

**Kaiser, John Boynton, 1887-1973.**

Papers, 1928-1971.

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

Shelved off-site

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

- Babb, James T. - Yale University Library, letter from Kaiser 2/4/49 Series III, Folder 5e.
- 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
- Conny, 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 5e
- Creese, James - Correspondence 5/6/48 - Series III, Folder 2a
- Donovan, J.J., Managing Editor Personnel Review - correspondence re printing  
of McGill Speech. Series III, Folder 5e
- 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.
- Joeckel, C.B. Invitation to Chicago Institute 6/23/45 SERIES III, Folder 1.
- Kaiser, Boynton Swift - son's memo, very brief re bibliography Series III, Folder 5c  
Also letter 2/2/49, Series III, Folder 4d, # 19/4d.
- 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  
 Series I, II, III and IV  
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- Land, R.H. Librarian, William and Mary College. Letter to Kaiser 4/4/50 Series II,  
 Folder 20
- Laughlin, Grace. Professional Staff Association, Boston Public Library. Letter  
 to Kaiser, 10/23/48. Series II, Folder 12.
- Law, Marie Hamilton. Correspondence 4/15/48; 4/20/48 and 4/28/48. Series III,  
 Folder 2a
- Leigh, Robert. Invitation to Kaiser to N.Y. State Library Alumni Breakfast 6/12/58. Series I  
 " " " " Men's Faculty Club. Series IV  
 Correspondence re "organization charts 7/31/58. Series IV
- Leupp, Harold. Berkeley, California Library. 1/13/43. Series II, Folder 3
- Lord, Milton, Director, Boston Public Library. Letter to Kaiser 10/25/48. Series II,  
 Folder 12.
- Ludington, Flora B. Correspondence. Series IV
- MacFarland, Henry J., Municipal Civil Service Bureau. Correspondence 2/18/46; 2/26/46.  
 Series III, Folder 6a.
- Marmo, Frank. President, Iron Bound Citizen's Council, Newark. Letter to Kaiser and reply  
 6/9/55- 6/7/55. Series II, Folder 22.
- Martin, Lowell. Correspondence re University of Chicago Institute: to Kaiser 8/13/45  
 8/22/45/8/24/45; from Kaiser 7/23/45/-7/26/45 and 3/18/45, Series III,  
 Folder 1.  
 Additional correspondence Series IV.
- Metcalf, Louisa S. Professional Staff Association, Boston Public Library.  
 Correspondence 9 pieces: 9/4/48 -11/11/48. Series II, Folder 12.
- McDonough, Roger H. Director, State of New Jersey Library. Letter to Kaiser 12/1/48  
 Series III, Folder 3.
- Morton, Elizabeth Homer, Executive Secretary, Canadian Library Association  
 Letter 3/5/47 re "The Power of Print" Series III, Folder 3c
- Munn, R. Russel. Akron Public Library. Letter to Kaiser 11/25/48. Series II, Folder 15.

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Index to general correspondence located in  
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Northpiece, Paul. New York Public Library. Letter to Kaiser 5/7/43. Series II, Folder 3  
 Letters from Kaiser 3/17/50; 3/20/50. Series II, Folder 19

Poufret, John Edwin. President of William and Mary College. Letter from Kaiser 4/12/50.  
 Series II, Folder 20.

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

Reece, Ernest J. - postcard 1/23/59 re Library Trends Series IV  
 Additional correspondence 2/14/58 Series III, Folder 6c

Reid, John. Friends of the Library, Bloomfield, New Jersey. Letter to Kaiser  
 3/19/49. Series II, Folder 15.

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 4/6/49. Series III, Folder 5c

Roth, Harold L. Numerous correspondence. Series IV.

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

Taylor, Helene S. Friends of the Library, Bloomfield, New Jersey  
 Correspondence 3/6/49; 3/8/49; 3/21/49. Series II, Folder 15

Timmerman, Hazel. A.L.A. 1/24/29 Series III, Folder 4.

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

Ureling, L. Detroit Public Library. Letter to Kaiser 11/26/48. Series II, Folder 12.

