

Frank P. Hill Papers (Librarians) (ca. 1880s-1900s)



Charles F. Cummings New Jersey Information Center
The Newark Public Library
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Title: Frank P. Hill Papers (Librarians)

Dates: ca. 1880s-1900s

Location: Charles F. Cummings New Jersey Information Center – NHA 3rd floor

Extent: 15 boxes, 5 linear feet + 4 large ledgers

Processed: William A. Peniston, Ph.D., 2014

Formats: Textual materials

Subjects: Hill, Frank P. (Frank Pierce), 1855-1941; Newark Public Library – Administration; Newark Public Library – Biography; Newark Public Library – Buildings; Librarians – New Jersey – Newark – Biography; Libraries – Administration; Libraries – Architecture

Language: English

Restrictions on Access

Access Restrictions

Open to the public.

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Use Restrictions

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Preferred Citation

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Biographical Note:

Frank Pierce Hill (1855-1941), the first Librarian of the Newark Public Library, was a native of Concord, New Hampshire and a graduate of Dartmouth College (1876). Hill began his library career in Massachusetts at Lowell (1881-1888) and Salem (1888-1889).

When Hill was appointed librarian of the newly created Newark Public Library in 1889, which took over the

private subscription Newark Library Association, he was given a three-year contract with an annual salary of \$2,500. Among his many accomplishment were the introduction of browsable stacks, a specifically-designed area for children, books in foreign languages, books distributed by wagon to schools and firehouses; and delivery stations in department stores and elsewhere. In addition, under his direction, the new main library building at 5 Washington Street was designed and constructed; it opened in 1901 just after his departure, when he left Newark to become the Librarian of the Brooklyn Public Library, where he remained until his retirement in 1930.

Upon his departure, Beatrice Winser, who had been Assistant Librarian since 1894, was made Acting Librarian until John Cotton Dana began his tenure in January of 1902.

Scope and Content:

The collection consists of 14 boxes of reports, correspondence, and contracts, all located off site.

The first box contains biographical information, including some general correspondence. Other series of correspondence follow.

The first series of correspondence (1888-1902) (Boxes 1-6) is primarily to Frank P. Hill as Librarian of the Library, with a small amount of correspondence to Beatrice Winser. The correspondence is arranged alphabetically; subjects include book purchases, patron suggestions and complaints, staff concerns, etc...

The second series of correspondence are found in four oversize ledgers.

The third series of correspondence (1897-1902) (Boxes 7-11), which also includes contracts, are related to the building of the new library. Much of the correspondence is between Hill and/or the Library's Board of Trustees and the architects, Rankin and Kellogg of Philadelphia. The contracts are between the Library and various contractors regarding various aspects of the building.

A collection of handwritten reports for the years 1889-1900 is located in Box 12. Photocopies of these reports are located in the Charles F. Cummings New Jersey Information Center (027.474932 N42Lir). Additional historical documents are also included in this box. Finally, the last two boxes (Box 13 and 14) contain information on employment and finance, including vouches.

Container List:

Box	Subject Folder
1	Biographical Information. Biography – The Brooklyn Public Library: A History – 1970 Biography – Dictionary of American Library Biography – ca.1970s Correspondence – Hill/Seymour – re: building – 1902 Correspondence – Hill/Winser – no date Letters – 1901
1-6	Letters– general – 1888-1902. Box 1: A – By Box 2: Caa – Ez Box 3: Faa – Lez Box 4: Lh – Q Box 5: Raa – Sy Box 6: Taa – Z
	Ledgers – Letters (loose, unboxed) #1 – ca.1889-1897 #2 – ca.1897-1899 #3 – ca.1899-1900 #4 – ca.1900-1901
7	New Building Architectural Information: Architectural drawings.

	<p>Architectural orders, 1898-1901. Contracts, 1899-1901. Dimensions of buildings. Letter from Dana to Hill, 1897. Letters relating to main contracts: Re: Bookcases. Re: Carpentry. Re: Clerk of Work. Re: Elevators. Re: Electrical. Re: Engines and Dynamos. Re: Furniture – Chairs. Re: Furniture – Tables.</p>
8	<p>New Building Letters relating to main contracts: Re: Heating. Re: Masonry. Re: Plumbing. Letters regarding minor contracts: Air Moving Machinery. Awnings. Book trucks. Checks – bicycles and umbrellas. Cinders. Clerk of Work. Clocks. Coal scales. Decorations. Electric and gas fixtures. Electric lamps. Engineer's supplies. Excavating. Fire extinguishers. Flagpole. Furniture, fixed. Hardware. Iron gates / iron fence. Janitor's supplies. Lawn. Metal ceilings. Moving. Painting. Paving and curbing. Pipe covering. Program for Opening. Rubber mats. Shades. Shutters. Signs. Telephones. Time clock.</p>
9	<p>New Building Letters relating to minor contracts: Vault doors. Vault shelving. Window cleaning. Window cleaning – harness. Wire railing. Rankin & Kellogg, Architects – General Correspondence. 1897. 1998.</p>

	1899. 1900.
10	New Building Rankin & Kellogg, Architects – General Correspondence. 1901. 1902. Rankin & Kellogg, Architects – Miscellaneous Letters, 1898-1901. Re: American Bonding and Trusting Company. Re: Philadelphia Steam Heating Company. Re: Charges.
11 (legal size)	New Building Contracts: General Information Bids American Bond and Trust Co., 1898 Specifications – Fixed Furniture Specific Contracts: Art Metal Construction Co. re: Metal Bookcases – 1900 Blake Williams re: Electrical – 1898 Burdell-Rowntree re: Elevators – 1900 Patrick Cullen re: Plumbing and Gas – 1898 John Day re: Demolition and Excavation – 1898 Henry Dickson re: Masonry – 1898 Hedden & Sons re: Carpentry – 1898, 1899, 1900 Edward W. Hirsh re: Telephones – 1899 Mitchell-Vance Co. re: Lights – 1900 Philadelphia Steam Heating Co. re: Heating – 1899 Strom Manufacturing Co. re: Elevator – 1900 Underhill & Turnell re: Paving – 1900 Watts Campbell Co. re: Engines and Electric Generator – 1900 A.B. & W.T. Westervelt re: Stacks – 1898
12 (half box):	Published Documents: Main Library – New Building Conditions of Competition – 1897 Plans – 1897 Specifications – 1898 Specifications – Electrical Work – 1898 Specifications – Elevators – 1898 Specifications – Heating and Ventilation – 1898 Specifications – Engines – 1900
13	Librarian's Reports, 1889-1900: Complete original copies Reading Room Reports, 1890-1900 Reference Department Reports, 1889-1897 Historic Documents: Library Card – 1890 Laying of the Corner Stone – 1899 Opening Exercises – 1901
14	Circulation – 1890s Forms – 1890s Forms – Invitations – 1890s Forms – Scrapbook – 1890s Employment – Letters and applications – 1890s & 1900s Employment – Letters and applications – 1890s Finances – 1890s
15	Vouches – 1890s