Librariana IX: Publications

Charles F. Cummings New Jersey Information Center
The Newark Public Library
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URL: **http://www.npl.org/Pages/Collections/njic.html**

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Location: Charles F. Cummings New Jersey Information Center
Main Basement & New Jersey Room
Size: 39 boxes, 19 linear feet + 53 volumes
Processed: William A. Peniston, Ph.D., 2015
Formats: Textual materials; Photographs;
Subjects: Newark Public Library – History; Libraries – History
Time Periods: 19th Century; 20th Century; 21st Century
Language: English
Access policy: Open for research

Restrictions on Access

Access Restrictions

There are no access restrictions on this collection.

Photocopying of materials is limited and no materials may be photocopied without permission from library staff.

Use Restrictions

Researchers wishing to publish reproduce, or reprint materials from this collection must obtain permission.

Preferred Citation

Librariana IX: Publications, Charles F. Cummings New Jersey Information Center, Newark Public Library.

Scope and Content

Collection Description:

From its very beginnings, the Newark Public Library has promotes its activities and its services through various publications, mostly in the form of books, pamphlets, and other monographs; serials; broadsides, brochures, circulars, and leaflets; as well as other published materials. These publications have served as advertisements, information resources, recreational readings, etc…

Collection Contents:

This collection is arranged in the following four series: monographs (pamphlets, booklets, etc…); books; serials (both bound and loose); miscellaneous publications (broadsides, brochures, guides, booklists, bookplates, circulars, leaflets, posters, etc…).

Container List:

Box	
1-4	**Series I: Monographs (pamphlets, booklets, etc...)** Location: Charles F. Cummings New Jersey Information Center These four large boxes of publications (labeled NPL – Publ. #1-#4) should be processed as a separate collection and cataloged as individual items. Currently, these publications are labeled "P (for publication) + date + First letter of the title. Box 1: Publications with no date… Publications, 1889-1915 Box 2: Publications, 1916-1934 Box 3: Publications, 1935-1989 Box 4: Publications, 1991-2009
	Series II: Books A number of bound volumes are also on the shelves at NHA 3rd. These books are written by the staff of the library or by others about the library or they are published under the auspices of the library. They are marked "Bk (for book) + date + First letter of the title. In addition, a separate subseries exists for books published by the Carteret Book Club (Bk C) and the Newark Museum (Bk TNM).
1-20	**Series III: Serial Publications:** Location: Charles F. Cummings New Jersey Information Center – Main Basement Box 1 (letter size): Finding Lists – 1889-1894 (large bound volume) – 1889 (2 copies) Box 2 (letter size): Finding Lists – 1890 – 1890-1893 (2 copies) – 1893-1896 (2 copies) – 1894 – 1900 Box 3 (letter size):

	Library News – v.4, no.5, May-June 1895 Library News – v.12, no.1-3, 7-12 (1901), v.14, no.1-11, July 1903 - October 1904 Box 4 (letter size): Library News – v.14 no.12, July 1903 – October 1904, v.15, no.1, July 1903 – October 1904, v.15, no.2-8, July 1904 – May 1905 Box 5 (letter size): Library News –v.13 #3 – v.17 #4 November 1907 – April 1908 Library Notes – 1915-1918 The Library and the Museum Therein – 1918-1925 Box 6 (letter size): The Library – 1925-1942 The Newarker – 1912-1914 The Newarker – Centennial Volume – 1936 Box 7 (letter size): Library Letter – 1928-1931 (incomplete) Box 8 (letter size, half size): Library Letter – 1932 (incomplete) Box 9 (letter size): Business Literature – 1931-1939 Box 10 (letter size): NPL News – 1945-1958 NPL News – Index – v.1-14 (1945-1958) Box 10a (letter size, half box): NPL News Reporter – 1963-1966 (2 copies) NPL Update – 1986-1987 (two copies) NPL Automation News – 1991-1994 Box 11 (letter size): The Second Century – v.1-13, 1990-2002 Box 12 (letter size); The Second Century – v.14-21, 2003-2010 NPL News 2.0 – 2012-2015 Box 13 (legal size): NPL News – 1982-1985 NPL News – Correspondence

Box 14 (letter size):

NPL in the News (a collection of newspaper clippings on NPL)
- Jan.-Apr. 1989
- May-Aug. 1989
- Sept.-Dec. 1989
- May-June 1991
- Sept.-Oct. 1991
- Nov.-Dec. 1991
- July-Dec. 1991 (loose)

Box 15 (letter size):

NPL in the News (a collection of newspaper clippings on NPL)
- 1992
- 1993
- 1994
- Jan.-Mar. 1998
- 1999
- Jan.-June 2000
- 2001
- 2006 (loose)
- 2008
- 2012
- 2012 (loose)

Box 16:

Modern American Library Economy as illustrated by the Newark, N.J., Public Library, edited by John Cotton Dana (Woodstock, Vt.: The Elm Tree Press, 1912-)
v.1 pt.1 The lending department, by Sara C. Van de Carr:
- sect. 1. Work of the registration desk.
- sect. 2. Lending and receiving books; the charging system.
- sect. 3. Administration of the lending department.
- sect. 4. Relations with the public in the lending department.

pt. 2. Booklists and other publications, by J.C. Dana.
pt. 3. The business branch, by J.C. Dana and Sarah B. Ball.
pt. 4. Advertising, by J.C. Dana.
pt. 5. The school department:
- sect. 1 School department room, by J.C. Dana.
- sect. 2. Course of study for normal school pupils on the use of a library, by Marjary L. Gilson.
- sect. 2 revised. How to use a library: a course of study, by Louise Connolly.

