AMERICAN SOCIETY FOR INFORMATION SCIENCE
AND TECHNOLOGY
NEW JERSEY CHAPTER
RECORDS 1982-2004

QUANTITY: 1.2 cubic feet (4 manuscript boxes)

ACCESS: No restrictions.

PROCESSING NOTE:
Arranged and described by Maria Deptula in June-July 2004
as part of the "ASIS&T" initiative “Developing Future, Assessing the Past”,
funded by a chapter development grant from the ASIS&T national headquarters.

CONTENTS
• Acquisition/Provenance Note
• Scope and Content Note/Arrangement
• ASIS&T Administrative History
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ACQUISITION/PROVENANCE NOTE
Records of the New Jersey Chapter of the American Society for Information Science and Technology (ASIS&T) were transferred to and deposited in the Rutgers University Libraries’ Specials Collections and University Archives (SC/US) in three rounds, over the period of twelve years. In July 1989 Leny Strumminger transferred records given to her by Dale Lewis, Chapter President for 1983-1984, through Barbara Campbell, President of the ASIS Student Chapter. In January 1997 Deborah K. Juterbock, past chair (1995-1996), transferred to SC/UA the Chapter’s records covering the period between 1985 and 1996. Marija Dalbello, the Chapter’s Chair for 2003-2004, who initiated the archival processing of the ASIS&T collection, transferred records in June 2004.

SCOPE AND CONTENT
The records of ASIS&T New Jersey Chapter, the state branch of the American Society for Information Science, date from 1982 to 2004. The collection is approximately
1.2 cubic feet in size, and is composed of four manuscript boxes. The records reflect major areas of ASIS&T New Jersey Chapter activities and interests, as well as the administration of the chapter and its relationship with the national organization. The files, which document the running of the ASIS&T, include bylaws, minutes, and annual reports, as well as chairs’ correspondence, the Chapter’s newsletter, membership files, and other material documenting the organization’s activities. Records are arranged chronologically in their areas. The collection also contains several publications of the national organization. The documentation is spread in an uneven way and reflects the chapter’s activities between 1980-2004, with gaps for certain periods. There is a concentration of material for 1982-1985, 1995-1997 and 2002-2004.

In addition to the material in this collection, there are three Membership Directories for ASIS&T New Jersey Chapter, for 1987, 1988, and 1989 in the Rutgers University Libraries’ Sinclair New Jersey Collection (NJ Z699.A1 A6246).

**ASIS&T ADMINISTRATIVE HISTORY**

Founded in 1937, the American Society for Information Science and Technology (ASIS&T) is a national non-profit professional association for scientific, literary and educational purposes. The Society assembles information professionals in their search for new and better “theories, techniques and technologies to improve access to information”. Since its founding the Society has been oriented to develop “information professionalism in a world where information is of central importance to personal, social, political and economic progress.” For almost 60 years the society has remained devoted to its goal of the creation, organization, dissemination and application of knowledge concerning information and its transfer. Among the ASIS&T’s - over 4,000 members, are information specialists from such fields as computer science, linguistics, management, librarianship, engineering, law, medicine, chemistry, and education.

The New Jersey Chapter of American Society for Information Science (ASIS) was founded in 1975 as a chapter of the national ASIS group. Known first as the Central New Jersey Chapter, it then became New Jersey ASIS, approved by the Chapter Assembly and the Board at the May ASIS Mid-Year Meeting in Lexington, KY in 1984. The area it covered remained the same. In 1990 the national organization changed its name to the American Society for Information Science and Technology (ASIS&T), and so did its chapters, including the New Jersey one. The “Key Words” has been the New Jersey Chapter’s official newsletter since September 1984.

NJ ASIS&T contributes to the advancement of information science by organizing lectures, workshops, conferences and meetings. One of the Chapter’s many outreach activities was to sponsor the membership of a librarian in Africa. In addition to programs sponsored annually by NJ ASIS&T, the Chapter is endowed with a fund to be used to support the award of Distinguished Lecturer to an outstanding member of the information science community. Sponsored by the national organization, the Chapter Development fund was awarded to the chapter in 2004 to support a membership drive, establishing a record of the society’s archives and initiate an oral history project.

