

## John Cotton Dana Papers (Librarians) (ca 1850s-1930s)



Charles F. Cummings New Jersey Information Center  
The Newark Public Library  
5 Washington Street, PO Box 630, Newark, New Jersey 07101-0630  
Phone: (973) 733-7775; Email: [njreference@npl.org](mailto:njreference@npl.org)  
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- Title:** John Cotton Dana Papers (Librarians)
- Dates:** 19th Century; 20th Century
- Location:** Charles F. Cummings New Jersey Information Center – Main Stacks
- Extent:** 42 boxes (including 8 oversize boxes), 18 linear feet
- Processed:** William A. Peniston, Ph.D., 2014
- Formats:** Graphics; Photographic materials; Textual materials
- Subjects:** Dana, John Cotton, 1856-1929; Newark Public Library – Administration; Newark Public Library – Biography; Newark Museum – Administration; Newark Museum – Biography; Librarians – New Jersey – Newark – Biography; Librarians – Colorado – Denver – Biography; Librarians – Massachusetts – Springfield – Biography; Libraries – Administration
- Language:** English

### Restrictions on Access

#### Access Restrictions

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#### Preferred Citation

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### Biographical Note:

John Cotton Dana (1856-1929) was born and raised in Woodstock, Vermont, the middle one of five brothers. His parents, Charles Dana, a merchant, and Charitie S. Loomis, were of old New England stock. Dana graduated from Dartmouth College in 1878 and spent most of the next decade traveling for his health and trying out a variety of careers across the country. He studied law in Woodstock for two years; worked as a

surveyor for the railroads in Colorado; practiced law in New York; worked as an editor in Minnesota; returned to Colorado, where he did some ranching and surveying and practiced law. In 1888 he married Adine Rowena Waggoner (d. 1931) of Austin, Texas.

Dana found his calling in 1889 when he was appointed head of the newly established Denver Public Library (then located in a wing of the high school) and Secretary of the Colorado Board of Education, Arapahoe County School District No. 1. In 1895 he served as President of the American Library Association. Dana remained at the Denver Public Library until 1897, and during his tenure he opened the stacks to patrons and organized the first specialized library for children. His next appointment was as City Librarian of Springfield, Massachusetts. In 1902 Dana, who had been recruited by Newark businessman Richard Jenkinson, became the Librarian of the Newark Public Library, a position he would hold until his death in 1929.

While in Newark, Dana continued to champion open stacks and worked to make the library accessible to all. Among his many innovations and initiatives was the founding of a business branch, the first in the country, in 1904. He also worked closely with the Newark Board of Education to establish libraries in schools, and developed special library services and exhibits for school children. The Library loaned prints, maps, and other material to teachers and to schools for use in classes and for display. To attract Newark's burgeoning immigrant population, Dana made the purchase of foreign-language material a priority.

During the first decade of his leadership, library circulation rose from 314,000 to over 1 million. The number of registered borrowers more than quadrupled in 25 years, ultimately representing one sixth of the population of Newark.

Dana was instrumental in the founding of the Newark Museum Association in 1909, with a Board of Trustees made up of 50 men and women, including Governor Franklin Murphy as President, along with Louis Bamberger, Richard C. Jenkinson, Thomas Raymond, Robert H. McCarter, John W. Howell, Mrs. Daniel Noorian, C. W. Feigenspan, Wallace Scudder, and Felix Fuld. After a long period when exhibits were presented at the Library, the Newark Museum finally opened its new building in 1926; this building was constructed on property donated by Marcus L. Ward, Jr., and was made possible by a generous donation from Louis Bamberger, who hired Jarvis Hunt from Chicago as the architect and oversaw construction.

Dana was active in Newark's cultural and civic life as a member of the Carteret Book Club, the Stephen Crane Association, the Monks of the Passaic, among other organizations, and served on the Newark Planning Commission. He also was a prolific writer of articles and pamphlets, using his pen to promote his views on education, the arts, and library and museum organization and practice. He was instrumental in founding and was a major contributor and editor of the magazine "The Newarker," published by the Library from 1911 and taken over by the "Committee of One Hundred" from November 1915, as part of the preparations for and celebration of the City's 250th anniversary in 1916. Dana was active professionally as well; he was president of the American Library Association (1895-1896) and founder and first president of the Special Library Association (1909).