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

White, Carl M. Numerous correspondence Series IV.

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

Zimmerman, Janet K., State of New Jersey Library. letter 2/3/49 re personnel. Series III

Series I

PHV:

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 at 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 philately. 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 Boynton Kaiser Published 1911 to 1958 which shows not only his professional interests but also his activity as a philatelist.

#### SOURCES

1. Obituary article in Columbia University SLS Library Service News, Nov. 1973.
2. A Biographical Directory of Librarians in the United States and Canada, 1970. (formerly Who's Who in Library Service).

#### THE KAISER PAPERS:

The papers of John Boynton 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 collection 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 subject 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 1938 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 personnel aspect of library administration.

# JOHN BOYNTON KAISER PAPERS

Collected  
Kaiser 7

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JOHN BOYNTON KAISER PAPERS. Series I

## DESCRIPTIVE INVENTORY:

**Box 1** Container #1. 8 folders.  
**Shelved off-site** Library Administration -- Personnel. 1943-47.

1. Newark Public Library Position Classification and Salary Survey, 1943-45. Notes, memos, pamphlets and papers for the survey.
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.
6. Personnel problems -- Bibliography. Notes and lists.
7. Miscellaneous notes and materials concerning the legal aspects of library administration and about post-war librarianship.
8. Miscellaneous addresses and lectures. Some are: "Perspective", lecture outline, University of California Library School, April 26, 1937; "Our Common Task," speech outline, May 13, 1943; "A Practitioner Views his Profession," outline of an informal talk at the assembly of the Columbia University School for Library Service, November 29, 1944; "Why Printing Week Should be Observed," talk at a meeting of the Club of Printing House Craftsmen, January 15, 1945; and "The Principles and Practice of Public Library Publicity," lecture outline.



# JOHN BOYNTON KAISER PAPERS

Box 2 Container #2. 13 folders.

Teaching Records: 1928, 1938, 1939, 1940, 1945.

Shelved off-site

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 D. 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] and copy.
3. University of Chicago Graduate Library School, 1939, "Course 384: Library Administration." Topic outline. [2p.]
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. [85p.]
6. Columbia University School of Library Service, 1945, "Course s 323: Library Personnel Problems Seminar." Correspondence: Ralph Munn, Ernest J. Reece, C.S. Gosnell.
7. "Course s323". Looseleaf notebook kept by Kaiser as instructor of the course. [144p.]
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.

# JOHN BOYNTON KAISER PAPERS

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3x3

Container #3. 8 folders.  
Teaching Records, 1958.

Shelved off-site

1. Columbia University School of Library Service, 1958, "Course s280: Library Administration." Correspondence with Robert Leigh, Dean of Library School; Martha Wilcox, School of Library Service Librarian; Donald Coney, Director of University Library at Berkeley; Lee Ash, editor of Library Journal. [20p.]
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.

## Series II

John Boynton Kaiser 1887-1973.

This box consists of speeches, letters, reports and memoranda produced by John Boynton Kaiser while he was director of public libraries in Oakland, California 1927-1943, and director of the Newark public library 1943-1958. The material in this box dealing with personnel, budget and public relations sheds light on the operation of these 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

Box 4

Shelved off-site

Folder I. 1933-1936. The Oakland Public Library. This folder contains a miscellaneous collection of reports and memoranda; library building needs; outside events that influence public library book calls; 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. The folder includes a speech "Our Job as Librarians," delivered before the Newark 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 VII. Spring, 1943. Public relations speeches, Newark Public Library. "The place of the library in state and local government." "Our Common Task." "What are our jobs as Librarians."

Folder VIII. 1943 Poems. "A Librarian's Faith," "After Sunset," an anonymous poem dedicated to John Haynton Kaiser.

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

Folder X. 1943-4. The Newark Public Library- progress and problems; circulation, number of borrowers, civil service.

