

GUIDE TO THE OKLAHOMA CHAPTER OF SPECIAL LIBRARIES ASSOCIATION COLLECTION 1967-2007 (1983-2000)

Accession #: 1407001

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Oklahoma Chapter of Special Libraries Association Collection

Inclusive dates: 1967-2007
Bulk dates: 1983-2000
Volume: 6.46 linear feet (5 boxes)

Provenance

The materials were given to the UCO Archives & Special Collections in 2014 by Deborah Thompson, the President of the Oklahoma Chapter of the Special Libraries Association.

Biographical/Background Content Note

The Oklahoma Chapter of the Special Libraries Association was chartered in 1956. This collection includes the records of the Oklahoma Chapter, spanning from 1967 to 2007. A worldwide organization, the Special Libraries Association is divided into 55 regional chapters. However, most of the chapters are located in the United States. The SLA is a nonprofit organization, and its members work in “information professional” career fields. An information professional assists his/her organization by gathering and supplying information and information support, often using technological resources. Information professionals are employed by government offices, academic libraries,

corporate libraries, and various other information centers (sla.org). The SLA, through conferences, workshops, newsletters, and other communication channels, provides collaborative and educational opportunities for information professionals. Through these resources, the SLA allows information professionals to stay current in their respective fields by learning new skills and technologies.

Scope and Content

All of the materials in this collection are included in the same accession number: 1407001. The materials document the operations and activities of the Oklahoma Chapter of the Special Libraries Association from 1967-2007. The collection includes financial records and reports, chapter awards and nominations, correspondence (chiefly exchanged letters and notes), materials from SLA workshops, conferences, and events, membership rosters, newsletters and bulletins, meeting minutes, annual reports, committee reports, mailings and memos from SLA headquarters, bylaws and guidelines, photographs, and photographic slides.

Organization and Arrangement

The collection includes 4 series: I. Organization Documents, 1967-1980; II. Correspondence, 1985-1997; III. Organization Activities, 1986-2007; IV. Photographic Slides and Photographs, 1981-1999. The only cohesive series is Series IV, the Photographic Slides and Photographs. The materials in the other series are spread throughout the collection. Series lists are filed with the finding aid for this collection.

The materials in each folder are classified by date or a range of dates. In many of the folders, the materials are organized in reverse chronological order (from the most recent documents to the oldest). However, the materials are organized according to their original order, and within each folder there is some deviation from the reverse chronological order.

There are also distinct groupings of folders within each box. For example, all of the treasury records are grouped together, all of the membership files are grouped together, and all of the folders pertaining chapter guidelines and bylaws are grouped together. Each grouping is organized in reverse chronological order within the boxes. Thus, each box includes several sets of records, each with its own reverse chronological order.`

Series Descriptions

I. Organization Documents, 1967-1980

This series includes all of the materials related to the operations and procedures of the Oklahoma Chapter of the Special Libraries Association, or of the organization as a whole. The materials include memos, messages, and guides sent from the SLA headquarters to the chapters, chapter awards, treasury records (which include bank statements, check registers, annual reports, and budgets), meeting minutes, membership rosters and statistics, mailing lists, newsletters and bulletins from various chapters of the Special Libraries Association (mainly from the Oklahoma Chapter), officer rosters, committee notes and reports, chapter handbooks, guidelines, and bylaws, annual chapter reports, legal information (including tax information), and task force reports.

II. Correspondence, 1985-1997

This series includes the materials in folders explicitly marked "correspondence" by the Oklahoma Chapter of the Special Libraries Association. The series includes correspondence from various officers and presidents of the Oklahoma Chapter, and treasury correspondence. This series also includes correspondence regarding speakers, registration, publicity, and guidelines for events, workshops, and activities sponsored by the Oklahoma Chapter of the Special Libraries Association.

III. Organization Activities, 1986-2007

This series includes materials related to Special Libraries Association events, workshops, activities, and conferences. The materials include brochures and programs for events and activities, meeting agendas, biographical information on various featured speakers, completed registration forms and registration information, event fliers, press releases, program announcements, evaluation forms, program outlines, lists of upcoming events, program summaries (i.e. minutes), and venue maps and directions

IV. Photographic Slides and Photographs, 1981-1999

This series includes the entire contents of box 020086 and is the only entirely cohesive series. This series includes photographs related to OKSLA activities and events, including a trip to New York and a visit to the Philip's Petroleum Company Headquarters. This series also includes 12 boxes of photographic slides. The slides contain

images of various libraries, institutions, and corporations, presumably all represented in the membership of the OKSLA. Some of the slides are part of an “intro to SLA” program. This series also includes printed programs of the narrations that go along with the various boxes of slides.