Dana was assisted in his work at both the Library and the Museum by a number of women. Chief among them were: Beatrice Winsor, who was Assistant Librarian of the Library and Assistant Director of the Museum, and she succeeded him at both institutions upon his death; and Louise Connolly, the educational advisor of the Library and later of the Museum.

In 1935 Mayor Meyer C. Ellenstein declared October 6th to be "John Cotton Dana Day" in Newark; the occasion was celebrated with an address by Dr. Frank Kingdon, President of Newark University, and other events at the Newark Museum.

#### **Scope and Content:**

The John Cotton Dana Papers consist of correspondence, photographs, newspaper clippings, printed material,

etc... relating to the life and work of John Cotton Dana; to his interests in libraries, museums, fine printing, and education; and particularly to his work at the Newark Public Library and the Newark Museum.

**Container List:**

Box	Subject Folder
1-2	<p><b>Correspondence (1827-1977), indexed and arranged chronologically.</b></p> <p>For the index, see the card catalog marked "Dana" (two drawers).                      Box 1: L1827-L1913 (a1, 1-284).                      Box 2: L1914-L1935-1977 (285-702).</p>
3-4	<p><b>Working and Personal Papers, 1878-1927.</b></p> <p>These papers were only partially indexed; the index cards were never filed in the card catalog. In 2011, Jeffrey Moy, the archivist at the Newark Museum, developed a finding aid, which follows in the second part of this one.</p> <p>The codes mean: L = letters; Misc. = miscellaneous; Ms. = manuscript; N = newspaper clippings; P = pamphlets.</p> <p>Box 3:                      1878 L -- Letters from JCD to his mother                      1885 Misc. – Scrapbook                      1901 Misc. – Public Library Commission                      1905 Ms. – Libraries seen by a librarian                      1906 Ms. – Relations of Art to American Art                      1907 L                      1907 Ms. – Physical Side of Books                      1907 Ms. – Verses on Newark Academy                      1908 L                      John Cotton Dana to John Franklin Fort, re: transportation development in New York metropolitan region, 10/6/08                      Grace Raymond Hebard to John Cotton Dana, re: publication of <u>Library Economy</u>, 12/11/08                      Library of Congress, receipt of the deposit by the Elm Tree Press of Woodstock, VT of the title of a book: <u>Modern American Library Economy</u>, 11/27/08                      1908 Misc.                      1908-09 N                      "History and Good Will," "How to Make Good Citizens"                      1909 L                      "Bi-State Library meeting at Atlantic City, Mar 18/20", <u>The Library Journal</u>, April 1909                      Vermont Prosperous," <u>Newark Evening News</u>, comments from John Cotton Dana on the economic health of his native state, 10/15/1909                      "John Cotton Dana, Head of the Newark Library; black and white study by Star staff artist," from the <u>Star and Newark Advertiser</u> (morning edition), 9/28/09                      1909 Misc. – Old Home Days (Vermont)                      1909 N                      1909 News Nov. 6                      The Abandoned Farm – verses, 5/29/09                      1909 P                      1910 L                      James Starkey to John Cotton Dana, re: identification of certain quotation, 11/16/10                      1910 L – re: Library and Librarian                      1914 N                      1915 L                      Two letters to John Cotton Dana in response to his article in <u>The Vermont Standard</u> for an old-fashioned ginger cake recipe, 7/1915</p>

