

October 2004

INFORMATION FOR RESEARCHERS

The Lyndon Baines Johnson Library was established to preserve and make available for research the papers and memorabilia of President Lyndon Baines Johnson. In addition, the Library actively collects the papers of Johnson's contemporaries and conducts an oral history program designed to supplement the written record. The Johnson Library is part of a system of presidential libraries administered by the National Archives and Records Administration.

HOLDINGS

The Library holds more than 44 million documents, an extensive audiovisual collection, and oral history interviews with more than 1,000 individuals. The papers of Lyndon B. Johnson, which form the core of the Library's holdings, include the White House files of his presidency, 1963-1969, and papers from his service as a U.S. Congressman, 1937-1949; U.S. Senator, 1949-1961; and Vice President, 1961-1963.

In addition, the Library holds the papers of several hundred other individuals, including family, friends, and associates of Lyndon B. Johnson and members of his presidential administration. These collections are described in the Library's Historical Materials in the Lyndon Baines Johnson Library (1988). An updated version is currently in progress and will be available on our website. The size of manuscript holdings is listed in linear feet. As a rule of thumb, one linear foot includes roughly 2,000 pages, and a roll of microfilm holds approximately 1,000 pages.

Materials in the Library are available on an equal basis to all researchers. However, some collections have not yet been processed and therefore are not yet open for research. The Library is also required to withdraw certain documents from processed manuscript collections in accordance with federal government regulations or with restrictions imposed by donors in their deeds of gift. Donor restrictions result in the withdrawal of a small number of documents, usually to protect individual privacy. Federal government regulations require the withdrawal of a larger number of documents, usually for reasons of national security.

Documents which have been withdrawn from collections are listed on withdrawal sheets, which are placed in the file folders made available to researchers. Researchers may request the review of donor restricted documents by writing to the Director of the Library. Under the provisions of Executive Order 12958, any researcher may request declassification review of individual documents withdrawn for reasons of national security. Additional information on both review procedures may be obtained from the Library.

SECONDARY SOURCE MATERIAL

The Library maintains a specialized book collection with an emphasis on the U.S. Presidency and the time period of Lyndon Johnson's public service. The Library's secondary source material is supplemented by the vast resources of the UT library system. UT libraries are open to the public for general use. For rules governing borrowing policies, please call the Courtesy Borrowers Desk and Circulation Services at 512-495-4300 or visit their website at <http://www.lib.utexas.edu/>.

WEB INFORMATION

Our website address is www.lbjlib.utexas.edu and includes the following information: Researcher Information, List of Holdings, Guides on Foreign Policy Topics, Oral History List and Selected Transcripts, Guide to President Johnson's Telephone Conversations, Biographical Information on President and Mrs. Johnson, Selected Speeches of Lyndon Baines Johnson, Selected Days from President's Daily Diary, Frequently Asked Questions, Audio and Photographic Archives selections, and information pertaining to other departments of the Library. A grant application and a list of accommodations near the Library are also included.

OFF-SITE ACCESS: REFERENCE REQUESTS AND LOANS

The Library will provide answers to specific questions received by telephone or mail if the information can reasonably be provided from the Library's archival holdings. Photocopies of specific documents or entire folders may also be ordered by mail or telephone. However, the Library cannot undertake substantial research or select documents for copying.

The Library loans oral history transcripts, finding aids for manuscript collections, duplicates of task force reports, and additional items as possible. Original documents and files are not available for loan. Loan requests may be made directly to the Interlibrary Loan Archivist at the Library. As many as four items may be borrowed at one time. Items will be sent directly to the researcher's home or office or to another interlibrary loan institution. Loans are made for a period of two weeks.

Transcripts of oral histories include a copy of the deed of gift that specifies any restrictions, including literary property rights, copyright, and photocopying restrictions. It is the responsibility of the researcher to abide by these restrictions. Access to certain oral history transcripts requires written permission of the interviewee. Researchers may contact the Library for addresses of these individuals as well as suggested draft letters and permission forms.

READING ROOM

The Reading Room, where requested documents will be served to visiting researchers, is located on the 8th floor of the LBJ Library and Museum. The Reading Room is open for research Monday through Friday, 9:00 a.m. to 5:00 p.m. except on federal holidays. The phone number is 512-721-0212.

