

THE TEXAS ROOM DISPATCH
A Publication of the Friends of the Texas Room
Volume 4, Number 3, July 2006

**MAYOR BILL WHITE
AND
DR. RHEA BROWN LAWSON
SPEAKERS**

JULY 24TH MEMBERSHIP MEETING

**6:30 pm RECEPTION
7:00 pm PROGRAM**

**MUSEUM OF PRINTING HISTORY
1324 W. CLAY**

The Museum of Printing History is located at 1324 W. Clay Street between Waugh Drive and Montrose, one block south of West Dallas. Free parking is available in the lot across the street or in the small lot on the left, adjacent to the Museum building.

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FRIENDS OF THE TEXAS ROOM MEETINGS

This year all meetings will be held on Monday evenings at the Museum of Printing History. Please mark your calendars for future meetings:

July 24, 2006, Monday, 7:00 pm (6:30 pm reception)
October 23, 2006, Monday, 7:00 pm

THE PRESIDENT'S COLUMN

Dear Friends,

It is with great regret that I report the resignation of Steven Strom from the position of Manager of the HMRC effective June 23. He resigned in order to devote full time to completing the manuscript of his book, *Houston: Lost and Unbuilt*, which will be published by the University of Texas Press in 2007. The book will be based primarily on materials in the HMRC. Strom's article, "Remembering Houston: Online with the Bob Bailey Archives," appears in the Summer 2006 issue of *Cite: The Architecture and Design Review of Houston*, the publication of the Rice Design Alliance.

I also want to note the well-deserved retirement on June 30 of Ellen Hanlon from the Texas Room. Ellen has been with the Library for thirty-two years, twelve years in Special Collections and twenty years in Texas and Local History. We wish her all the best. Other announcements of staff changes and accessions of new collections can be found elsewhere in this newsletter.

In October, 2004, your board approved spending up to \$4,000 for the retrospective conversion of the HMRC map collection into the OCLC system. I am pleased to announce that this project has been completed at a cost of \$1,925.36, or less than half the amount budgeted. This is a major step toward improving public access to the HMRC collections.

The documentary is moving forward. The seven interviews with HMRC patrons have been transcribed. The next step is to incorporate the interviews into the script and to decide on the sequence of the pictures. The producer, Jim Bailey, is very pleased with the outcome so far. His most recent documentary, *The Golden Age of Texas Courthouses, Part 3*, aired recently on Channel 8.

I have appointed Sandra S. Lord to work with Dr. Lawson to rethink the Friends' volunteer program. The Friends are in a position to be of great help to the Library staff, but the Library must identify the needs and provide the training for the volunteers.

The board has approved the attached, updated edition of the By-laws. Please read through them and be prepared to vote on them at the July 24 meeting.

The John McKnitt Alexander Chapter of the Daughters of the American Revolution has designated the Friends of the Texas Room and the Friends of

Clayton Library as Chapter Projects. This means that this DAR chapter is encouraging its members to make contributions to these two Friends groups. We wish to thank the DAR for this wonderful gesture of support and hope their action might inspire other organizations to do the same.

Please come to hear Mayor White speak on the planned renovation of the Julia Ideson Building and Dr. Lawson speak on her vision for the future of the HPL on Monday, July 24. Bring all of your friends and potential new members. I look forward to seeing you then.

Dorothy Knox Houghton

APRIL 24, 2006, MINUTES

Friends of the Texas Room met April 24, 2006, at 7:00 pm, at the Museum of Printing History, 1324 W. Clay. An informal reception was held before the business meeting. President Dorothy Knox Houghton called the meeting to order at 7:15 p.m. The president announced that there were no formal minutes of the last meeting since it was a membership mixer held at Story Sloane's Gallery. Mr. Sloan was thanked for hosting this event. Treasurer George Werner reported that as of March 31, 2006, the balance in our checking account is \$18,391.40. This includes the \$3000 donation from the Harris County Historical Society which will be used for the HMRC documentary. A newly opened savings account contains \$10,000 plus earned interest in the amount of \$15. The treasurer reported that we have also received \$1400 from ExxonMobil in recognition of the volunteer work of its retired employees, Dorothy Johnson and George Werner. Susan Keeton reported that the AIA Foundation has approved a donation of \$3,000 for the documentary and that it should be forthcoming.