John Cotton Dana to John G. Dana, 7/13/15  
1915 L – re: School Branches – Notes  
    see also in Working Papers  
1915-16 L – re: Botanical Garden  
1915 N  
1916 L – Letters from JCD to his wife  
1916 N – re: Memorial Buildings Commission  
1917 L  
1918 L  
    Calvin Tomkins to John Cotton Dana, re: transportation problem in the Port of  
    New York, 2/13/18  
    John Cotton Dana to Charles F. McKenna, re: economic conditions of Port of  
    New York, 2/15/18  
1918 N  
1919 L  
1920 L  
    Irene A. Hackett to John Cotton Dana, addressee's letter included; re: resignation  
    from Englewood Public Library 7/22/20  
1921 L  
    Burkhardt Wall to John Cotton Dana, re: publication of first issue of Wall's  
    Etched Monthly, 8/27/21  
1921 L – re: Elm Tree Press  
    Elm Tree Press [publication of "Art Museums in Revolution" article in  
    Library Journal]  
1921 L – Correspondence with A. S. Frothingham  
1923 L  
1923 L – re: Greenwich Savings Bank Inscriptions  
1924 L  
1925 L – re: Newark-on-Trent  
1925-28 L – Correspondence with L. H. Patterson  
1926 L  
    Elsie Lamb to John Cotton Dana, re: family matters, 11/16/26  
1927 L  
    Beatrice Winser to William F. Hoffman; reply attached, re: book on R.C.  
    Jenkinson, 10/14/27  
1927 L – Correspondence with H. S. Dana  
    Harold S. Dana to John Cotton Dana, re: will and disposal of property, 11/21/28  
    Harold S. Dana to John Cotton Dana, re: disposal of certain property, 12/11/21  
    Harold S. Dana to W.B.C. Stickney, re: Last will, 12/15/28  
    Harold S. Dana to John Cotton Dana, re: will and disposal of property, 12/18/28  
    John Cotton Dana to Harold S. Dana, re: Will, 12/31/28  
    Will of Harold S. Dana, 1928  
    Will of John Cotton Dana, 1/28/28  
1927 L – re: Radio  
1927 L – Correspondence with R. M. Pearson  
    Ralph M. Pearson [correspondence with Dana and Winser re: print collection]  
  
Box 4:  
1928 L  
    Beatrice Winser to Louis C. Mortmer; additional material attached, re: donation  
    of books on printing to Newark Public Library, 5/7/28  
    E.K. Wright John Cotton Dana, re: purchase of a trip of land, 12/7/28  
    G.H. Gilbert to John Cotton Dana, typewritten copy and handwritten original, re:  
    poem, "The Salutation of Life," 11/12/28  
    William D. Parkinson to the members of the class of 1878 Dartmouth College, re:  
    class reunion, 2/8/28  
    Henry Lanier to John Cotton Dana, re: inability of continuing on the "Golden  
    Book," will attempt to start a new magazine, 12/7/28  
    Several handwritten notes by John Cotton Dana and others, 1928  
1928 L – re: Salutation of Life  
1928 L – re: Will

1928-29 L

January [correspondence], includes 1/14/1929 letter to Max Weber re: modern art

1928 Misc. – Board of Education – Sherwood Report

1928 N

1929 L – indexed (cards made but not filed) (one folder)

Marguerite L. Gates to John Cotton Dana, re: library meeting in Atlantic City, 1929

Henry Sewall to John Cotton Dana, re: receipt of a picture of Dana, 1/17/29

Rowland C. Ellis to John Cotton Dana, re: printing contract, 2/5/29

W.J. Lewis Abbot to John Cotton Dana; reply of Beatrice Winser attached, re: establishment of International Fact Finding Center, 2/14/29

Kate H. Belcher to John Cotton Dana, reply from Beatrice Winser attached, re: birth control appeal, 2/15/29

Jacob Baker to John Cotton Dana; additional correspondence of Beatrice Winser and Jacob Baker attached, re: publication of Dana's memoirs, 2/21/29

R.C. Jenkinson to John Cotton Dana, re: Dana's forthcoming trip to Egypt, 2/21/29

H.W. Kent to John Cotton Dana, re: position on the board of directors, New York Metropolitan Museum of Art, 2/23/29

Dora Keen Handy to John Cotton Dana, re: shipment of books received for Mr. Dana for the local library, 2/25/29

Louis D. Froehlich to John Cotton Dana; reply of Beatrice Winser attached, re: membership in American Asiatic Association, 2/26/29

Galen M. Fisher to John Cotton Dana, re: request that Dana wrote paper describing how the Newark Museum assists industrial designers interested in oriental art, 2/28/29

Louis Averbacher, Jr. to John Cotton Dana, reply from Beatrice Winser attached, re: appointment to Council of Cultural Relations, 3/1/29

Catherine Van Dyne to John Cotton Dana, re: comments about pamphlet "Letters, the Wings of Business" by S.R. Stauffer, 3/5/29

