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Guide to AC001 - Records of the Library of International Relations

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Records of the Library of International Relations, 1933-2002

Overview of the Collection

Creator:	The Library of International Relations, IIT Chicago-Kent College of Law
Title:	Records of the Library of International Relations
Inclusive Dates:	1933-2002
Identification:	AC-001
Accessions:	2012.01
Extent:	14.78 linear feet (33 boxes, 2 oversized boxes)
Location:	Room 985, shelves 4A-4G, 10A
Processor:	Jona Whipple, June 2013
Repository:	The IIT Chicago-Kent College of Law Archives, 565 W Adams St., Chicago IL 60661
Preferred Citation:	[Description of item], Records of the Library of International Relations, AC001, Box []. IIT Chicago-Kent College of Law Archives, Chicago, Illinois.

History

The Library of International Relations was established in 1932 on the basis of documents provided by the League of Nations Association. The original LIR was hosted in a room provided by the John Crerar Library, staffed by Miss Eloise G. ReQua, founder and first director of the Library of International Relations. Miss ReQua's intent was to encourage the study of international affairs. By 1937, the Library resided at 86 East Randolph Street, where it remained until circa 1949 when it was transferred to 351 East Ohio Street. The Library was incorporated in 1960, and moved to 660 North Wabash Avenue in 1962. The collection was moved to Chicago-Kent College of Law campus at 77 S. Wacker Drive in 1983, when the Library became a part of IIT Chicago-Kent College of Law Library. The items in the collection are now a part of the collection at the downtown campus location at 565 West Adams Street in Chicago.

During the 1934 and 1935 seasons of the World's Fair, the Library maintained an exhibit known as the Story Cove on the Enchanted Island, a reading-room, library, and storytelling center. The Story Cove contained 1600 books in seventeen languages. The purpose of the collection was to give a wider international view of children's literature than the average American child was likely to have. Beginning in 1954 and ending in 2001, the Library of International Relations hosted the annual Consular Ball, both to honor the city's consular corps and to raise funds for the Library. In 1991, the Library became the first to develop an electronic imaging system, ELOISE, which allowed for instant access to rare materials for scholars worldwide.

Scope and Contents

The Library of International Relations collection contains records dating from 1933 to 2002 and fills 33 document boxes and 2 flat boxes. The extensive collection of papers date primarily from the 1980s and 1990s, although papers exist outside of those decades. The



The IIT Chicago-Kent College of Law Archives

substantial part of the collection is made up of Consular Ball records relating to planning of the event, also present are records of meeting minutes and member lists, and correspondence spans the entire collection. Financial records are also abundant, including extensive ledgers and balance sheets, annual and monthly statements, and early statements of stock ownership, as well as settlement records from Miss ReQua's estate. Miscellaneous records include bylaws, details on fundraising campaigns and development efforts, various records related to acquisitions and collection development, and records related to installation of artwork into the Library.

Restrictions

None

Separations

Oversized bound volumes were removed and placed in Boxes 34-35. Other items including a globe lapel pin, LIR logo pins, gold bookmarks, LIR medallions, an embossing press, and metal LIR logo plate, were removed and placed into artifact storage. Four floppy disks, one zip disk, one CD-ROM, and one audio cassette tape were removed and placed into AV storage. Approximately .83 linear ft. of clippings were removed and placed into clippings files, and approximately 1.67 linear ft. of photographs were removed and placed into photograph storage.

Arrangement

The collection is arranged into 6 series and 7 subseries, arranged chronologically where possible:

- I. Administrative Records
 - a. Administrative Correspondence
 - II. Committee Records
 - III. Financial Records
 - IV. LIR Events
 - a. Annual Conferences
 - V. Publications
 - a. Bibliographies
 - VI. Consular Ball
 - a. Planning
 - b. Financial
 - c. Correspondence
 - d. Programs & Invitations
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Container List