The president introduced Brenda Tirrell, Chief of Central Services, who was appearing as a replacement for the scheduled speaker, Dr. Rhea Brown Lawson. Ms. Tirrell reported that the renovation of the Jones Building is underway. During this period, the HPL Express Downtown has been located in the Norma Meldrum and the Harriet Dickson Reynolds rooms of the Julia Ideson Building to serve as a point of access to materials from the Jones building. The Ideson building auditorium is currently being renovated to provide more complete circulation operations. The entire renovation is scheduled to take 18-24 months. Ms. Tirrell reported that the HMRC staff has been enlarged. She introduced current Texas Room staff members who were present: Jennifer Sheehan, Fred Mondrif, and Fred Parris. She also reported that Steve Hill is the newly assigned assistant manager of HMRC. Additional collections have been catalogued and a consulting archivist is being provided by the Robert Alonzo Welch Foundation to process the Welch papers at HMRC. Ms. Tirrell reported that work is progressing on the Gregory School project and that the following archival institutions are working with HPL on this: University of Houston, Texas Southern University, Rice University, and Prairie View A&M. HPL is also participating in the online

museum currently being developed by the Greater Houston Preservation Alliance. An independent fundraising committee has been formed to raise funds for the renovation of the Ideson building.

Following Ms. Tirrell's presentation, the floor was opened for questions. Numerous members of the audience questioned Ms. Terrill about the recent deployment of some of the HMRC staff including the majority of the staff of the Texas Room and an archivist. Several researchers told of their recent experiences in the Texas Room which were distressing because of the newly assigned staff's inability to help them. Ms. Tirrell replied that dissatisfaction with the service provided in the Texas Room had been one of the reasons for forming the Friends of the Texas Room. This response was adamantly denied by several of the founders of the organization who were present. Individuals were asked to document any such experiences in the future and report them to the library administration.

The president reported that progress is being made on the documentary being made by Friends of the Texas Room which will highlight HMRC and its collections. Most of the filming of collection items has been completed and interviews will be filmed in May. Jim Bailey of Sunset Productions is working with Friends of the Texas Room board member, Nancy Burch, on this project. Channel 8 has expressed interest in showing the documentary, which will cost \$20,000-\$22,000. The library has agreed to fund \$8,000 of that amount and the organization is raising the balance.

There being no further business, the meeting adjourned at 8:05 p.m.

Respectfully submitted,

Betty Chapman, Recording Secretary

HOUSTON METROPOLITAN RESEARCH CENTER UPDATE

submitted by Toni Lambert, Deputy Director of Public Services

The HMRC Astrodome Photo Collection, donated by UH professor Jerry Rogers, was featured in the lead story of the Winter 2005 edition of *Common Ground*, the quarterly magazine of the National Park Service (NPS) devoted to heritage and preservation issues. With the Astrodome's future in doubt, the NPS' Historic American Engineering Record worked with the American Society of Civil Engineers (ASCE) to document the historic Houston structure. Following the completion of the project, Professor Rogers, acting on behalf of the Houston branch of the ASCE, donated a set of the photos to HMRC. Another set of the photos was donated to the Library of Congress.

Accession – Barry Moore Architectural Collection. Preservation architect Barry Moore donated his collection of architectural drawings, numbering some 9,000 sheets and spanning the length of his career, to HMRC in April. Moore is well-known as one of the foremost area preservationists. The collection of his

father, Harvin Moore, was one of the first collections acquired by HMRC, and Barry has been a long-time supporter of HMRC.

Accession – Houston Municipal Art Commission (HMAC). In May, the records of HMAC, established in 1965, were donated to HMRC. The 18-member appointed commission is responsible for advising the mayor and city council on the city's cultural development and serves as the custodian for the city's art collection. In recent years, HMAC has undertaken a major program of public art restoration and conservation, and most of the papers pertaining to this effort were contained in the donation, which consists of 31 record storage boxes.

Congratulations are in order for Billy Hoya, who has been promoted from Library Assistant to Library Service Specialist in HMRC. Ron Lee returned from his temporary assignment at the Robinson-Westchase Branch on June 19th. Andy Hempt will return from his temporary assignment at the McGovern – Stella Link Branch on July 10th. Ellen Hanlon is retiring on June 30th after 32 years of service – 12 in Special Collection and 20 in Texas and Local History. Steven Strom's last day at Houston Public Library is June 23rd.