Beatrice Winser to John Cotton Dana re: establishment of library branches, etc., 3/11/29

R.C. Jenkinson to John Cotton Dana, re: maid for Mrs. Dana, 3/12/29

Fitzroy Carrington to Beatrice Winser, re: erection of the Children's Art Center in NYC, 3/20/29

Eugenia Smith Rose to John Cotton Dana, re: appreciation of Mr. Dana in helping to form her character, her marriage, etc., 3/20/29

Beatrice Winser to A.W. Crawford, re: request to Dana to address the American Federation of Arts, 3/26/29

Albert Shaw, Jr. to John Cotton Dana; reply from Beatrice Winser attached, re: new format for The Review of Reviews magazine, 3/26/1929

Perry Walton to John Cotton Dana, re: business publications, 3/27/29

Beatrice Winser to Arthur Butler Graham, re: invitation of Dana to be present at dinner to honor Harold de Wolf Fuller, editor of New York, 3/27/29

Robert Athey to John Cotton Dana, reply to Beatrice Winser attached, re: publication of anti-prohibition magazine "Freedom," 4/2/29

Sydney P. Noe to John Cotton Dana; reply from Beatrice Winser attached, re: American Numismatic Society, subscription dinner, 4/8/29

C.A. Capron to John Cotton Dana, re: serving on board of directors of the League of Nations Association, NJ Chapter, 4/11/29

R.C. Jenkinson to Beatrice Winser, re: certain published items sent to Beatrice Winser, 4/17/29

Vilhjalmur Stefansson to John Cotton Dana, reply from Beatrice Winser attached, re: book: "The Outline of Man's Knowledge," by Clement Wood, 4/17/29

Florence Brewer Boekel to John Cotton Dana, reply from Beatrice Winser, re: anti-war movement, 4/23/29

Catherine Van Dyne to John Cotton Dana, re: pamphlet: "Beauty Has No Relation to Price" by Julia B. Smith, printing costs of Rowland C. Ellis, 4/24/29

Beatrice Winser to James B. Wilbur, Jr., re: death of his father, 4/30/29

Beatrice Winser to Russell T. Edwards, related material attached, re: birthday of Charles Lathrop Pack, 4/30/1929

	<p>Douglas Haskell to John Cotton Dana; letters of reply from Beatrice Winser attached, re: resignation of Lee Simonson from Creative Art magazine, 5/1/29          Beatrice Winser to Senator Joseph G. Wodber, re: pension bill for Mr. Dana, 5/2/1929          Herbert Ede to John Cotton Dana, re: activities of the Stephen Crane Association, 5/22/29          Richard C. Jenkinson to John Cotton Dana, re: publication of the "R.C. Jenkinson Collection" (brochure), 5/25/29          Richard C. Jenkinson to John Cotton Dana, re: Dana's return to the hospital, 5/27/29          John Cotton Dana to Ludolph H. Conklin[sic?] re: changes to be placed on fiction works in lending, 6/5/29          Robert Woods to John Cotton Dana, re: Mr. Dana's forthcoming trip to Woodstock, 6/5/29          "The Lady Slippers are Blooming and the Roses," telegram from A.W. Dana, 6/15/29          To Beatrice Winser from members of the staff expressing concern for the health of Mr. Dana; includes some handwritten notes, 6/15/29          R.H. Blanchard to John Cotton Dana, re: idea for exhibit description, 6/17/29          John Cotton Dana to R.H. Blanchard, re: room design for display of books, 7/15/29          Catherine Van Dyne to R.C. Jenkinson, re: death of John Cotton Dana, 8/3/29          R.C. Jenkinson to Beatrice Winser, re: biographical work on John Cotton Dana and establishment of a museum in his honor, 8/29/29          R.C. Jenkinson to Beatrice Winser, re: death of John Cotton Dana, 8/31/29          1929 L – not indexed – five folders              [R.C. Jenkinson and Beatrice Winser correspondence re: Dana]              [Correspondence re: Dana's illness and death]          1929 L – re: ALA              American Library Association Meeting; Report to John Cotton Dana (typed, unsigned), 5/17/1929          1929 L -- re: Congressional Record              William L. Fish to John Cotton Dana, copy of congressional records included, 1/26/29          1929 L – re: Steuben Club          1929 L – re: Will          1929 L – re: illness and death          1929 L – re: death (two folders)              John Cotton Dana illness. Several letters from members of the Dana Family and others to Beatrice Winser re: the declining health, false recovery and death of John Cotton Dana, June-July, 1929              William S. Dana to Beatrice Winser, re: Will of John Cotton Dana, 8/19/29              Numerous letters to Beatrice Winser, Richard Jenkinson and Adine Dana commenting on the death of John Cotton Dana, July-August 1929          1929 L – Letters to Mrs. Dana          1929 L – Letters to Beatrice Winser          1929 L – Sympathy cards          1929 Misc. – Receipts              Miscellaneous – Receipts – Various bills, notes covering purchases, 1929          1929 Misc. – Telegraph from Mrs. Dana to Mr. Dana</p>
5-6	<p><b>Personal Papers regarding Dana and his family.</b></p> <p>Box 5:          Dana, A. W. – Letters to JCD, undated          Dana, C. L. – Letters from JCD, undated          Dana, Loomis          Dana, J. C.              ■ Biography, 1907              ■ Biography, no date              ■ Biography, general              ■ Biography – memberships and offices held, invitations to speak, etc.. (two folders)</p>