Series I. Administrative Records, 1937-2000, 2.92 linear ft



The IIT Chicago-Kent College of Law Archives

Box	Folder		
1	1	Board of Directors Meeting Minutes	1994-1996
1	2	Board of Directors Meeting Minutes	1997-1999
1	3	Board of Directors Member Lists	1998
1	4	Board of Overseers Meeting Minutes	1984-2000
1	5	Board of Overseers Member Lists	1986-1998
1	6	Board of Trustees Meeting Minutes	1937-1989
1	7	Board of Trustees Meeting Minutes	1990
2	1	Board of Trustees Meeting Minutes	1991-1992
2	2	Board of Trustees Member Lists	1984-1992
2	3	Governing Board Meeting Minutes	1980-1989
2	4	Governing Board Member Lists	1953-1989
2	5	Business Meeting Minutes	1982-1986
2	6	Bound meeting minutes, various	1970-1976
2	7	Bound meeting minutes, various	1972-1979
3	1	Bound meeting minutes, various	1980-1990
3	2	Bound meeting minutes, various	1990-1991
3	3	Task Force Materials	1994
3	4	LIR history documents	undated
3	5	Development plans	1971-1990
4	1	Development plans	1991-2000, undated
4	2	Travel program	1971-1972
4	3	Lease documents	1972-1974
4	4	Collection inventories	1978, undated
4	5	LIR Planning Reports	1982-1994



The IIT Chicago-Kent College of Law Archives

4	6-7	Acquisition files	1983, 1985-1993
4	8	Acquisition lists	1983, 1996
4	9	Russian posters	1984-1991
5	1	American Mart Corporation lawsuit materials	1981-1985
5	2	Bylaws	undated
5	3	Bylaws	1985-1989
5	4	Accounting policies & procedures	1985-1988
5	5	Incorporation documents	1987
5	6	Womens' Board materials	1989-1993
5	7	Buy a Book Campaign	1989
5	8	Buy a Book Campaign	1990-1991
5	9	Collection development	1989-1990
5	10	ELOISE Project Planning	1989-1990
5	11	LIR Guestbook	1990-1991
5	12	Public relations & marketing	1990-2000, undated
6	1	Logo registration	1991
6	2	International Trade Information Center documents	1991
6	3	ELOISE Demonstrations	1991
6	4	Inner City School project documents	1992
6	5	LIR identity planning	1992-1993
6	6	ExLIBRIS	1992-1993
6	7	International Business Resource Center documents	1994
6	8	Globe sculpture	1994
6	9	Humanitarian Award planning files	1995
6	10	Donor relations files	1998



The IIT Chicago-Kent College of Law Archives

6	11	ELOISE Tutorial	1999
6	12	Consular Corps Scholar	2000, undated
6	13	LIR gift bookplate design	undated

Subseries I. Administrative Correspondence, 1971-2003

7	1	LIR correspondence, general	1971-2003, undated
7	2	Board of Trustees correspondence	1983-1990
7	3	Governing Board correspondence	1983-1988
7	4	Governing Board correspondence	1989-1994
7	5	Board of Overseers correspondence	1986-1994
7	6	Board of Directors correspondence	1995-1997

Series II. Committee Records, 1973-1994, 0.42 linear ft

Box Folder

8	1	Assorted committee documents	1973-1984
8	2	Nominating Committee	1984
8	3	Speakers Committee	1986-1990
8	4	Operations Committee	1989-1990
8	5	Finance Committee	1989-1991
8	6	International Affairs Committee Correspondence	1992-1993
8	7	International Affairs Committee Meeting Minutes	1993-1994
8	8	International Affairs Committee Reception planning documents	1993
8	9	International Affairs Committee Reception planning documents	1994

Series III. Financial Records, 1937-1994, 1.83 linear ft



The IIT Chicago-Kent College of Law Archives

Box	Folder		
9	1	Tax documents	1937-1960
9	2	Tax documents	1961-1975
9	3	Tax documents	1976-1993
9	4	Gifts & contributions	1939-1997
9	5	General finance	undated
9	6	General finance	1968-1975
9	7	General finance	1981-1995
9	8	Illinois State Library Funding	1968-1970
9	9	LIR stock	1971-1991
9	10	Wladzia Doyle estate documents	1984
9	11	Eloise ReQua estate documents	1987-1991
9	12	Bound volume – Income, Expenses, Commitments	1985-1991
9	13	Receipts	1990-1992
10	1	Rice Foundation Grant	1983-1994
10	2	McCormick Foundation Grant	1984-1987
10	3	Grant proposals	1987-1991
10	4	Howard L. Willett Foundation Grant	1988
10	5	McLean Foundation Grant	1999

