administration and personnel.
This box consists of speeches, letters, reports, and memoranda produced by John Boynton Kaiser while he was director of public libraries in Oakland, California, 1927-1933, and director of the Newark public library 1943-1956. The material in this box dealing with personnel, budget, and public relations sheds light on the operation of those two library systems. Most of the documents were produced by Kaiser in his official capacity as director of the libraries.

There are, however, three folders of material relating to the "Power of Print," an article published in Overland Monthly and Outwest Magazine (1931). In this article and in speeches he gave throughout his career, Kaiser argued that the librarian, by opening up the world of print, would provide his patrons with access to a storehouse of knowledge that would enrich all spheres of their lives.

Unfortunately, the material in this box relating to the operations of the Oakland and Newark public library systems is incomplete. There is only three folders of Oakland material all of which were produced between 1933 and 1938. For material produced between 1927-1933 and 1938-1943, researchers will have to go to Oakland. Even for the 1933-1938 period there is obviously much material missing that might be found on the West coast. Similarly, the Newark material also has huge gaps, particularly after 1950. Many items that are missing from this collection probably can be located at Newark.
Series II

Folder I. 1933-1936. The Oakland Public Library. This folder contains a miscellaneous collection of reports and memoranda; library building plans; outside events that influence public library book sales; recent questions asked at the reference desk; there is also a transcript of a radio broadcast (March 20, 1933) "The Library Service."

Folder II. 1936-7. Budget Problems, the Oakland system. This folder includes memoranda, speeches and letters. There is a copy of the library budget, 1936-7, and an article "Problems of Library Finance," which was written for the University of Chicago library Institute (August, 1932).

Folder III. 1933-1943. The Oakland Public Library, miscellaneous printed material. This folder includes a copy of an article entitled "Civil Service and the Oakland Public Library, History and Appraisal, 1916-1938," A.L.A. Bulletin (June, 1938).

Folder IV. 1943-1945. Newark War and post-war problems. This folder includes speeches, letters and lectures dealing with problems of war and post-war library service, service to veterans and questions on post-war planning. This folder includes a speech "Our Job as Librarians," delivered before the New Jersey chapter of A.L.A. (January 21, 1943).

Folder V. Intellectuals, the Library and World War II, 1943. Speech based on Archibald MacLeish "A Time to Act," argues that the intellectuals were Hitler's first victims.

Folder VI. Public Relations, Newark. Transcript of radio program "The Branches," produced by Viola Hutchinson for WAAT (Newark), May 13, 1943.


Folder IX. October, 1943. Speech before the Newark High School Men's Association: "Our Job as Librarians."

Folder X. 1943-44. The Newark Public Library - progress and problems; circulation, number of borrowers, civil service.

Box 4

Shelved off-site

Folder XIX. November 1-22, 1948, Boston Conference on "Interpreting the library through good public relations," (includes relevant correspondence.)

Folder XIV. 1945-9. Personnel and Civil Service Problems; memoranda and printed material.

Folder XV. 1945-9. Goals and reports of the Newark Public Library; miscellaneous notes and some printed material.

Folder XVI. 1947, "The Friends of the Library." Bloomfield, N.J.; this folder includes the organization's constitution, and some correspondence with Kaiser.

Folder XVII. Miscellaneous Newspaper clippings (1947).

Folder XVIII. "The Power of Print," a 1950 revision of a 1931 manuscript.

Folder XVIII. "The Power of Print," speeches and correspondence, 1950. In this material Kaiser discusses the effectiveness of various methods of learning. The folder includes excerpts from Gloria Waldron's The Information Film: A Report of the Public Library Inquiry of the Social Science Research Council.


Folder XXI. March 31, 1952. The Roseville Branch speech.


Folder XXIII. Miscellaneous printed public relations material prepared for the Newark Public Library.

Folder XXIV. 1950-1953. The Library and Television, memoranda and reports.

Folder XXV. October 14, 1957, speech at the Joseph Conrad Centennial, sponsored by the Polish Arts Club of Newark extolls Polish contribution to American life. This folder includes relevant correspondence.