	<ul style="list-style-type: none"> <li>■ Bookplates</li> <li>■ Dartmouth Class of 1878 – various directories, bulletins, etc... (1 book and 3 files)</li> </ul> <p>Box 6: Dana, J.C.</p> <ul style="list-style-type: none"> <li>■ Articles about JCD</li> <li>■ Letters and writings re: libraries</li> <li>■ Writings – “Can a Fifer Blow all the Ferrules off His Fife?”</li> <li>■ Writings – Museum and Library Combination</li> </ul>
6-12	<p><b>Working Papers, arranged alphabetically according to subject.</b></p> <p>Box 6: Academy of Medicine Library [General information – 1906-1954] [General information – 1920s-1950s] Bibliographies – 1920s Staff Notes – 1920s Thesis by Andrew Sidney Glick – 1952 American Clapbooks – 1905 American Library Economy American Library Economy (general file) Alphabetical listing of library departments Bookshelving Branches and Stations Charging System Furniture Lending Department Lending Department – General Work</p> <p>Box 6A: American Library Economy Library Report Loose Papers Notes Popular Non-fiction, etc... Miss Van de Carr (re: drafts) Work with the Public Applications – Guidance and Forms Appreciation Letters – 1916-1930 Apprentice Class – Examination Questions – 1904-1906 Articles Art Department – 1905-07 Art Medal Construction Co. – 1915 Athletic Association Library, 1922 Belated Thanks for Christmas Greetings, 1927 Bird Center, Vermont Board of Education – 1915-1934 Book announcements Broadsides</p> <p>Box 7: Brothers of the Book Miscellaneous Pamphlet #1 Pamphlet #2 Buildings/Grounds – Original Site – 1896-1908 Burns Monument, Pittsburgh, 1914 Carteret Book Club, 1920, 1928, 1931 Charities – YMCA Appeal, 1920 Chautauqua, 1916</p>

Chronology of the New Library Building  
City Planning Commission, 1911  
Civil Service Commission (Dana Administration)  
    Letters – 1909-1910, 1911-1912  
    Miscellaneous – 1908  
    Payrolls – 1908-1911  
    Roster – 1908  
    Survey – 1905-1909

Box 7A:  
Civil Service  
    Correspondence – 1908-1911  
    Efficiency Records – 1920-1930  
    Exam – 1920s  
    Miscellaneous – 1910-1911, 1912-1917  
    Newspaper clippings, pamphlets, etc... – 1909-1913  
Coal – Bids and Correspondence – 1918-1941  
Coles Gift – 1916-1949  
Collinson Fence Co. – 1924-1937

