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Letter to Pearl Von Allmen regarding manuals and forms, November 15, 1967

Mary Polk Green

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Mrs. Pearl W. Von Allmen  
Law Librarian  
University of Louisville  
Louisville, Kentucky  

Dear Pearl:

Kate writes that LSU has completed xeroxing the manuals and forms for distribution to libraries requesting them and that LSU will handle the original mailing. You may have completed arrangements for how this is to be handled, but I can send out an announcement that the materials are available to the chapters as soon as details are worked out.

I suggested to Kate that we follow the method Shepards used - ship to Library A with instructions that they ship to Library B, etc., each library to notify the record-keeper when it receives and when it ships out the manuals. Of course, this requires some record-keeping and there is the question of storage of the manuals at present and in the future. Am enclosing rough drafts of possible record forms. They can be mimeographed, tho they are probably short enough to be typed each time. It's hard to tell just how much is involved in this operation.

Am open to any suggestions.

Sincerely,

Mary Polk Green

CC: Miss Kate Wallach  
Law Library, LSU