

Librarians VII: Departmental Records



Charles F. Cummings New Jersey Information Center
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Restrictions on Access

Access Restrictions

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Scope and Content

Collection Description:

Any large organization, such as the Newark Public Library, consists of smaller, more specialized departments. This collection of records documents the activities of the most of the major departments, especially those located at the main library. These department include Art and Music, Bindery, Cataloging, Central Library Services, Children's Room and Schools Services, Circulation, Community Services, Education, General Reference, Lending, New Jersey Room, Acquisitions and Orders, Public Relations, Registration, and Technical Services. The

documentation for the Branches, especially the Business Branch, has its own separate series within this record group.

Collection Contents:

Many of these records are reports, either annual or monthly ones, but acquisitions lists are also included, along with materials on "Art in Industry" (a special project dated from the 1930s), information on certification, statistics, press releases, and other such information.

Container List:

Box

<p>Acq 1-9</p>	<p>Departmental Files: Acq1 – Tech1</p> <p>Box Acq 1: Acquisitions Lists – 1964-1966 Box Acq 2: Acquisitions Lists – 1967-1969 Box Acq 3: Acquisitions Lists – 1970-1971 Box Acq 4: Acquisitions Lists – 1972-1974 Box Acq 5: Acquisitions Lists – 1974-1977 Box Acq 6: Acquisitions Lists – 1977-1980 Box Acq 7: Acquisitions Lists – 1981-1983 Box Acq 8: Acquisitions Lists – 1984 Acquisitions Lists – Black Studies – 1970-1985 Acquisitions Lists – Criminology – 1972-1973 Acquisitions Lists – Housing, etc... – 1971-1974 Acquisitions Lists – Inter-Group Relations – 1972 Box Acq 9: Acquisitions Department Reports – 1982-1986</p>
<p>Art 1-4</p>	<p>Box Art 1: Art and Music Department Annual Reports – 1930s-1980s (3 folders)</p> <p>Box Art 2: Art and Music Department Monthly Reports – 1971-1975 (5 folders)</p> <p>Box Art 3: Art and Music Department Monthly Reports – 1982-1987 (6 folders)</p> <p>Box Art 4: Art in Industry *Herbert S. Kirk was hired as a consultant to survey industries, especially pottery industries in Newark, to see how the library and museum could promote an improved awareness of their products and their artistic worth. The following files relate to this endeavor: Correspondence – 1929-1930 Correspondence – 1930 (2 folders) Advertising Club Kresge's & Flood & Conklin Metropolitan Life Insurance Schick Jewelers Whitehead and Hoag Mr. Kirk's Reports* Mr. Kirk's Notes*</p>
<p>Bind 1</p>	<p>Bindery Department</p> <p>Bindery reports – 1889-1912 – bound in one volume Bindery Department – Reports – 1967-1972</p>

	<p>Bookbinder – Monthly Reports – 1973-1979, 1980-1981, 1982-1983 (3 folders)</p>
<p>Br 1-4</p>	<p>Box Br1: Branches</p> <p>Branches – 1923 Booklet – 1930 Branch Book Branch – 1945-46 Broad Street – 1930-33 Brochures – ca.1920s-1970s (dedications, anniversaries, invitations, special programs) Central Branch – 1925-32 Clark Street – 1905-17 Manual of Procedures – 1952 (2 copies) Roseville (old) – 1917-20 Roseville – Residents' Petition for Re-establishment – 1921 Vailsburg Branch (booklet) – 1930</p> <p>Box Br2: Branches Branches and Extension Services – Reports – 1971-1977 (7 folders)</p> <p>Box Br3: Branches Branches and Extension Services – Reports – 1978-1988 (11 folders)</p> <p>Box Br4: Branches (large box, 15x12x10) Notices and Rules (oversize scrapbooks) v.1 – 1908-1912 v.2 – 1913-1916 v.3 – 1917-1919 v.4 – 1919-1920 v.5 – 1920-1922 v.6 – 1922-1924 v.7 – 1924-1929</p> <p>Rules (continuation from above) (oversize scrapbooks) 1929-1932 1933-1936 1940-1945</p>
<p>Bus 1-4</p>	<p>Box Bus1: Business Branch</p> <p>[General Information] – 1918-1927 [General Information] – 1923 Brochures, etc... (legal size folder) Business Literature – re: Retirement – 1955 Handwritten requests Information cards Information Study – 1938 Sample Questions – 1956-60 Survey – 1940 #1. Report #2. Comparisons #3. Correspondence – 1927-1940 Talk on WNJR – 10/9/1948 50 Year Celebration – 1954 [General Information] Comments Financial Statements Press Release Response to Pamphlet</p>