BYLAWS

Please read the revised Bylaws of the Friends of the Texas Room. We will vote to approve them at our April 24th meeting.

BYLAWS

FRIENDS OF THE TEXAS ROOM

ARTICLE I – NAME

The name of this organization shall be Friends of the Texas Room. It is a nonprofit corporation, incorporated under the Texas Non-Profit Corporation Act.

ARTICLE II – PURPOSE

The purpose of the Friends of the Texas Room, hereinafter known as the Friends, as stated in its Articles of Incorporation shall be for charitable, literary, and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The Friends is established as a permanent organization to

support the collections of the Texas and Local History Department, the Archives and Manuscript Department, and the Special Collections Department of the Houston Metropolitan Research Center of the Houston Public Library. The Friends may engage in any legal activities incidental to or connected with the above purposes.

The Friends shall not conduct or carry on any activities, which violate the provisions applying to organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE III - MEMBERSHIP

Section 3.1: Any person interested in supporting the purpose of the Friends may become a member upon completion of a membership application and payment of dues.

Section 3.2: Dues shall be set annually by the Executive Board.

Section 3.3: The Friends shall have such classes of members as may be determined by the Executive Board.

Dues for renewal of membership shall be due on January 1. Dues not received by March 1, shall be considered delinquent.

ARTICLE IV – MEETINGS

Section 4.1: Regular meetings of the Friends shall be held quarterly.

Section 4.2: The Annual Meeting of the membership shall be held each year at a predetermined time and place, with notice being given to the members at least ten (10) days in advance. Annual reports of the Officers and Committees shall be received; the election of Officers and Directors shall be held; and any other necessary business shall be transacted.

Section 4.3: Special meetings may be called by the President, or at the request of three members of the Executive Board, or upon the written request of twenty members of the Friends. In the event that the President does not call the meeting within fifteen days of being requested by three members of the Executive Board or upon the written request of twenty members, any elected

officer may send out the call for the meeting. The purpose of the special meeting shall be stated in the call, and at least seven days notice shall be given to the entire membership. At the special meeting the business for which it was called shall be considered, and no other business shall be transacted.

Section 4.4: Twenty members shall constitute a quorum at any meeting of the Friends, regular or special.

Section 4.5: Each member shall be entitled to one (1) vote on any matter to be determined by the Friends.

ARTICLE V – EXECUTIVE BOARD

Section 5.1: The Friends shall be governed by an Executive Board. All members of the Executive Board shall be elected by the membership of the Friends except for those appointed according to provisions of these Bylaws.

The Executive Board is responsible for all affairs and management of the Friends in accordance with these Bylaws. All officers are responsible to the Executive Board.

Section 5.2: The Executive Board shall consist of eight voting members including the Officers of the Friends.

Section 5.3: Five voting members of the Executive Board, present in person, shall constitute a quorum at all meetings of the Board. No votes shall be cast by proxy. If less than a quorum of the Board is present at said meeting, a majority of the Board present may adjourn the meeting from time to time without further notice.

Section 5.4: The Executive Board shall have regular meetings at such times and places as the Board may select, provided, however, that the Board shall meet at least once every quarter.

Special meetings may be called at the direction of the President or at the direction of at least three Board members. Notice of time and place of meetings shall be given to each member of the Board at least three days prior to the time of the meeting. In an emergency, a majority of the Executive Board may waive the requirement for three days notice. The attendance of a Director or Officer at any Board meeting shall constitute a waiver of notice of such meeting

Section 5.5: Any member of the Friends can bring an issue to the Executive Board after stating it in writing to the President. The President shall schedule presentation of the issue to the Board by the member as soon as practical.

Section 5.6: It shall be the duty of the Executive Board to care for the property and interests of the Friends and to determine policies for the conduct of its affairs. The Board shall have the power to raise and expend funds to promote the welfare of the collections of the Houston Metropolitan Research Center. The Board shall employ any and all lawful means it may deem proper and expedient to secure the object for which the Friends is organized.