NJ ASIS&T makes efforts to secure corporate sponsorship for its various programs. Among its sponsors are Pro Libra, Information Express, The Princeton - Trenton Chapter of Special Libraries Association, the NJ Chapter of Special Libraries
NJ ASIS&T maintains an active web site containing contact information for its current executive board members, information about chapter-sponsored events, and membership information for ASIS&T and the NJ Chapter of ASIS&T. The website is available at: http://scils.Rutgers.edu/nj-asis/index.html.

Rutgers University ASIS&T (RU ASIS&T) is the student chapter of the organization. The student chapter website address is at: http://www.scils.rutgers.edu/~ruasis/

SERIES DESCRIPTION:

Bylaws, 1975, 1983, (1 folder)

This series contains New Jersey Chapter of the American Society for Information Science Bylaws, Adopted, 1975, Amended, 1983, 1 folder.

The bylaws state the name of the organization, its purpose and basic rules for ASIS&T NJ Chapter members and officers. They identify members’ privileges, duties of the executive board, and officers. They regulate issues of meetings, finance and dues. The document was voted and approved on September 13, 1983, and signed by David L. Johnson, Chapter Chairman. The folder also contains two publications of the American Society for Information Science, New Jersey Chapter’s parent organization, the Constitution and Bylaws, as amended in October 16, 1982, and the “Model for ASIS&T Chapter Bylaws”, undated.

Annual Reports, 1983-1987 with gaps, (8 folders)

This series includes 7 folders of Annual Reports, arranged chronologically, that document the Chapter’s annual activities from 1983 to 1997. Chapter Annual Activities Reports and Chapter of the Year Checklists were prepared for and sent to the national organization to be considered for the Chapter-of-the-Year Award. They include general highlights of activities, membership issues, financial statements and reported on administrative activities. Some reports contain attachments.

Minutes, 1982-2002, (17 folders)

This series is an un-complete set of the Executive Board of the NJ ASIS&T Chapter minutes for the years 1982-2002, arranged chronologically (17 folders). There is also one folder that contains minutes of the Nominating Committee between February and May 1980. The last folder contains Financial Reports for years 1994-1998.


Issues of the Chapter’s newsletter for the years 1981-2001, arranged chronologically. The Newsletter was known as “Central New Jersey ASIS Newsletter”
until September 1984, when it’s title changed to “Key Words.” This publication pertains to a variety of subjects, including a) messages from the chairs; b) directories of officers; c) pertinent information regarding the organization and the field; d) program announcements e) announcements students chapter’s activities, and f) announcements of anniversaries’ celebrations.

**Membership Files, 1974-2004 with gaps, (7 folders)**

This series consists of seven folders of records that pertain to membership issues such as lists of past chairs and officers, membership drives, and members’ surveys. There is also a new members informational kit. Additional items include internship guidelines and reports, guidelines for membership list updates, and membership directory form.


Records organized in three sub-series for three ASIS&T chairpersons: Dale Elizabeth Lewis, 1983-84 (3 folders), Pamela Spence Richards, 1994-1995 (2 folders), and Marija Dalbello, 2003-2004 (1 folder). They are arranged chronologically and contain the chairs’ correspondence. Records of Dale Lewis and Pam Richards overlap their tenure as chairs. Marija Dalbello’s correspondence consists of her e-mails printed-out. Among Pam Richards’ papers are six photographs taken during the national organization’s mid-year meeting in Portland, OR in May 1993.

**Distinguished Lectureship, 1984-2003, (16 folders)**

This series refers to the award sponsored annually by NJ ASIS&T and presented to an outstanding member of the information science community. The award was established in 1985 to honor individuals who have made significant contributions to the field of information science. Records in 16 folders are arranged chronologically and contain information about the honorees, as well as material from lecture-program meetings.

**Programs/Activities/Events, 1982-2004, (24 folders)**

To serve its members, to increase publicity, and to raise funds, the NJ Chapter holds several meetings a year, including dinner-lecture programs, workshops, and joint-meetings with related organizations such as the Special Libraries Association. This series (23 folders) documents the Chapter’s activities. It contains program announcements – printed flyers, double folded brochures, summary tables of presented programs and meetings surveys. Of particular interest are records from the Chapter’s Tenth Anniversary Celebration.


Documents in this series include the texts of the papers delivered at some of the Chapter’s sponsored meetings. They are arranged chronologically and consist of 11
folders. They are mostly from the 1990s, except for two papers: one from 1978 and one from 1987.