Folder XXVI. Miscellaneous printed material.

List of Correspondence:

Conway, Peter (Oakland Public Library) to John Kaiser, March 21, 1940, folder 19.
Conway, Peter to John Kaiser, March 29, 1940, folder 19.

Herron to William Herron, October 14, 1943, folder 9.
Herron, William to Kaiser October 19, 1943, folder 9.

Land, R.H. (Librarian, William and Mary College) to Kaiser, April 4, 1940, folder 20.
Laughlin, Grace (Professional Staff Association, Boston Public Library) to Kaiser, October 23, 1940, folder 12.
Laughlin, Grace to Kaiser, October 23, 1940, folder 12.
Laupp, Harold (Berkeley, California Library) January 13, 1943, folder 3.
Lord, Milton (Director, Boston Public Library) to Kaiser, October 25, 1943, folder 12.
Marmo, Frank (President, Ironbound Citizens' Council, Newark) to Kaiser, June 7, 1945, folder 22.
Kaiser to Frank Marmo, June 7, 1945, folder 22.
Metcalf, Louisa S. (Professional Staff Association, Boston Public Library) to Kaiser, September 25, 1940, folder 12.
Metcalf, Louisa to Kaiser, September 25, 1940, folder 12.
Kaiser to Louisa Metcalf, September 25, 1940, folder 12.
Metcalf, Louisa to Kaiser, October 18, 1943, folder 12.
Metcalf, Louisa to Kaiser, October 18, 1943, folder 12.
Kaiser to Louisa Metcalf, October 19, 1943, folder 12.
Metcalf, Louisa to Kaiser October 22, 1943, folder 12.
Metcalf, Louisa to Kaiser, November 11, 1943, folder 12.
Kaiser to Louisa Metcalf, November 11, 1943, folder 12.

Mann, S. (Akron Public Library) to Kaiser, November 23, 1948, folder 12.
- Kaiser to Harold, John (being president of William and Mary College) April 12, 1949, folder 22.
- Reid, John (Friends of the Library, Bloomfield, New Jersey), to Kaiser March 19, 1949, folder 15.
- Solinger, L. (Detroit Public Library) to Kaiser November 26, 1948, folder 12.
The present collection of John Boynton Kaiser's Papers at Columbia is only a partial one, representing but some of the highlights in the career of a man whose interests ranged from stamp-collecting, to roses to books, and, of course, to libraries. It was with the latter that the major portion of his career was concerned.

Director of the Newark Public Library for fifteen years, from 1943 to 1958, and involved prior to that with library work in California, he wrote, spoke and lectured on all the ramifications of library administration, library personnel and library school training. An annotated bibliography of his published works was produced upon his retirement from the Newark Library. However much of his professional papers and lectures remained unpublished. Series III of the Columbia collection provides some insight into the manner in which Mr. Kaiser went about preparing his lectures, and in many instances outlines and rough drafts of parts of his speeches.

There is nothing of a personal nature in this series, with the exception of one very brief scrap memo from his son with respect to bibliography for one of his speeches (See Folder 5c, Item 7/5c) which would indicate that he maintained a paternal as well as professional relationship there. One letter, to the President of Bambergers Store in the same folder (33/5e) speaks of visiting a rose display there with his wife, indicating that she traveled with him, and giving evidence in the letter itself of the inherent courtesy of the man, considerate enough to write complimenting the manager of a store in another country. This same consideration is reflected in
other letters in this collection, wherein he wrote to managers of various hotels, expressing appreciation of the accommodations afforded him.

The major concerns reflected in Series III are, however, professional. He was intensely interested in the problems of library personnel in all its aspects, and this is reflected in his letters, memoranda as well as speeches. It is also interesting to note his meticulous care of spending library funds, a matter clearly shown in his own expense sheets -- he even kept his railroad tickets!