ARTICLE VI – OFFICERS AND DIRECTORS

Section 6.1: The officers of the Friends shall consist of a President, a Vice President, a Secretary, and a Treasurer who shall be elected from the membership. Each shall serve as a voting member of the Executive Board.

The term of office for officers shall be for two calendar years, except that any officer may serve until his or her successor has been duly elected.

Section 6.2: Four Directors shall be elected from the membership to serve as voting members of the Executive Board.

The term of office for each Director shall be two calendar years beginning on January 1 following the Annual Meeting at which the Director is elected, except that any Director may serve until his or her successor has been duly elected.

In the event that a vacancy shall occur in the first year of a Director's term, that vacancy shall be filled by appointment by the Executive Board for the time remaining of the current calendar year. A Director shall be elected at the next Annual Meeting to fill the remaining year of the vacancy that was created.

Section 6.3: The Executive Board is authorized and empowered to fill any vacancy that may occur on the Board for the remainder of the calendar year in which the vacancy occurs, and is hereby authorized and empowered to fill any vacancy in office, except President. In the case of a vacancy in the office of President, the Vice President shall become President.

Section 6.4: No person may serve as an Officer or Director who is delinquent in his or her dues.

ARTICLE VII – DUTIES OF OFFICERS AND DIRECTORS

Section 7.1: The President shall preside at all general meetings and meetings of the Executive Board; shall sign, with the Treasurer, all orders on the treasury of the Friends; shall appoint all special and standing committees, except as otherwise provided in these Bylaws; shall be Ex-Officio member of all such committees except the Nominating Committee; shall coordinate the work of the

Officers and Directors in order that the purposes of the Friends may be promoted.

The President shall call meetings of the Executive Board as provided in the Bylaws and at such other times, as he or she may deem advisable. The President shall call special meetings of the Executive Board on the written request of three or more members of the Board.

It shall be the duty of the President to carry out the will of the Executive Board as expressed at its meetings and, in general, to conduct the affairs of the Friends in a manner consistent with the authority and responsibility pertaining to the office. Upon assuming office, the President shall appoint an auditor for the annual audit of the Treasurer's books for the preceding year.

Section 7.2: In the absence of the President or in the event of his or her inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or Executive Board.

Section 7.3: The Treasurer shall receive and deposit all funds into the account of the Friends in such banks or other financial institutions as the Executive Board may direct.

The Treasurer shall keep proper books of account and other books showing at all times the amount of funds and other property belonging to the Corporation; he or she shall also submit a report of the accounts and financial condition of the Friends at each Annual Meeting of the Membership; be responsible for the preparation of a budget for the forthcoming year; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Executive Board. Checks in excess of \$500 should be countersigned by the President or Vice President.

The outgoing Treasurer shall be responsible for seeing that the incoming Treasurer, President, and Vice President are authorized to sign checks on all Friends bank accounts.

The Treasurer may at any time be required to give a bond in such sum as the Executive Board may deem advisable; the cost of such bond to be paid out of the funds of the Friends. The Treasurer's accounts shall be audited annually or more often if deemed necessary by the Executive Board in such manner as may be determined by the Board.

Section 7.4: The Secretary shall keep the minutes of the meetings of the Executive Board and the Membership Meetings in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; and, in general, perform all duties incident to the office of Secretary such other duties as from time to time may be assigned to him or her by the President or Board of Directors.

Section 7.5: Each of the four Directors shall act as coordinator for committees as assigned by the President.

Section 7.6: All Officers and Directors except the Treasurer shall deliver to their successors all official material before leaving office and shall assist them in becoming familiar with the duties of their offices. The Treasurer shall turn over all monies, books, and other materials, which may in his or her possession or under his or her control to his or her successor fifteen days after the close of the fiscal year or within fifteen days following his successor's appointment. The Treasurer-elect shall work with the Treasurer to assist in preparing the next year's budget.

Section 7.7: All officers and directors shall serve without compensation, but the Executive Board may authorize the disbursement of such necessary incidental expenses as may be properly incurred in the transaction of business of the Friends by way or reimbursement.

ARTICLE VIII – COMMITTEES

Section 8.1: The President shall appoint a Nominating Committee of five members at least two months prior to the Annual Meeting at which Officers and Directors will be elected. One member should be from the Executive Board and four from the Membership. The Committee member from the Executive Committee shall call the first meeting, and at that time the Committee will select a Chairman. The Nominating Committee shall submit a list of nominees for each office to be filled. A report in writing including a list of the nominees shall be sent to the Executive Board and then to the Membership by the Nominating Committee no later than three weeks prior to the Annual Meeting.