Folder XI. The R.C. Jenkinson collection of Fine Arts Printing, donated February 8, 1945. Includes descriptive catalog

Box 4

## Shelved off-site

- Folder XII. November 1-22, 1948. Boston Conference "Interpreting the Library through Good Public Relations," (includes relevant correspondence).
- Folder XIII. 1948-9. Personnel and Civil Service Problems; memoranda and printed material.
- Folder XIV. 1948-9. Goals and assets of the Newark Public Library; miscellaneous notes and some printed material.
- Folder XV. 1949. "The Friends of the Library," Bloomfield, New Jersey; this folder includes the organization's constitution, and some correspondence with Kaiser.
- Folder XVI. Miscellaneous Newspaper clippings (1949).
- Folder XVII. "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 compares 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 XIX. "The Power of Print," copyright problems (1950), correspondence.
- Folder XX. "The Power of Print," correspondence with Robert H. Land and John Pomfret of William and Mary College (1950), asking for information on Bacon's Rebellion.
- Folder XXI. March 31, 1952. The Roseville Branch speech.
- Folder XXII. June 9, 1955. Speech before the Ironbound Citizen's Council honoring Mayor Corbin of Newark as a "friend of the library."
- Folder XXIII. Miscellaneous printed public relations material prepared for the Newark Public Library.
- Folder XXIV. 1950-1955. The Library and Television, memoranda and reports.
- Folder XXV. October 4, 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.  
Newark Public Library Laws (1945- )  
Program for Conference on Eastern College Libraries, Columbia University, November 30, 1946.  
invitation to the U.N.C.S. 11th anniversary celebration.  
Report on the Reading Habits of Business Executives.

List of Correspondence.

Conroy, Peter (Oakland Public Library) to John Kaiser, March 24, 1950, folder 19.

Conroy, Peter to John Kaiser, March 29, 1950 folder 19.

Herron, William (Newark High School Men's Association), October 13, 1943,  
folder 9.

Kaiser 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, 1950,  
folder 20.

Laughlin, Grace (Professional Staff Association Boston Public Library) to  
Kaiser, October 23, 1948, folder 12.

to Kaiser

Leupp, Harold ( Berkeley California Library) January 13, 1943, folder 3.

Lord, Milton (Director Boston Public Library) to Kaiser October 25, 1948,  
folder 12.

Marmo, Frank ( President Ironbound Citizens Council Newark) to Kaiser-  
June 7, 1955, folder 22.

Kaiser to Frank Marmo, June 9, 1955 folder 22.

Metcalf, Louisa S. (Professional Staff Association, Boston Public Library)  
to Kaiser September 4, 1948, folder 12.

Metcalf, Louisa to Kaiser, September 25, 1948, folder 12.

Kaiser to Louisa Metcalf, September 25, 1948, folder 12.

Metcalf, Louisa to Kaiser October 14, 1948, folder 12.

Metcalf, Louisa to Kaiser October 18, 1948, folder 12.

Kaiser to Louisa Metcalf, October 19, 1948, folder 12.

Metcalf, Louisa to Kaiser October 29, 1948, folder 12.

Metcalf, Louisa to Kaiser, November 10, 1948, folder 12.

Kaiser to Louisa Metcalf, November 11, 1948, folder 12.

Munn, R. Russel (Akron Public Library) to Kaiser, November 23, 1948,  
folder 12.

Northrup, Paul (New York Public Library) to Kaiser May 7, 1943 folder 3.

Kaiser to Paul Northrup March 17, 1950, folder 19.

Kaiser to Paul Northrup, March 20, 1950, folder 19.

Kaiser to Tom Fred, John Edwin (President of William and Mary College)  
April 12, 1950, folder 20.

Rockly, Henry (Head of Schering Pharmaceutical Preparations) March 25,  
1949, folder 18.

Reid, John (Friends of the Library, Bloomfield, New Jersey), to Kaiser March 19,  
1949, folder 15.

Taylor, Helene S. (Friends of the Library, Bloomfield, New Jersey) to  
Kaiser March 7, 1949, folder 15.

Kaiser to Helene Taylor, March 8, 1949, folder 15.

Taylor, Helene, to Kaiser, March 21, 1949, folder 15.