Box 8:  
Colorado – brochures, etc...  
Correspondence – from Howell, 1916  
Cortissoz, Royal – “I am grateful for knowing you anyway.”  
Dana House, 1947  
Dana House, 1974  
Denver High School  
Denver Public Library, Annual Report, 1895-96  
Dictograph Products Co. – 1920-1933  
Documents, diplomas, etc...  
Education – Vermont  
Engine Room – 1909-1938  
Engine Room – Boiler Contact – David Seymour – 1913-1919  
Engine Room – Weekly Summaries – 1908-1914  
Family, 1921  
Fiction – Statements – 1928-30  
Fiction – Survey – 1925  
Forest Hill Field Club  
Hayes Collection and Exhibition, 1905  
Hayes Gift – 1905-08  
Horace for Modern Readers (see P1908)  
Horace, Juno ad Romanos

Box 8A:  
Horace, Letters ... for Modern Readers  
Horace, Poems ... for Modern Readers  
Horace, The Roman Poet presented to Modern Readers  
Horace – Appreciations  
Horace – Publicity  
Horace – Photographs of his Villa  
Interurban Association of Northeast New Jersey, 1908-1920  
Invitations  
Judges – Certificate of Award, Fine Printing  
Kruell – Engraver – 1914-16  
Lawsuit – Brunnell vs. NPL – 1911  
Leaflets  
Libraries and Librarians

Box 9:  
Library Association



Library Buildings  
Literature of the Librarians Series  
    Circulars  
    Clippings  
    Correspondence between H.W. Kent and John Cotton Dana, 1906  
Maine (U.S.S) Tablet – 1913  
Memorials, programs, etc..., 1929-1999  
Memories – a scrapbook  
Miscellaneous documents  
    "Movie Habit" – replies to question engendered [sic?] by comment by John Cotton Dana  
Murphy Vanish Co. – 1914  
Mutatanio on Sunday – topics include art, painting, children, evolution  
New Employee Handbook –1927  
Newark – 250<sup>th</sup> Anniversary – printed material – 1916  
Newark, City of – Correspondence – 1919-1928

Box 9A:  
Newark Museum Opening, 1926  
Newark-on-Trent, England – 1916-1943  
Newspaper clippings  
Old Librarian Day Book, 1921  
Otis Elevator – Agreement – 1913  
Orgelsdorfer – 1918-1919  
Paid Service – 1920-1932  
Printed materials (3 folders)  
Progress of NPL, 1907 – manuscript  
Prohibition, 1921  
Publicity – 1920-1928  
Publicity – 1923-1944

Box 10:  
Reports – Publications, releases, etc...  
School Libraries  
    [General]  
    Branch Library Reports  
Scrapbook: JCD to BW re: Trip to Canada  
Seal – Woodstock, England – 1913-1916  
Sewer – 1913-1922  
Springfield Public Library  
Technical and Scientific Department – Scrapbook – ca.1900s  
Telephone Service – 1900s

Box 11:  
Togo Hill – drawing by C. L. Dana  
Travel – receipts, bills, memorabilia, etc... (2 folders)  
Valentine  
Vermont State Fair – 1915  
Walpole Society  
Window Cleaning Bids – 1924  
Windsor County Fair (Vermont)  
    YMCA Committee Annual Report, 1912  
    Windsor County Fair, 1915  
    Windsor County Fair, 1915-16 (2 folders)

Box 12:  
Windsor County Fair (Vermont) (continued)  
    Windsor County Fair, 1916 (3 folders)  
    Windsor County Fair, 1916 – Use of Fair Grounds  
Woodstock, Vermont

