

Librarians III: Reports



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
URL: <http://www.npl.org/Pages/Collections/njic.html>

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Location: Charles F. Cummings New Jersey Information Center – Main Basement
Size: 18 boxes; 7 ½ linear feet + 16 volumes
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Formats: Textual materials
Subjects: Newark Public Library – Administration; Libraries -- Administration
Time Period: 19th, 20th, and 21st Centuries
Language: English
Access policy: Open for research

Restrictions on Access

Access Restrictions

There are no access restrictions on this collection.

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Use Restrictions

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Preferred Citation

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Scope and Content

Collection Description:

As a publicly supported and funded institution, the Newark Public Library has consistently provided information to the general public regarding its activities. Traditionally, these reports, issued by the Board of Trustees, have taken the form of an annual published statement. However, such published reports are based upon the director's reports, the assistant director's reports, the deputy director's reports, and the departmental reports.

Collection Contents:

This collection of records consists of the published annual reports, as well as the director's reports, the assistant director's reports, the deputy director's reports, and the departmental reports (both monthly and annual reports). Included with these reports are correspondence, occasionally, and other supporting documentation.

Many of the departmental reports are contained elsewhere in the series, Librarians VI: Departmental Records.

In addition, the treasurer's reports are included with the Financial Records (see Librarians IV: Financial Records).

Container List:

Box

	Annual Reports: Bound volumes (16): 1889-1892, 1889-1901 (3 copies), 1901-1919 (3 copies), 1920-1931 (2 copies), 1920-1934 (2 copies), 1935-1941 (4 copies), Index – 1901-1931
1	Published Annual Reports (letter-size): 1889 & 1890, 1892, 1893, 1901, 1902, 1903, 1904, 1907, 1908, 1909, 1910 1912, 1914, 1915, 1917, 1930, 1938 Indexes – 1901-1907, 1908-1913, 1914-1919, 1920-1931
2	Official copies with correspondence (letter-size): 1948, 1949, 1950, 1951 (no report written), 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965,
3	Annual Reports (letter-size): Official copies with correspondence: 1966, 1967, 1968, 1969 Published copies: 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1989, 1990, 1991
4	Published copies: 2003-04, 2006, 2007, 2008, 2010, 2011
5-10	Director's Reports: [*Note*: Librarian's Reports for 1889-1900 are in the Hill Papers.] Box 5: 1942-43, 1943, 1944, 1945, 1946 Box 6: 1947, 1948, 1949, 1950 Box 7: 1951, 1952, 1953, 1954 Box 8: (half-box): 1955, 1956 Box 9: 1957, 1958, 1959, 1960 Box 10: 1961, 1962, 1963 Box 11: 1964, 1965, 1966 Box 12: 1967, 1968, 1969
	Director's Reports (bound volumes) (5): 1982, 1983, 1984, 1985, 1986 Director's Reports (incomplete): Envelop: 1980s, 1990s, 2000s
13-14	Assistant Director's Reports: Box 13: 1944-1952 Box 14: 1953-1958 (includes Chief Librarian's Report (Acquisition and Processing) – 1953-54)
15	Deputy Director's Reports: [*Note*: The title "Deputy Director" replaced "Assistant Director" in 1959.] Box 15: 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970

16	Assistant Director's Reports – 1946-1957 (duplicates?) Deputy Director's Reports – 1959-1968 (duplicates?) Deputy Director's Reports – 1971 and 1972 Annual Reports (Mrs. Frazer's files – and others): 1970, 1971, 1972, 1973, 1974, 1975, 1977, 1978, 1979
17	Annual Reports (departmental reports): 1980, 1981, 1982 (originals and carbons)
18 (half-box):	Annual Reports (departmental reports) 1983 (originals and carbons)