---

N.B. Although there are probably many pictures available of Mr. Kaiser in Newark, the only one in this collection is in a newspaper article, Series III in which the demeanor appears to be one of intellect and restraint.
METHODOLOGY

The boxes in the collection were divided up between Miss Nancy Haab, Messrs. Nash and Caldiero and myself. Our first step was to go through each box to get a general idea of what was contained therein. Insofar as possible we then divided the material chronologically, separating it with various aspects of John Boynton Kaiser's career in mind. Since he seemed to have made a number of speeches, it was obvious that one Series should be devoted to them. Thus Series III is given over primarily to that subject, although there are other matters contained therein.

Having been assigned Series III in the collection, I went through the folders again, making a card for each item, and noting the number of record items to be contained within each record unit, according to the Law of Provenance. Exchanges were made with the other students where provenance dictated, and duplicates were removed from the collection.

Each of us then proceeded to work on his own Series, categorizing record units as deemed feasible. I found that the material to be arranged by me fell into seven categories:

CALENDAR

Folder 1

Library Institute at University of Chicago 7/25/45

Folders 2a, 2b, 2c

Drexel Institute of Technology Speech 5/13/48

Folder 3

New Jersey Special Libraries Association speech 12/7/48

Folders 4a, 4b, 4c, 4d

Western New York Library Association Speech 2/7/49
Folders 5a, 5b, 5c, 5d, 5e
Polders 5a, 5b, 5c
Folders 6a, 6b, 6c
Polder 7
McGill University Speech 4/22/49
Miscellaneous Correspondence:
Eastern Regional Conference of Civil Service Assembly
Social Research
Library Trends
Miscellaneous General.

---

More specific description of materials contained in each of these categories and folders is here attached, pages 5-20. There are 17 record units in all.

---

As a further aid to the researcher, the four students each listed correspondence in his series. This index, in alphabetical order, is on page 21 of this report.

---

In this SERIES III, all metal clips and staples have been removed, all items in the Series numbered within the folders to which they pertain according to provenance, and all arranged insofar as possible in chronological order within each folder.

---
Folder 1

Contents: 15 sheets, numbered 1-15

Subject: Library Institute at University of Chicago 7/25/45

Correspondence; Chicago University lodging forms, personal memo.

Folders 2a, 2b and 2c

Subject: Drexel Institute of Technology Speech 5/13/48

Contents of Folder 2a:

9 sheets of correspondence, numbered 1/2a-9/2a

Contents of Folder 2b:

24 sheets of three memoranda to Mr. Kaiser's staff in the Newark Public Library with respect to matters of library school training, personnel, etc., to be used in connection with the speech at Drexel, and the replies, numbered 1/2b to 24/2b

Contents of Folder 2c:

10 handwritten notes for speech, numbered 1/2c to 10/2c
10 leaves of typed notes for speech, numbered 11/2c to 20/2c
Bibliographic references for speech, consisting of 4 mimeographed sheets, numbered 21/2c to 24/2c; 1 typed sheet, numbered 25/2c and 7 pamphlets.

Folder 3

Subject: New Jersey Special Libraries Association speech 12/7/48

Title: "New Jersey Library Association and the Newark Library"

Contents: 2 record units - 9 sheets of correspondence and memoranda, numbered 1-8/Pl.3

8 leaves of typewritten notes.
Subject: Eastern New York Library Association Speech at Buffalo 2/7/49

Title: "Current Library Personnel Problems"

Contents: 4 sheets of handwritten outlines for the speech numbered 1/4b to 4/4b

2 sheets of typewritten outline for speech, with differing notations, numbered 5/4b and 6/4b

Folder 4c

Subject: Eastern New York Library Association Speech at Buffalo 2/7/49

Title: "Current Library Personnel Problems"

Contents: Rough draft notes of various parts of the speech - 13 typed pages numbered 1/4c to 13/4c

Folder 4d

Subject: Eastern New York Library Association Speech at Buffalo 2/7/49

Contents: Correspondence

Folder 5a

Subject: McGill University Speech 6/22/49

Contents: 46 typed topical notes for speech numbered 1/5a to 46/5a

4 handwritten memoranda, numbered 47/5a to 50/5a

2 newspaper clippings pertinent to subject matter of the speech, numbered 51/5a and 52/5a
Folder 5b