Section 8.2: The President shall, with the consent of the Executive Board, appoint such additional committees, both standing and special, as may be required from time to time.

ARTICLE IX – ELECTIONS

Election of Officers and Directors will be held at the Annual Meeting. The Nominating Committee shall present a slate of nominees for each position to be filled. Additional nominations may be made from the floor at the Annual Meeting. No name shall be placed in nomination without the consent of the Nominee. The election of Officers and Directors shall be by ballot; however, if there is but one nominee for any office, the election for that office may be by voice vote. A majority vote of the members present and voting shall be required to elect.

ARTICLE X – RELATIONS WITH THE HOUSTON METROPOLITAN RESEARCH CENTER

It is recognized that the Houston Metropolitan Research Center is a unit of the Houston Public Library and that the Friends' mission is to support the HMRC. However, in no case is it the intention of the Friends to provide funding for normal HMRC activities such as building maintenance or staffing.

ARTICLE XI – LIMITATION ON LIABILITY AND AUTHORITY TO INCUR INDEBTEDNESS

No member shall be liable except for unpaid dues, and no personal liability shall in any event be attached to any member, including Officers and Directors, in connection with any undertakings of the Friends, but all its liabilities shall be limited to its common funds and assets.

Neither the Executive Board nor the Officers shall have any authority to borrow money or to incur any indebtedness or liability in the name of or on behalf of the Friends. No member of the Executive Board and no Officer shall act as, or be deemed to be, an agent of the members or have authority to incur any obligation whatsoever. No contract shall in any event be entered into, and no obligation shall be incurred beyond the amount on hand or in the bank, after providing for the total of all unpaid accounts and unpaid obligations and liabilities.

ARTICLE XII – AMENDMENTS

These Bylaws may be amended at any meeting of the membership by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment is given in writing to all of the members at least ten days before said meeting and provided twenty or more members are present.

ARTICLE XIII – RULES OF ORDER

All parliamentary procedures not covered by these Bylaws or by special Rules of Order adopted by the Friends of the Executive Board shall be governed by the current edition of *Robert's Rules of Order*, Newly Revised.

ARTICLE XIV – DISSOLUTION

If the corporation, Friends of the Texas Room, should be dissolved, either voluntarily or involuntarily, it shall be liquidated in accordance with the provisions of the Texas Non-Profit Corporation Act and all other applicable laws of the State of Texas and after all debts, obligations, and liabilities of the corporation shall have been paid, satisfied, and discharged, all money and property constituting the residue of the assets of the corporation shall be paid over and delivered to any organization supporting the Houston Public Library if any are in existence, otherwise to the Houston Public Library System.

WHAT OUR FRIENDS ARE DOING

Please contact Jeff Lindemann, editor of *The Texas Room Dispatch* (jeff.lindemann@hccs.edu), with information about your volunteer service at the HMRC and about projects you are working on that utilize HMRC resources.

FRIENDS OF THE TEXAS ROOM WEBSITE

The Friends of the Texas Room has selected Jim Parsons to build a website giving our organization an Internet presence and increase membership. If you have ideas for the website, please contact *The Texas Room Dispatch* editor Jeff Lindemann at jeff.lindemann@hccs.edu.

CONTRIBUTIONS POLICY

From time to time, the Friends of the Texas Room will purchase and contribute to the Houston Metropolitan Research Center of the Houston Public Library items that will enrich and enhance the above named collections and ensure their preservation.

All such contributions will be purchased by the Friends directly and then given to the Library with specific stipulations as to how such contributions are to be used by the Library to enhance and ensure the preservation of the HMRC collections.

The Friends will give no money directly to the Library.

The Friends will not buy expendable supplies for the Library.

The Friends will not fund Library personnel.

CULTURAL MATCHING GIFTS

Are you or your spouse working for or retired from a corporation which makes cultural matching grants or volunteer involvement awards if you give to or do volunteer work for a cultural institution?

Will your employer match your gifts to cultural institutions that qualify under IRS 501(c)(3) of the Internal Revenue Service Code?