	<p>Woodstock, 1917  Woodstock, 1928  Woodstock Aqueduct Company  Woodstock – Christmas Letter  Woodstock – Emblems, 1916  Woodstock – Etchings, 1920  Woodstock Improvement, 1915  Woodstock Improvement, 1916  Woodstock, VT – Leaflet. Pamphlet – A plea for a Better Fair, 1916</p>
13	<p>City Library Association (Springfield, Mass.)  Annual Reports – 1890-1895  Annual Reports – 1899-1904  Booklists (2 folders)  Pamphlets  Publications</p>
14-16	<p>Boxes 14-16: Newspaper clippings, articles, etc...   This material has been indexed, and the cards are included in the card catalog.   Box 14: N1872-73 #1 – N1911 #165  Box 15: N1912 #166 – N1920 #304  Box 16: N1921 #305 – N1956 #394</p>
17-18	<p>Boxes 17 and 18: Writings.   Box 17: D-no date-N – D-no date-P, D1891w – D1918S  Box 18: D1919F – D1962O</p>
19-21	<p>Boxes 19-21: Publications (legal size).   These publications are indexed in the card catalog.   Box 19: P1885 #1 – P1913 #101  Box 20: P1914 #102 – P1929 #240  Box 21: P1930-31 #241 – P1944 #274</p>
22-23	<p>Boxes 22-23: Manuscripts (legal size).   These manuscripts are indexed in the card catalog.   Box 22: Ms1870s – Ms1927  Box 23: Ms1928 – Ms1988 + Ms – no date and Ms – Genealogy</p>
24-31	<p>Boxes 24-31: Photographs (legal size + oversize).   Box 24:  Dana – Portraits – Individual (2 folders)  Dana – Portraits – Group  Dana – Bust and Tablet  Dana – with Beatrice Winsor  Dana – Childhood  Dana – Youth  Dana Family (3 folders)  Dana Family – Ancestors  Dana Family – Roy and Norton   Box 25:  Dana's Dog  Miscellaneous People  Bergen and Essex Counties  Colorado (2 folders)   Box 26:  Colorado (3 folders)</p>

	<p>Denver Public Library Miscellaneous (2 folders) Springfield Public Library</p> <p>Box 27: Vermont Woodstock (4 folders)</p> <p>Box 28: Woodstock (2 folders) Travel – Belgium Travel – Egypt</p> <p>Box 29: Travel – England Travel – France Travel – Italy Travel – SS Minehaha</p> <p>Box 30 (flat box): Dana – Portraits – Individual Dana – Portraits – Group Dana – Youth Dana at the opening of the Newark Museum, 1926 Dana and Dog Springfield Public Library Travel – Egypt Travel – France Travel – Italy</p> <p>Box 31 (flat box): Travel – unidentified</p>
32	<p>Box 32: Miscellaneous (oversize in flat box)</p> <p>Scrapbook: John Cotton Dana; Librarian, The Newark Public Library; Director, The Newark Museum – a collection of newspaper clippings assembled at his death in 1929. (2 copies)</p> <p>Scrapbook: John Cotton Dana, Oct. 6, 1935 – a collection of newspaper clippings assembled at Dana Day in 1935.</p> <p>Cartoons of Dana by T. Shiota Drawing: Clare Gardner's sketch of the Bird Center in Woodstock, Vt., 1912</p>
33 (small flat box)	<p>Box 33 (small flat box): Far Northwest Diary, 1905 – a scrapbook Glass negatives Cameo of Dana</p>
34-35	<p>Box 34 and 35: The Elm Tree Monthly (oversize in flat box)</p> <p>Box 34: Elm Tree Monthly, 1911-1915 Box 35: Elm Tree Monthly, 1916-1917</p>
36 (half-size)	<p>Box 36 (half-size): The Elm Tree Press – Miscellaneous Publications</p> <p>ET-no date-E The Elm Tree Press ET-1907-N The New Jersey Library Class, 1904-1907 ET-1908-V Verses on the Newark Academy, 1810-1907 by JCD ET-1912-E The Elm Tree Press by Robert Restieaux ET-1920-N A Narrative of a Tour through the State of Vermont by Rev. Nathan Perkins ET-1921-C The Complete Guide to Togo Hill by Charles L. Dana ET-1922-G Goin' Swimmin' Day before Yesterday by Karl A. Pember ET-1923-H Hartland Nature Club by Evaline Darling Morgan</p>

	ET-1925-B A Ballad of Plymouth Town by Karl A. Pember
37 (oversize, flat box)	Other oversize materials: Map of the State of Vermont by James Whitelaw, Esq., 1809 Map of Woodstock, Vt., ca. 1969 Photograph: Dana – Portrait – Group “The World” – from a Woodstock perspective Plymouth, Vt. – advertisement from booklet Notes of an Amateur on Some of the Processes of Reproducing Pictures – a scrapbook Monking in the Political Hen Roost, or, Three Monks in Washington – Nov. 1905 – a scrapbook
38 (circular box):	Round Robin presented to Mr. Dana by the Staff, Christmas 1920.