Related collections

Preferred citation

[Series title.] Oklahoma Chapter of Special Libraries Association Collection. University of Central Oklahoma Archives and Special Collections.

Folder listing

Box#:	Folder Heading	Dates
Folder #		
020082:1	Mailings/Communications from SLA Headquarters, Oct. '92 – Mar. '93	1992-1993
020082:2	Mailings/Communications from SLA Headquarters, Feb 1992 – Sept 1992	1992
020083:3	Mailings from SLA Headquarters, 1988-1990	1988-1990
020083:1	S.L.A Chapter Award 1971	1971
020083:2	Retha Robertson SLA Notes, 1988-89	1988-1989
020083:3	Retha Robertson – Correspondence, 1988	1988
020083:4	Retha Robertson – Membership Chairman, Correspondence, 1988-89	1988-1989
020083:5	SLA Awards – 1988-92	1988-1992
020083:6	1992 SLA Conference, San Francisco	1992
020083:7	Southwest Regional Conference Program, Oct 30 – Nov 2, 1996	1996
020083:8	Student Awareness Night, March, 1989	1989
020083:9	Treasury Account Ledger, 1983-2000, (not inclusive)	1983-2000
020083:10	Treasury – Certificate – David R. Bender Endowment	2001
020083:11	Treasury Correspondence: Treasurer, 1996-1997	1996-1997
020083:12	Treasury Paula Eggert File – Treasurer? 1982-1985	1982-1985
020083:13	Treasury: Annual Reports, 1978-1996	1978-1996
020083:14	Treasury – Bank Statements, Tax Information, 1997-2000	1997-2000
020083:15	Treasury: Bank Statements through 6-30-97	1983-1997
020083:16	Treasury Bank Records: 1987-1995	1987-1995
020083:17	Treasury: Year End Financial, 2006	2006
020083:18	Treasury – Bank Records, Duplicate Checks, Check Registers, 1987-2002	1987-2002
020083:19	Treasury Bank Records, 1984-1985	1984-1985
020083:20	Treasury – Internet Workshop, 1994	1994
020083:21	Treasury: Receipts pre 7/1997	1983-2001
020083:22	Treasury Budget – Treasurer’s Report, 1987-1992	1987-1992
020083:23	Treasury: Treasurer’s Reports, 1985-2000	1985-2000
020083:24	Frosty Troy – Biographical Sketch	ND
020083:25	Herb White – 11-15-91	1991
020083:26	SLA Workshop, 1990-91	1990-1991
020083:27	OKSLA Winter Program 2007: The Librarian’s Role in Disaster Preparedness and Response	2007
020084:1	Membership, 1989, 1991-1995	1989; 1991-1995
020084:2	Membership, 1986-1987	1986-1987
020084:3	SLA – OK Membership, 1984-1985	1984-1985
020084:4	Membership Applications (Blank Forms)	ND
020084:5	Membership Conference, Awards...	2003-2004
020084:6	SLA Membership Development Handbook	1987 ca.
020084:7	Membership Directory, Oklahoma Chapter, SLA, June, 1977	1977
020084:8	Membership Directory: 1993, 1997, 2000, 2003, 2004	1993-2004
020084:9	Membership Lists – 1988-1992	1988-1992