Series IV. LIR Events, 1949-1994, 0.83 linear ft

Box	Folder		
11	1	Assorted event invitations	1949-1998, undated
11	2	Open House	1984
11	3	Open House guestbook & scrapbook	undated



The IIT Chicago-Kent College of Law Archives

11	4	Eloise ReQua Lecture	1991-1992
11	5	Back to the Future Day	1992-1993
11	6	Consul Luncheons	1992-1993
11	7	Network Reception	1993
11	8	Lunch with Professor Chirkin	1993
11	9	South African Treaty Presentation	1993
11	10	Iberoamerican Conference	1994

Subseries I. Annual Conferences, 1995-1998

12	1	Public Policy and Global Technological Integration Conference	1995
12	2	Registration & Correspondence, Public Policy and Global Technological Integration Conference	1995
12	3	Integration of the Americas Trade and the Future for Midwest Business	1996
12	4	Registration & Correspondence, Integration of the Americas Trade and the Future for Midwest Business	1996
12	5	China in the World Trading System	1997
12	6	China in the World Trading System white papers	1997
12	7	Registration & Correspondence, China in the World Trading System	1997
12	8	International Refugee Law and U.S. Asylum Policy	1998

Series V. Publications, 1933-1998, 1.64 linear ft

Box Folder

13	1-2	Assorted brochures	undated
13	3	Brochure design mock-up	undated
13	4	Brochure design mock-up	undated
13	5-6	The Library Of International Relations	1932-1950, 1950



The IIT Chicago-Kent College of Law Archives

13	7	Story Cove	1933-1934
13	8	International Looking Glass	1937-1938
13	9	Reading Suggestions	1938-1939
13	10	The World In Focus	1950-1951
14	1	International Information Service	1963-1965
14	2	International Information Service	1965-1966
14	3	International Information Notes	1969-1971
14	4	LIR Diplomat drafts	1993-1996
14	5	LIR Diplomat	1993-1994
14	6	LIR Diplomat	1995-1996
14	7	LIR Diplomat design mock-ups	undated
14	8	A Representative Sample	1998
15	1	A Representative Sample –unbound original	1998
15	2	Services and Collections of the Library of International Relations	undated

Subseries I. Bibliographies, 1986-1990

15	3	Bibliographies	undated
15	4	Bibliographies	1986-1987
15	5-6	Bibliographies	1989
16	1-3	Bibliographies	1989
16	4	Bibliographies	1990

Series VI. Consular Ball, 1954-2002, 7.09 linear ft

Subseries I. Planning Documents, 1959-2002

Box Folder

17	1	Consular Ball planning	undated
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The IIT Chicago-Kent College of Law Archives

17	2	Consular Ball Planning documents	1959-1967
17	3	1984 Consular Ball planning	1984
17	4	1985 Consular Ball planning	1984-1985
17	5	1986 Consular Ball planning	1986, undated
17	6	1987 Consular Ball planning	1987, undated
17	7	1988 Consular Ball planning	undated
17	8	1988 Consular Ball planning	1988
17	9	1989 Consular Ball planning	1988-1989, undated
17	10	1990 Consular Ball planning	1990, undated
18	1	1991 Consular Ball planning	1991, undated
18	2	1992 Consular Ball planning	undated
18	3-5	1992 Consular Ball planning	1992
18	6	1992 Consular Ball attendee lists	undated
18	7	1992 Consular Ball attendee lists	undated
19	1-2	1993 Consular Ball planning	undated
19	3-4	1993 Consular Ball planning	1993
20	1	1994 Consular Ball planning	undated
20	2	1994 Consular Ball planning	1994
20	3-4	1994 Consular Ball committee meetings	1994
20	5-6	1995 Consular Ball planning	undated
21	1	1995 Consular Ball planning	1994-1995
21	2	1995 Consular Ball planning	1995
21	3	1995 Consular Ball committee meetings	1995
21	4-5	1996 Consular Ball planning	undated
22	1	1996 Consular Ball planning	1994, 1996