The Friends of the Texas Room has such a qualification. Send your corporation's cultural matching funds form with your check for membership in FTR. If you volunteer your time as an officer of FTR or in the Texas Room or HMRC, keep track of your hours and turn them in to your corporation so that the FTR may obtain a grant from your corporation's program. This is "found money" for FTR and can be used towards making a difference to the Texas Room and HMRC.

REMINDER

Our membership year runs from January 1 - December 31. Please fill in the membership form at the end of this newsletter and mail it with your check to P. O. Box 27827, Houston, TX 77227-7827. Make your check payable to "Friends of the Texas Room." If you have friends who might be interested in membership, please submit their names and addresses and we will send them information. If you have email, please include it. This saves us mailing costs.

FRIENDS OF THE TEXAS ROOM: WHO WE ARE

Mission: The Friends of the Texas Room seeks to support the collections of the Texas and Local History Department, the Archives and Manuscripts Department, and the Special Collections Department of the Houston Metropolitan Research Center of the Houston Public Library.

Board of Directors:

President - Dorothy Knox Houghton

Vice-President - Barrie Scardino

Secretary - Betty Chapman

Treasurer - George Werner

Parliamentarian - Nancy T. Burch

Directors: Paul Homeyer, Sims McCutcheon, Anne H. Sloan, Carol Weaver

HOW TO CONTACT THE FRIENDS OF THE TEXAS ROOM

Membership applications, dues, donations, and mail for Board Members should be sent to the following address:

Friends of the Texas Room

P. O. Box 27827

Houston, Texas 77227-7827

HOW TO CONTACT *THE TEXAS ROOM DISPATCH*

Submissions and comments for *The Texas Room Dispatch* should be emailed to the editor jeff.lindemann@hccs.edu or sent to his home address:

Jeff Lindemann

The Texas Room Dispatch Editor

1509 Monarch Oaks

Houston, Texas 77055

JOIN THE FRIENDS OF THE TEXAS ROOM

Please spread the word and help us find new members. If you have access to a list of likely members, which you can share with us, we would appreciate it. The membership application on the next page can be emailed to your prospects or photocopied and faxed or mailed to prospective members.

FRIENDS OF THE TEXAS ROOM

Membership Application

Membership Year: January 1 – December 31

RETURN TO: P.O. BOX 27827 * HOUSTON, TEXAS 77227-7827

FIRST PERSON:

SECOND PERSON AT SAME ADDRESS:

_____ *first name middle/maiden last name* _____ *first name middle/maiden last name*

Mailing Address (include street or P.O.): _____

City/Town: _____ State: _____ ZIP +4: _____

TELEPHONE, FAX, OR EMAIL

First Person

2nd Person (If Different)

HOME: _____

HOME: _____

OFFICE: _____

OFFICE: _____

FAX: _____

FAX: _____

E-MAIL: _____

E-MAIL: _____

MEMBERSHIP CATEGORY (please check category)

_____ Benefactor	\$500	_____ Patron	\$250
_____ Sponsor	\$100	_____ Donor	\$50
_____ Family	\$30	_____ Individual	\$20
_____ Senior	\$10	_____ Student	\$10

TOTAL AMOUNT ENCLOSED: (Membership plus contribution): \$ _____

NOTE: Friends of the Texas Room is a tax-exempt, nonprofit organization operating under IRS Code 501(c) (3). Membership and additional contributions over and above membership are tax deductible to the extent of the law. Is your gift eligible as a “matching gift” from an employer or other entity? If so, please give the name and include the appropriate form.

VOLUNTEER INTERESTS

Please check below if you would like to volunteer for FTR activities or library services:

- Collections Volunteer: Be trained and increase your own knowledge about research techniques.
- Newsletter: Writing articles about materials in the collections or reporting on related activities.
- Website manager: Design and maintain an official site for the Friends of the Texas Room.
- Membership: Maintain up-to-date membership list and send out renewal notices.
- Telephone/E-Mail Committee: Contact for meeting cancellations, unscheduled events, or breaking news.
- Hospitality: Meeting room preparations, greeting people, refreshments when needed, etc.
- Programs: Help develop programs or special seminars or workshops.
- Public Relations: Developing posters, displays, news releases, handouts, etc.
- Special Projects
- Other: _____