Box 17:

Modern American Library Economy.
pt.5. The School department (continued):
- sect. 3. Picture collection, by J.C. Dana.
- sect. 3 revised (1917). Picture collection, revised, by J.C. Dana and Blanche Gardner.
- sect. 3 revised (1928). Picture collection, revised by Marcelle Frebault.
- sect. 3 revised (1929). Picture collection, revised by Marcelle Frebault.
- sect 3 revised (1943). Picture collection, revised by Marcelle Frebault, under the direction of Beatrice Winser.

	sect. 4. School libraries, by Grace Thompson and J.C. Dana. sect. 5. Course of study for normal school pupils on literature for children, by Julia S. Harron, Corinne Bacon, and J.C. Dana. Box 18: Modern American Library Economy. pt.5. The School department (continued): sect 5 suppl. Multigraphs used in course work. (missing) pt. 6. Art department: sect. 1. Large pictures, educational and decorative, by Marjary L. Gilson and J.C. Dana.—Index v.2 pt.7. Branches. sect. 1 ? sect. 2. The high school branch of the public library, by Elizabeth B. MacKnight and J. C. Dana. pt.17. Maps, atlases and geographical publications, by Sarah B. Ball. pt.18. Reference Work. sect. 1. The vertical file, by Margaret A. McVety and Mabel E. Colegrove. pt.18 revised (1917). List of subject headings for information file, by Mabel E. Colegrove and Margaret A. McVety. pt.18 revised (1932). List of subject headings for information file, by Lois Wenman. Box 19 (half-box): Modern American Library Economy. pt.18 revised (1938). List of subject headings for information file, by Lois M. Wenman and Dorothy G. Richardson. pt. 19. Aids in high school teaching: pictures and objects, by J. C. Dana and Blanche Gardner. pt. 20. The color-and-position method for filing pamphlets, books, maps, documents, letters and other material, by J. C. Dana. Box 20 (full box – letter-size): Personnel Reporter 1945-1949 1950-1951 1952 1953-1954 Bound volumes: Library News, v.5-13 – 1893-1902 The Newarker, v.1-3 – 1911-1914 The Newarker, v.2 – 1912-1913 The Newarker, v.3 – 1913-1914 The Newarker, v.4 – 1914-1915 (2 copies) The Newarker, v.5 – 1915-1916 (2 copies) The Library and the Museum Therein – 1917-1918 includes The Museum – May 1917 The Library and the Museum Therein, v.1 – 1918-1925 (3 copies) The Library, v.2 – 1925-1928 (2 copies) The Library, v.3 – 1928-1931 (2 copies) The Library, v.4 – 1931-1932

	Library Letter v.2 – 1928-1930 v.3 – 1930-1931 v.5 – 1932-1941 v.6 – 1941-1942 v.4-5 – 1931-1932 v.5-6 – 1941-1942 NPL News v.1-4 – 1945-1948 Personnel Reporter c.1-4 – 1945-1950 v.1-7 – 1945-1951 v.8 – 1952 v.9 – 1953 v.10 – 1954 v.11 – 1955 v.12 – 1956 v.13-15 – 1957-1959 v.16-19 – 1960-1963
21-35	**Series IV: Publications – Miscellaneous:** Box 21: Art and Music Department – Programs Blotters Bookmarkers Book Summaries Broadsides – early years Broadsides – later years Brochures (Spanish Language) Brochures – ca.2000s Buttons Box 22: Cards – “Season’s Best Wishes” Dana Lecture Guides to the Collections (3 folders) Job Center Junior Room – Miscellaneous Junior Room – Programs Library Players – 1938 New Jersey Room Photo Laboratory Popular Reading Room Postage Stamps Printed Forms Printing Reading Centers Sala-Hispanomericana Social Science and Labor Division Young Adult Room Box 23:

	Circulars – Community Library Services Circulars -- Calendars Circulars – Films Circulars -- Miscellaneous Box 24: Book Lists #1-#6 Box 25: Book Lists Bran' New – 1946-1949, 1950-1959, 1960-1965, 1966-1971 Business Literature – 1928-1930, 1962-1968, 1968-1974, 1974-1985 Box 26: Book Lists Come In (Adult Department) – 1940s-1960s Criminology, Corrections & Police Science –1970s Education in Print – 1950s-1970s Film Lists – 1962-1966, 1967-1969, 1970-1972, 1973-1974, 1976-1977, 1983-1987 Film Lists – Canadian Travel Films – 1966-1969 Box 27: Book Lists Far East – 1921-1923 Labor in Print – 1950s-1970s New Books from the Young Adult Room – 1972-1976 New in the Young Adult Room – 1977-1979 This Month at NPL – 1967-1977 Technology in Print – 1954-1966, 1966-1977 Box 28: Books Lists (continued) BL-no date (2 folders) BL1920B – BL1935W Box 29: Books Lists (continued) BL1936C – BL1940L Box 30: Books Lists (continued) BL1940M – BL1941W Box 31: Books Lists (continued) BL1942 – BL1944P Box 32: Bookplates: Bookplates – general information Bookplates – in individual envelops arranged alphabetically by first words Box 33: Leaflets – 1902-1983 Box 34: Posters I Box 35: Posters II