The IIT Chicago-Kent College of Law Archives

22	2-5	1996 Consular Ball planning	1996
23	1-2	1997 Consular Ball planning	undated
23	3-6	1997 Consular Ball planning	1997
24	1	1998 Consular Ball planning	undated
24	2	1998 Consular Ball planning	1997, 1998
24	3	1998 Consular Ball planning	1998
24	4	1998 Consular Ball training documents	undated
24	5	1999 Consular Ball planning	undated
24	6	1999 Consular Ball planning	1998-1999
25	1	1999 Consular Ball planning	1999-2000
25	2	2000 Consular Ball planning	undated
25	3-4	2000 Consular Ball planning	2000
25	5-6	2001 Consular Ball planning	undated
26	1	2001 Consular Ball planning	2000-2002
26	2	Consular Ball Reports	1986-1988
26	3	Consular Ball Reports	1989-1992
Subseries II. Financial, 1971-2001			
26	4	Consular Ball financial records	1971-1988
26	5	Consular Ball financial records	1989-1990
27	1	Consular Ball financial records	1991
27	2	Consular Ball financial records	1992-1994
27	3	Consular Ball financial records	1995
27	4	Consular Ball financial records	1996-2001
Subseries III. Correspondence, 1976-2002			
27	5	Consular Ball correspondence	1976-1985



The IIT Chicago-Kent College of Law Archives

27	6	Consular Ball correspondence	1986
28	1	Consular Ball correspondence	1987
28	2	Consular Ball correspondence	1988
28	3	Consular Ball correspondence	1989
28	4	Consular Ball correspondence	1990
28	5	Consular Ball correspondence	1991
28	6	Consular Ball correspondence	1992
28	7	Consular Ball correspondence	1993
29	1	Consular Ball correspondence	1994
29	2	Consular Ball correspondence	1995
29	3	Consular Ball correspondence	1996
29	4	Consular Ball correspondence	1997
29	5	Consular Ball correspondence	1998
29	6	Consular Ball correspondence	1999
29	7	Consular Ball correspondence	2000
29	8	Consular Ball correspondence	2001-2002
29	9	Consular Corps correspondence & related materials	1992-1993

Subseries IV. Programs & Invitations, 1954-2001

30	1	Consular Ball programs & invitations	1954-1959
30	2	Consular Ball programs & invitations	1960-1965
30	3	Consular Ball programs & invitations	1966-1969
30	4	Consular Ball programs & invitations	1970-1974
31	1	Consular Ball programs & invitations	1975-1979
31	2	Consular Ball programs & invitations	1980-1984
31	3	Consular Ball programs & invitations	1985-1987



The IIT Chicago-Kent College of Law Archives

31	4	Consular Ball program design mock-up	1987
31	5	Consular Ball programs & invitations	1988-1989
32	1	Consular Ball programs & invitations	1990-1992
32	2	Consular Ball programs & invitations	1993
32	3	Consular Ball programs & invitations	1994
32	4	Consular Ball programs & invitations	1995
32	5	Consular Ball programs & invitations	1996
33	1	Consular Ball programs & invitations	1997
33	2	Consular Ball programs & invitations	1998
33	3	Consular Ball programs & invitations	1999
33	4	Consular Ball programs & invitations	2000
33	5	Consular Ball programs & invitations	2001
33	6	Consular Ball program design mock-up	undated
33	7	Consular Ball related event invitations	undated
33	8	Consular Ball related event invitations	1963-2001

Separations

34	1	Bound volume – Income, Expenses, Commitments	1985-1991
35	1	Open House guestbook & scrapbook	undated
35	2	Brochure design mock-up	undated
35	3	LIR Diplomat design mock-ups	undated
35	4	Consular Ball program design mock-up	1987
35	5	Consular Ball program design mock-up	undated