Subject: McGill University Speech 4/22/49

Contents: Handwritten outline notes for speech, numbered 1/5b to 11/5b

One typewritten outline, numbered 12/5b

3 mimeographed sheets of outline numbered 13/5b to 15/5b

Folder 5c

Subject: McGill University Speech 4/22/49

Contents: Bibliography and memorandum re bibliography numbered 1/5c to 8/5c

Index cards for individual monographs numbered 9/5c to 29/5c

3 mimeographed papers of lists of books numbered 30/5c to 32/5c

2 typed lists of titles numbered 33/5c to 34/5c

Folder 5d

Subject: McGill University Speech 4/22/49

Contents: 10 pamphlets of reference material for speech

Folder 5e

Subject: McGill University Speech 4/22/49

Contents: Correspondence re speech and Canadian trip, miscellaneous

Correspondence Grace Reynolds, Secretary McGill Library School 3/23/49 to 5/16/49

Correspondence with John Donovan re publishing speech.

Memorabilia: railroad schedule to Canada
Folder 6a

Subject: Eastern Regional Conference of Civil Service Assembly March 6-8, 1946

Contents: Correspondence Henry J. McFarland, Director, New York State Dept. of Civil Service 2/25/46

William Summers, Assistant Manager
Princeton Inn 1/31/46

Folder 6b

Subject: Social Research

Contents: Correspondence with Dr. Durleigh B. Gardner, Executive Director of Social Research August 9/43

Sundry articles and pamphlets
All of the above numbered 1/6b to 12/6b

Folder 6c

Subject: Current trends in library administration.

Contents: Correspondence with Ernest Keese 2/14/52

An article on current trends in library administration.
Numbered 1/6c to 5/6c

Folder 7

Subject: Miscellaneous

Contents: 7 handwritten notes on short yellow memo pages
3 pamphlets
THE JOHN BOYNTON KAISER PAPERS

SERIES IV

This series contains materials dealing with John B. Kaiser's work with the Alumni Advisory Committee of the Columbia University School of Library Service. The period covered is between the years 1946 and 1959. However, since Kaiser did most of his work in this connection between 1952 and 1957, the bulk of the papers fall between these years.

The Alumni Advisory Committee was organized in 1942. It was a committee of five appointed by the New York State Library Association executive committee to serve as a two-way channel between the alumni group of the Albany Library School (1887-1926) and the Graduate School of Library Service of Columbia University, founded in 1926. Its first five members (its membership would vary in later years) were: Alice Jewett, Librarian, Mt. Vernon Public Library; Flora B. Ludington, Librarian, Mt. Vernon Public Library; Paul North Rice, New York Public Library; John S. Richards, Librarian, Seattle Public Library; and John Boynton Kaiser, Librarian, Newark Public Library, and Chairman of the Committee.

The papers contained in Series IV relate to Kaiser's work with the Alumni Advisory Committee and his long affiliation with the School of Library Service of Columbia University. The Series consists of Folders I-XX in two boxes. It can generally be divided into three main types of papers: correspondence, 7 folders; professional papers, 12 folders; pamphlets and memorabilia, 1 folder.
The overall arrangement is a chronological one, since a good deal of the papers are correspondence with Committee members and other professional people in many different libraries. Papers that are relevant to a particular year's correspondence are in a folder adjacent to that correspondence. It seemed important to keep the order a chronological one in order to follow logically the activities of the Alumni Advisory Committee and its resulting accomplishments. And to some extent the order is a classified one in that events revolving around a particular activity take place in rapid succession within a limited period of time.

Much of the work of the Alumni Advisory Committee in the mid-'50's involved preparation for an accreditation survey of the School of Library Service conducted by the American Library Association. By keeping the papers in their natural order, one can see the progress the Committee made towards the survey, beginning with the formation of a Survey Advisory Committee and ending with the completed report of the American Library Association and the accreditation.