ITEMS PERMITTED IN THE READING ROOM

Researchers are welcome to use their own computers and typewriters in the Reading Room. Transcribing devices are permissible as long as other researchers are not disturbed. Personal copiers and scanners are NOT permitted.

DUPLICATION OF TEXTUAL AND AUDIOVISUAL MATERIAL

Photocopies of documents may be ordered in the Reading Room. In addition, a self-service copier is available in the Reading Room for copying from a limited number of collections. The Reading Room also has a microfilm reader-printer. Instructions and information about restrictions and fees are available upon request. Analog cassette copies of available recordings of President Johnson's telephone conversations may also be ordered in the Reading Room.

Copies of other audiovisual materials can normally be purchased unless copyright restrictions prevent it. The Library will reproduce audio tapes on either CD or cassette; videotapes and motion pictures on videocassette; and still images as digital prints or digital files on CD. Consult the Audiovisual Archivist for ordering reproductions of all audiovisual materials.

COPYRIGHT

Observance of copyright and literary property rights retained by the donor is the responsibility of the researcher. The Library staff will provide information on the ownership of materials in our collections.

GRANTS

Limited numbers of grants-in-aid of research are awarded twice a year by the Lyndon Baines Johnson Foundation. Deadlines for applications are February 28 and August 31 of each year. Grants are awarded for the sole purpose of helping to defray living, travel, and related expenses incurred while conducting research at the Library. Grants normally range in size from \$500 to \$2,000. In addition, the Foundation awards a "one time only" grant of \$75.00 for photocopying purposes to graduate students enrolled within a 50-mile radius of Austin. Application forms are available on our website or by request to the Supervisory

Archivist. Prior to submitting a grant-in-aid proposal, it is strongly recommended that applicants contact the Library for information concerning materials available on the proposed research topic.

BEFORE MAKING TRAVEL PLANS

Researchers planning a visit should notify the Supervisory Archivist of their research topic and travel plans as far in advance as possible. **Prospective researchers are strongly encouraged to contact the Library for information about materials available on their topic.** Upon arriving at the Library, each researcher will be briefed by an archivist on Reading Room procedures and relevant holdings. It is preferable to arrange an appointment time with the interviewing archivist prior to arrival.

Copies of the Library's list of holdings and guides to specific topics are available upon request and are available in part on our website.

LOCATION AND TRANSPORTATION

The Library is located on the campus of The University of Texas at Austin, just off Interstate 35. It may be reached by taking the 26th Street exit (exit no. 236a), marked "LBJ Library and Museum," and following the signs to the Library

Transportation to the Library is available from the airport by taxi or by shuttle. Information regarding the Super Shuttle is available at <http://www.supershuttle.com/aus.htm> or by calling local reservations at 512-258-3826 or out of area reservations at 1-800-258-3826. Some hotels provide a shuttle if requested in advance.

Capitol Metro (public transportation in Austin) provides limited service between UT and the downtown area and airport. One of the stops is at San Jacinto and 26th, near the Library. Route and schedule information can be found at www.capmetro.org. The bus itself is called the #100 Austin-Bergstrom Airport (Limited). It runs roughly every 70 minutes.

The Campus Loop Shuttle provides limited service between the Library and the University of Texas campus.

ACCOMMODATIONS

Overnight accommodations are within walking distance of the Library. In addition, several national chains have hotels or motels which are a short drive from the Library. A list of nearby hotels is available upon request. A few restaurants are nearby, and snacks and meals are available at the Joe C. Thompson Conference Center behind the Library.

CONTACT INFORMATION**Address:**

Lyndon Baines Johnson Library and Museum
2313 Red River
Austin, Texas 78705

Telephone and Fax:

Tel: 512-721-0200 (LBJ Library & Museum)
512-478-7829, ext. 296 (LBJ Foundation)

Fax: 512-721-0170 (LBJ Library & Museum)
512-478-9104 (LBJ Foundation)
512-721-0169 (Archives)
512-721-0171 (AV Archives)

Internet address:

<http://www.lbjlib.utexas.edu>

Key personnel:

Director:	Betty Sue Flowers	(721-0158)
Deputy Director:	Tina Houston	(721-0206)
Museum Curator:	Sandor Cohen	(721-0217)
Supervisory Archivist:	Claudia Anderson	(721-0164)
Facility Manager:	Fletcher Burton	(721-0172)
Administrative Officer:	Katherine Frankum	(721-0185)
Reading Room:	Archivist on Duty	(721-0212)