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Letter to Myrtle Diemer regarding the AALL Directory, March 23, 1970

Pearl Von Allmen

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Mrs. Myrtle H. Diemer,
AAll directory Consultant
511 Southeast 10th Ave.
Pompano Beach, Florida 33060

Dear Mrs. Diemer:

Enclosed you will find my listing for the Directory.

Several weeks ago Miss Leverette asked me to send out notices about the Directory for Tennessee, Kentucky, West Virginia, Virginia, South Carolina and North Carolina. I did send out form letters and I am receiving notices on that.

Now, I take it that when I receive all of these forms I can just hold them. (They will be useful for me as Secretary of SouthEastern) I will not need to "follow through" with the forms, is that correct? Since I received a form I take it you are sending out these forms through your office and yours are not asking your committee members to follow through, is this correct?

Any information you might send me will be greatly appreciated.

Very truly yours,

Mrs. Pearl W. Von Allmen,
Law Librarian

Encl.
American Association of Law Libraries

March 18, 1970

We are in the process of preparing the 1970 Directory of Law Libraries which will be computer-printed by Commerce Clearing House, Inc. Computer-printing requires strict compliance with the following rules which may differ from rules used for prior Directories. Please watch these rules carefully.

1. Update the enclosed form; fill in and make corrections.

2. Use CAPITAL letters only (typewriting or printing).

3. Fill in and correct exactly and in the order provided by the form. Do not expect computer printers to make any corrections, or to discover errors.

   Example: As the form provides space only for one telephone number (complete with Area Code), list only the number at which you expect to receive most calls; do not list more than one number.

4. If you do not know the number of volumes in your library, estimate the number (see end of question entitled NAME - VOL COUNT). Libraries not affiliated with the Association, and institutions which do not engage staff personnel with AALL affiliations, will be included only if their collections contain ten thousand or more volumes.

5. List the library personnel in the order they are to appear in the Directory. Signify married women by Mrs., and use Miss or Mr. when a first name or unfamiliar name cannot be readily identified as male or female.

   If no AALL memberships are held, state only librarian's name.

6. Put an asterisk (*) immediately after the name of your library if your library is an institutional member of AALL.

7. Put an asterisk (*) after the name of each individual who is designated by your library as an institutional member or who is an active member.

8. If you do not know how to fill in the form, send your information on a separate sheet, and state the reason why you could not fill in the form.

9. The time allotted to us is extremely short. Do not wait — fill in the form RIGHT NOW.

10. Please return the updated form immediately and by air mail to:

       Mrs. Myrtle H. Diemer

       at the address in the corner mark of this letter.

We appreciate your cooperation.

Sincerely yours,

Myrtle H. Diemer

Mrs. Myrtle H. Diemer