Following is a listing of folders I-XX and their contents. The one exception is item XVII, which is a black binder too large to be in a folder. It is numbered so as to keep the papers in their natural order in the box. A complete list of correspondents would be enormous and of little use. For a listing of the most important of Kaiser's correspondents, see Series III.
<table>
<thead>
<tr>
<th>FOLDER</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1 piece 1946 correspondence to Dean Carl M. White. 6 pieces correspondence, 1/22/116 - 1/22/148. In chronological order. Concerning proposals for S.L.S. program.</td>
</tr>
<tr>
<td>II</td>
<td>3 issues of Personnel Reporter, 10/30/148, 12/7/148, 1/28/149. In chronological order. Memographed sheets. An inter-office publication of Newark Public Library.</td>
</tr>
<tr>
<td>IV</td>
<td>Correspondence, 1/7/53 - 12/30/53. Chronological. Kaiser as Chairman of the Alumni Advisory Committee. Pertains to plans for a survey of placement practices at S.L.S.</td>
</tr>
<tr>
<td>V</td>
<td>Other papers involving A.A.C. activities, 1953. Includes results of the placement survey, memoranda on A.A.C. meetings, miscellaneous handwritten notes, postcard responses.</td>
</tr>
<tr>
<td>VI</td>
<td>Correspondence, 1/4/54 - 12/21/54. Kaiser as Chairman of A.A.C. Arranged chronologically.</td>
</tr>
<tr>
<td>VII</td>
<td>Other papers involving A.A.C. activities, 1954. Includes minutes of meetings, membership lists, memoranda.</td>
</tr>
<tr>
<td>X</td>
<td>Other papers involving A.A.C. activities, 1955. Includes a news release on gifts to S.L.S., memoranda on proposed A.L.A. survey.</td>
</tr>
</tbody>
</table>
FOLDER CONTENTS

XII Working papers relating to preparation for the A.L.A.
survey, 1956. Memoranda on objectives and general
pattern of the S.L.S. program. Revision of the S.L.S.
program.

XIII Correspondence, 1/2/57 - 12/12/57.
Kaiser as Chairman of A.A.C. Chronological.
Relating to the A.L.A. survey, preparation and discussion
of results.

XIV Correspondence and papers compiled in 1957 on the origins
of the Alumni Advisory Committee with cumulation of minutes
of all meetings, 1952-57, and lists of all members, 1952-57.

XV Other papers, 1957.
5 pieces only. Miscellaneous.

Includes memoranda, 2 S.L.S. Bulletins, 1956-58, papers
reflecting general activities, conditions, recent changes
at S.L.S. just prior to 1957. Copy of Statement of
Interpretation to accompany Standards for Accreditation
adopted by A.L.A. April 1952.

XVII Black binder. Library School Report Form. Includes
various forms filled out by S.L.S. faculty and administration
and returned to A.L.A. along with other exhibits (see

XVIII Final report on Accreditation of Columbia University
Summary report, preliminary results of the survey, A.L.A.'s
summation and vote of accreditation.

XIX Correspondence, 1958-9.
6 pieces, arranged chronologically. Miscellaneous.

XX Pamphlets and Memorabilia. Includes:
3 miscellaneous newspaper clippings.
Menu from Curtis Hotel in Minneapolis, 6/20/57.
1 pamphlet on revision of S.L.S. program, 1956-69.
1 copy of Bulletin of New York Library Club, 2/3.
3 issues of Library Service News, 5/6, 6/6, 6/8.
3 Bicentennial publications (1751-1951) relating to S.L.S.
The correspondence, minutes, memoranda, printed materials, etc. of John B. Kaiser, president of the alumni association of the New York State Library School, deal with meetings, conventions, bequests, the American Library Association, and his membership in the advisory council of the Columbia University School of Library Service (which the New York State Library School had become in 1926).

<table>
<thead>
<tr>
<th>Box</th>
<th>Years</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>1956-1961</td>
<td>Shelved off-site</td>
</tr>
<tr>
<td>8</td>
<td>1962-1965</td>
<td>Shelved off-site</td>
</tr>
<tr>
<td>9</td>
<td>1966-1971</td>
<td>Shelved off-site</td>
</tr>
</tbody>
</table>