Trullinger, J. (Detroit Public Library) to Kaiser November 26, 1948, folder 12.

JOHN BOYNTON KAISER PAPERS  
SERIES III

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!

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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.

-3-

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

McGill University Speech 4/22/49

Folders 6a,6b,6c

Miscellaneous Correspondence:  
Eastern Regional Conference of Civil Service  
Assembly  
Social Research  
Library Trends

Folder 7

Miscellaneous General.

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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.

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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.

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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.

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JOHN BOYNTON KAISER PAPERS

SERIES III

Box 5  
Shelved off-site  
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 a:

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 - 8 sheets of correspondence and memoranda, numbered 1 - 8/Fl.3

8 leaves of typewritten notes

FOLDER 4a

Subject: Western New York Library Association Speech at Buffalo 2/7/49  
Title: "Current Library Personnel Problems"

Contents: 16 sheets of memoranda and/or notes for the speech,  
numbered 1/4a to 16/4a  
  
5 sheets of questionnaires, numbered 17/4a to 22/4a  
  
1 pamphlet, numbered 23/4a

Folder 4b

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

Contents: Correspondence

Folder 5a

Subject: McGill University Speech 4/22/49

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 memoranda 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  
3/23/48 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. Darleigh B. Gardner, Executive  
Director of Social Research August 9/48

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 Keece 2/14/58  
re 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 1952. 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.

FOLDER

CONTENTS

5x6  
Shelved off-site

- I 1 piece 1946 correspondence to Dean Carl M. White.  
6 pieces correspondence, 4/14/47 - 1/22/48.  
In chronological order. Concerning proposals for S.L.S. program.
- II 3 issues of Personnel Reporter, 10/30/48, 12/7/48, 1/28/49.  
In chronological order. Mimeographed sheets. An inter-office publication of Newark Public Library.
- III Papers and correspondence relating to the Alumni Association dinner in Atlantic City, 6/17/48.  
Includes program, lists of officers and directors of the Alumni Association, miscellaneous handwritten notes, May 1948 copy of Library Service News.
- IV 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.
- V Other papers involving A.A.C. activities, 1953.  
Includes results of the placement survey, memoranda on A.A.C. meetings, miscellaneous handwritten notes, post-card responses.
- VI Correspondence, 1/4/54 - 12/21/54.  
Kaiser as Chairman of A.A.C. Arranged chronologically.
- VII Other papers involving A.A.C. activities, 1954.  
Includes minutes of meetings, membership lists, memoranda.
- VIII Papers specifically relating to proposed survey of S.L.S. for A.L.A. accreditation, 1954. Final copy and rough draft of suggested questions for the survey.
- IX Correspondence, 2/25/55 - 12/15/55.  
Kaiser as Chairman of A.A.C. Chronological.  
Beginnings of the Survey Advisory Committee to supervise the A.L.A. survey.
- X 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.
- XI Correspondence, 1/3/56 - 12/21/56.  
Kaiser as Chairman of A.A.C. Chronological.  
Relates to A.L.A. survey, getting relevant materials together, plus usual A.A.C. activity.

<u>FOLDER</u>	<u>CONTENTS</u>
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.
XVI	Exhibits used in A.L.A. accreditation survey, 1957. 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 Folder XVI). April 10, 1957.
XVIII	Final report on Accreditation of Columbia University School of Library Service, issued by A.L.A., August 1957. 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, 6/20/54. 1 pamphlet on revision of S.L.S. program, 1948-49. 3 copies of S.L.S. Bulletin, 1952-53, 1954-55, 1956-57. 2 reports of Dean Carl White on S.L.S., 1954 and 1947. 1 copy of Bulletin of New York Library Club, 2/48. 3 issues of <u>Library Service News</u> , 5/48, 12/54, 6/55. 3 Bicentennial publications (1754-1954) relating to S.L.S.

John B. Kaiser Papers - New York State Library School Association, Inc.

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).

Box 7	1956-1961	Shelved off-site
Box 8	1962-1965	Shelved off-site
Box 9	1966-1971	Shelved off-site