**National Publications, 1980-1996 with gaps (7 folders)**

The series contains publications of the national ASIS&T, which were received by the local chapter. Of particular interest are manuals for the chapter officers and student chapter officers, ASIS Leadership Handbook and Guidebook of ASIS Conferences and Meetings. This series also includes several numbers of the national organization’s newsletter *ASIS News* from 1984-1985, and Delaware Valley newsletter *ASIS and Otherwise* from 1984.

**CONTAINERS LIST**

**BOX 1**

**By-laws**

| Folder 1 | ASIS By-laws Adopted in 1975 and Amended in 1983; ASIS Constitution and By-laws amended in October 1982; Model for ASIS Chapter By-laws. |

**Annual Reports**

| Folder 2 | Chapter Annual Activities Report Checklist, July 1, 1983 – June 30, 1984; |
| Folder 3 | Chapter Annual Activities Report Checklist, July 1, 1984 – June 30, 1985; |
| Folder 4 | Chapter Annual Activities Report and Chapter-of-the-Year Criteria and Checklist, July 1, 1987 – June 30, 1988; |
| Folder 5 | New Jersey ASIS Chapter Annual Report for 1989-1990; |
| Folder 6 | New Jersey Chapter Activities Report, July 1, 1993 – June 30, 1994; |
| Folder 7 | Chapter Annual Activities Report and Chapter-of-the-Year Checklist, July 1, 1994 – June 30, 1995; |
| Folder 8 | Chapter Annual Activities Report and Chapter-of-the-Year Checklist, July 1, 1996 – June 30, 1997; |

**Minutes**

| Folder 10 | Nominating Committee, 1980, February – May; |
| Folder 11 | Board Meeting, 1983, December; |
| Folder 12 | Executive Board Meetings, 1984, Sept., Oct., Nov., Dec.; |
| Folder 13 | Executive Board Meetings, 1985, Jan., Feb., March, May, July; |
| Folder 14 | Executive Board Meetings, 1991, April, Sept.; |
| Folder 15 | Executive Board Meetings, 1992, January, July, Sept.; |
| Folder 16 | Executive Board Meetings, 1993, March, May, Sept.; |
Incl. Program Associates Minutes, 1992, April, October;
Folder 17 Executive Board Meetings, 1994, September
Folder 18 Executive Board Meetings, 1994, November;
Folder 19 Executive Board Meetings, 1995, November
Incl. Program Associates Minutes, 1994, October

BOX 2
Minutes continue:
Folder 1 Executive Board Meetings, 1997, July, September;
Folder 2 Executive Board Meetings, 1988, May
Folder 3 Executive Board Meetings, 1999, June, November
Folder 4 Executive Board Meetings, 2000, February, September, Dec.;
Folder 5 Executive Board Meetings, 2000, March, June, October;
Folder 6 Executive Board Meetings, 2002, December Agenda;
Folder 7 Financial Reports, 1994-1998

Newsletter
Folder 8 Central New Jersey ASIS Newsletter 1981, November, Volume 5, No 1
1982, February, April, July/August
Folder 9 Central New Jersey ASIS Newsletter 1983, September, November
1984, January, March, June,
Folder 10 “Key Words” 1984, September, December
1985, December;
1986, July;
Folder 11 “Key Words” 1989, Winter, Fall;
Folder 12 “Key Words” 1990, Spring;
Folder 13 “Key Words” 1991, Winter, Spring, Summer, Autumn;
Folder 14 “Key Words” 1992, Winter, Spring, Summer, Autumn;
Folder 15 “Key Words” 1993, Winter, Spring;
Folder 16 “Key Words” 1994, Fall;
Folder 17 “Key Words” 1995, Winter, Spring, Fall;
Folder 18 “Key Words” 1996, May, Summer, Fall;
Folder 19 “Key Words” 1997, Winter
1998, Summer, Fall
Folder 20 “Key Words” 1999, Winter, Summer
2001, January

Membership Files
Folder 21 Past Chairs List 1975-1996
Folder 22 Membership Directory (form) 1980, May
Guidelines for Membership List Update [1980]
Folder 23  Internship Guidelines  1983
Internship Reports  1987,
Folder 24  Annual Membership Drive  1985, November
Folder 25  Challenge Survey of Chapter’s Officers  1994, September
Folder 26  New Members Informational Kit  2004
Folder 27  Member Survey, Membership Drive  2004