020084:10	Membership Lists, 1984-86	1984-1986
020084:11	Membership Records Committee Report, 1986	1986
020084:12	SLA Membership Statistics, 1988-89	1988-1989
020084:13	Minutes, 1994-1997; 2002	1994-1997; 2002
020084:14	OK Chapter Special Libraries, Minutes and Mailings, 1985-86	1985-1986
020084:15	Meeting Minutes, Reports, 1991-1995	1991-1995
020084:16	Minutes: Board Meeting, 1986-1996	1986-1996
020084:17	Minutes – Board and Business Meetings, 1984-86	1984-1986
020084:18	Jim Murray Nomination, Hall of Fame, 1987	1987
020084:19	Newsletters, 1971-1976; 2000-2001	1971-1976; 2000-2001
020084:20	Newsletters, 1967-1970	1967-1970
020084:21	OLA Conference – Oklahoma City – May 3-6, 1989	1989
020084:22	Oklahoma Chapter Past-Presidents	2005
020084:23	OKC Calendar of Events/Metro Concourse	ND
020084:24	Officer List – 1991	1991; 1997; 2005-2006
020084:25	Officer Slate, April, 1986	1986
020084:26	Paper Contest, 1986	1986
020084:27	“Planning for New Technologies in Libraries and Information Centers”	ND
020084:28	Press Release, Proclamation, 1988	1988
020084:29	OKSLA Program: 2002, 2004, 2006-2007	2002, 2004; 2006-2007
020084:30	Program Announcement, December, 1988	1988
020084:31	1987-1988 Program Announcements	1987-1988
020084:32	OKSLA Program Planning Committee, 1999-2000	1999-2000
020084:33	Program Committee – 1984-86	1984-1986
020084:34	Program Evaluation Form, 1987	1987
020084:35	SLA Public Relations Handbook, 1989	1989
020085:1	OK SLA Annual Report, April 2006	2006
020085:2	Annual Report, 1988-89, Salary Survey, Consultation Service	1988-89
020085:3	SLA Bulletin Editor’s Handbook, rev. April, 1989	1989
020085:4	Bulletins & Newsletters, 1994,1997	1994-1997
020085:5	Bulletins, 1989-1993	1989-1993
020085:6	Chapter Bulletins, 1989-90	1989-1990
020085:7	Bulletins, 1986-1988	1986-1988
020085:8	Bulletins, 1984-1986	1984-1986
020085:9	SLA Bulletin, 1985-1988	1985-1988
020085:10	OKSLA Bylaws	1984-2004
020085:11	Career and Employment Resources, June, 1988	1988
020085:12	Carol Campbell File, 1996-97	1996-1997
020085:13	SLA Chapter Guidelines - 1990	1990
020085:14	Chapter Guidelines, 1989	1989
020085:15	Chapter Guidelines	ND
020085:16	Chapter Officer Duties, 1986-87	1986-1987
020085:17	Chapter Officers Leadership Training Program, 1987	1987
020085:18	Chapter Operational Procedures Manual – 1984	1984
020085:19	Chapter Presidents Correspondence, 1985	1985
020085:20	Chapter Program Planner’s Manual, June, 1985	1985
020085:21	1991-92 Chapter Programs	1991-1992
020085:22	SLA Committee Reports – 1992	1992
020085:23	Continuing Education: Regional CE Course Guidelines, 1988	1988
020085:24	Continuing Education Program Evaluation (Blank Form)	ND
020085:25	“Copyright Law in the Age of Technology” – Laura Gassaway, 1991	1991
020085:26	Correspondence – 1992	1992

020085:27	Correspondence, Carol Hayhurst. 1986	1986
020085:28	Correspondence, Minutes, Meeting Notices, 1987-1988	1987-1988
020085:29	Correspondence, 1986-1987	1986-1987
020085:30	Metropolitan Library System – Debra Krittenbrink Library Week Contest	1988
020085:31	Correspondence: School of Library and Information Studies, Nov. 1988	1988
020085:32	SLA Consultation Service, 1984	1984
020085:33	Continuing Education Programs, 1985, 1988	1985; 1988
020085:34	Education Committee, 1983-1987	1983-1987
020085:35	SLA – Report of Education Committee, 1986-88	1986-1988
020085:36	Election Results, 1994	1994
020085:37	OKSLA 50 th Anniversary	2006
020085:38	Government Relations Handbook, 1989	1989
020085:39	Linda Hill – ISA Scholarship Application, 1989	1989
020085:40	Hinton Economic Development Authority – David C. Sitton, 1987, 1992	1987; 1992
020085:41	“How to Work Smarter” Workshop Correspondence, Oct. 1988	1988
020085:42	Inter-Association Task Force Report on Image, c. 1989	1989 ca.
020085:43	Legal and Tax Handbook, 1989	1989
020085:44	Guide to Long-Range Planning, c. 1986	1986 ca.
020086	12 Boxes of Photo Slides	ND
020086:1	Programs for Assorted Slides	ND
020086:2	Photographs (Prints) 1999 New York City and Environs	1981; 1999