**Chairpersons’ General Files**

**Dale Elizabeth Lewis Files**
Folder 28  Correspondence  1983-1985
Folder 29  Monthly Transactions
New and Transferred Members  1984
Folder 30  Marketing Committee Meetings  1984

**Pamela Spence Richards’ Files**
Folder 31  Correspondence,  1993-1995
Folder 32  ASIS&T Mid-Year meeting, Portland, OR  1993, May 22-25

**Marija Dalbello’s Files**
Folder 33  Correspondence,  2003-2004
Folder 34  “Developing Future Assessing the Past” Project Fund.  2004

Folder 35  Various Chairs’ Correspondence  1997-2001, n.d.

**BOX 3**

**Distinguished Lectureship**
Folder 1  Purpose of the Program Correspondence  1984, 1995
Folder 2  Dr. Gerald Salton  1985
Folder 3  Dr. Charles T. Meadow  1986
Folder 4  Dr. Karen Spärck Jones  1987
Folder 5  Dr. Marcia J. Bates  1991
Folder 6  Dr. W. Bruce Croft  1992
Folder 7  Dr. W. David Penniman  1993
Folder 8  Dr. Peter Ingwersen  1994
Folder 9  Dr. Raya Fidel  1995
Folder 10  Dr. Ben Schneiderman  1996
Folder 11  Dr. Peter Willett  1997
Folder 12  Dr. Michael Lesk  1998
Folder 13  Dr. Carol Tenopir  2001
Folder 14  Dr. Gary Marchionini  2002
Folder 15  Dr. Christine L. Borgman  2003
Folder 16  Dr. Christine L. Borgman - Poster  2003

**Programs/Activities/Events**

Folder 17  Program Announcements
- Programs/Meetings Survey Form  1982
Folder 18  Meetings  1983
Folder 19  Workshops - Summary Reports,
- Program Announcements  1984-1985
Folder 20  Tenth Anniversary Celebration  1985, December 5
Folder 21  Workshops – Summary,
- Program Announcements  1985-1986
Folder 22  INVESTEX – Hands-On Training
- Workshop NJ ASIS and SLA join meeting  1986, April 22
Folder 23  Program Announcements  1991-1992
Folder 24  “Partnership: Responding to Health
- Crises - join meeting of NY/NJ Medical
- Library Association and NJ ASIS  1993, October 17-18
Folder 25  Program Announcements  1993-1994
Folder 26  Summary Table of Meetings  1997-1998
- Program Announcements  1997
Folder 27  Program Announcements  1998
Folder 28  Events  1999-2001
Folder 29  “Electronic Journals”  1999, June 2
Folder 30  “Copyright in an electronic era”  1999, December 15
Folder 31  “The Interaction of Bioinformatics
- with Information Retrieval”  2000, April 13
Folder 32  “Knowledge Management and
- Technology”  2000, September 28
Folder 34  “Information Portals”  2001, June 14
Folder 35  “Corporate Intelligence and
- Information Specialists”  2001, September 21
Folder 36  “Online Collaboration Tools”  2002, February 21
Folder 37  Events – web announcements  2003
Folder 38  “Challenges and New Roles in
- Developing the Digital Library”,
- Marianne I. Gaunt  2003, January 16
Folder 39  “Virtual Reference at Your Library”,
- Diane Nester Kresh  2003, May 8
Folder 40  Program Announcements  2004

**BOX 4**

**Papers Delivered at Meetings**

Folder 1  “Microcomputer Retrieval of Journal Articles
from the Phenylpropanolamine Database Using InMagic” [1987]

Folder 2 “A Tutorial on Questionnaire Design,”
James P. Duncanson 1978, November 21

Folder 3 Third Generation LAN’s,
Dan Minoli Bellcore 1992

Folder 4 “Lotus Note Implementation”
Mary Ellen Bates 1994, December 1

Folder 5 “Compound Document Management
And Imaging”, David Yockelson 1995

Folder 6 “Making the Internet Easier for Your
End-User”, Timothy L. Fortin 1995, May 11

Folder 7 Institute for Scientific Information,
Dr. Eugene Garfield 1995, May 11

Folder 8 “Update on Rutgers Trec-4 Interactive
Searching Study”, Colleen Cool 1995, September 14

Folder 9 “Best Match Techniques in Information
Retrieval Systems, Nicholas J. Belkin 1996, March 27

Folder 10 “Implementation of Electronic Document
Management Systems, Karen Landsberg 1996, April 11

Folder 11 “WWW and Visualization” David Barber 1996, December 11

National Publications

Folder 12 Membership Survey 1980

Folder 13 Chapter Officer’s Manual 1992

Folder 14 Student Chapter Officer’s Manual 1992

Folder 15 Conferences and Meetings Guidebook of
ASIS 1995

Folder 16 ASIS Leadership Handbook 1996

Folder 17 Leaflets undated

Folder 18 ASIS News – Newsletter of the ASIS Volume 5, No1/2, 3, 5
1984 - Oct./Nov., Dec,
1985 - Feb.

ASIS and Otherwise, Delaware Valley
Chapter of the ASIS 1984 – Nov. ,Dec.

APPENDIX I: List of Officers - Past Chairs

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-1976</td>
<td>Dr. Donald R. King</td>
</tr>
<tr>
<td>1976-1977</td>
<td>Maryann Grandy (Mislavitz)</td>
</tr>
<tr>
<td>1977-1978</td>
<td>Robert O. Stanton</td>
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<tr>
<td>1978-1979</td>
<td>Dr. Mitchell J. Friedman</td>
</tr>
<tr>
<td>1979-1980</td>
<td>Roger Smith</td>
</tr>
<tr>
<td>1980-1981</td>
<td>Louis Cole</td>
</tr>
<tr>
<td>1981-1982</td>
<td>Claire McDonnell</td>
</tr>
</tbody>
</table>
1982-1983  David Johnson
1983-1984  Dale Lewis
1984-1985  Janet Muscarella (Chapman)
1985-1986  Lorene Connolly (Lingelbach)
1986-1987  Dr. Louis Torre
1988-1989  Anne Buck
1989-1990  Lynette Schneider
1990-1991  Asha Capoor
1991-1992  Maurica Fedors
1992-1993  Kathleen Millington
1993-1994  Irene Gyori
1994-1995  Dr. Pam Richards
1995-1996  Debra Juterbock
1996-1997  Mark Thompson
1997-1998  Tim Fortin
1998-1999  Jana Volavka
1999-2000  Greg Paris
2000-2001  Dr. Lauren Harrison
2001-2002  Dr. Colleen Cool
2002-2003  Dr. Pam Savage-Knepshield
2003-2004  Dr. Marija Dalbello

APPENDIX II: List of Distinguished Lecturers

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985</td>
<td>Dr. Gerald Salton</td>
</tr>
<tr>
<td>1986</td>
<td>Dr. Charles T. Meadow</td>
</tr>
<tr>
<td>1987</td>
<td>Dr. Karen Spark Jones</td>
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<tr>
<td>1988</td>
<td>Thomas J. Allen 1988,</td>
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<td>1989</td>
<td>Stephen E. Arnold 1989,</td>
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<tr>
<td>1990</td>
<td>Karen Spärck Jones 1990</td>
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<tr>
<td>1991</td>
<td>Dr. Marcia J. Bates</td>
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<tr>
<td>1992</td>
<td>Dr. W. Bruce Croft</td>
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<td>1993</td>
<td>Dr. W. David Penniman</td>
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<td>1994</td>
<td>Dr. Peter Ingwersen</td>
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<td>1995</td>
<td>Dr. Raya Fidel</td>
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<td>1996</td>
<td>Dr. Ben Schneiderman</td>
</tr>
<tr>
<td>1997</td>
<td>Dr. Peter Willett</td>
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<tr>
<td>1998</td>
<td>Dr. Michael Lesk</td>
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<tr>
<td>1999</td>
<td>Not awarded</td>
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<tr>
<td>2000</td>
<td>Not awarded</td>
</tr>
<tr>
<td>2001</td>
<td>Dr. Carol Tenopir</td>
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<tr>
<td>2002</td>
<td>Dr. Gary Marchionini</td>
</tr>
<tr>
<td>2003</td>
<td>Dr. Christine L. Borgman</td>
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<td>2004</td>
<td>Dr. Eugene Garfield</td>
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