	<p>Box Bus2: Business Branch (half-box, legal size) Scrapbook – 1920-1921</p> <p>Box Bus3: Business Branch Reports – 1971-1975 (5 folders) Reports – 1982-1985 (4 folders)</p> <p>Box Bus4: Business Branch (half box, letter-size) Reports – 1985-1987 (3 folders)</p>
<p>Cat 1-12</p>	<p>Box Cat1: Cataloging Department (see also Technical Services Department) Annual Reports – 1929-1930, 1939-1949, 1950-1959 Monthly Reports – 1943-1950 (8 folders)</p> <p>Box Cat2: Cataloging Department Monthly Reports – 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958,</p> <p>Box Cat3: Cataloging Department Monthly Reports – 1959, 1960, 1961, 1962, 1963</p> <p>Box Cat4: Cataloging Department Monthly Reports – 1964, 1965, 1966, 1967, 1968</p> <p>Box Cat5: Cataloging Department Monthly Reports – 1969, 1970</p> <p>Box Cat6: Cataloging Department Monthly Reports – 1971-1975 (5 folders)</p> <p>Box Cat7: Cataloging Department Monthly Reports – 1976-1979 (4 folders)</p> <p>Box Cat8: Cataloging Department Monthly Reports – 1982, 1983, 1984, 1988 Statistics – 1930s-1970s COM Catalog – 1986</p> <p>Box Cat9: Cataloging Department Statistics *June-May, July-August, September-October, November-December 1960 *January-February, March-April, May-June, July-August 1961 September-October, November-December 1961</p> <p>Box Cat10: Cataloging Department Statistics *January-February, March-April-May, June-July-August 1962 September-October-November-December 1962 *January-February, March-April-May, June-July-August 1963 September 1963</p> <p>Box Cat11: Cataloging Department Records – 1889-1909 Annual Reports – Statistics 1901-1916</p>

	<p>1917-1924 Duplicates 1916-1918 1919-1922, 1923-1928, 1928-1932, 1933-1937 (4 booklets) 1937 Record of L.C. Cards – 1912-1918 New Books 1902-1919 1919-1931, 1932-1939</p> <p>Box Cat12: Cataloging Department Rules – 1906-1929 Rules – Index – ca.1930s W.O. (Lost and Missing) – 1914-1927, 1928-1940 New Books and W.O. – 1940 (2 booklets) Procedures – v.1 A-O – ca.1950s v.2 P-Z – ca.1950s</p>
Cen 1	<p>Box Cen1: Central Library Services Reports – 1987, 1-4/1988, 5-10/1988 (3 folders)</p>
Cert 1	<p>Box Cert1: Certification Committee – 1947-1957 (5 folders)</p>
Ch 1-3	<p>Box Ch1: Children's and Schools Department Reports – 1971, 1972, 1973</p> <p>Box Ch2: Children's and Schools Department Reports – 1974, 1975, 1976</p> <p>Box Ch3: Children's and Schools Department Reports – 1982, 1983, 1984</p>
Circ 1-2	<p>Box Circ1: Circulation Services Monthly Reports – 1978-1983</p> <p>Box Circ2: Circulation services Monthly Reports – 1985-1989 (11 folders) Statistics – 1985</p>
Comm 1-2	<p>Box Comm1: Community Library Services Monthly Reports – 1984-1986</p> <p>Box Comm2: Community Library Services Monthly Reports – 1986-1987</p>
Ed 1-5	<p>Box Ed1: Education Department: Annual Reports – 1907-1914, 1915-1922, 1923-1929, 1930-1933, 1936-1939</p> <p>Box Ed2: Education Department: Annual Reports – 1940-1942, 1945, 1947-1955, 1956-1959, 1961, 1964-1967 Monthly Reports, 1944-1958, 1960-1965, 1965-1966, 1970 Budget requests – 1952-1964</p> <p>Box Ed3: Education Department: Book Budget – 1952-1960 Book Budget – 1961-1967 (7 folders) Book Count – 1959-1961, 1964</p> <p>Box Ed4: Education Department: Programs – 1900s-1960s (4 folders)</p>

	<p>Box Ed5: Education Department: Administrative Procedures – 1928-1960 Administrative Procedures – Maps & Pamphlets – Correspondence – 1909-1965 Statistics – 1938-1967 Historical materials – 1919-1961</p>
En 1	<p>Box En1: Engine Room Correspondence – 1939-1946 Petitions – 1937-1943 Preference Rating – 1942 Reports – 1972-1974, 1975-1980, 1982-1983</p>
Gen 1-2	<p>Box Gen1: General Reference and Collections Reports – 1984-1985</p> <p>Box Gen2: General Reference and Collections Reports – 1986-1987</p>
Lend 1-4	<p>Box Lend1: Lending and Reference Department: Book Reviews – 1961-1966 Brochures Monthly Reports – 1971-1975 (5 folders)</p> <p>Box Lend2: Lending and Reference Department Monthly Reports – 1976</p> <p>Box Lend3: Lending and Reference Department Reports – 1982-1983 (4 folders)</p> <p>Box Lend4: Lending and Reference Department Scrapbook – Publicity for Adult Programs – 1950s Scrapbook – Mid-day Book Reviews – 1950s Scrapbook – Audio-Visual Programs – 1950s Scrapbook – Programs – 1950s Scrapbook – Book lists – 1950s-1960s</p>
NJ 1-2	<p>Box NJ 1: New Jersey Room [general information] – 1939-1970 Annual Reports – 1950-1959 Notes by M. V. Studley – 1966 Reports of Reference Work – 1967-1980</p> <p>Box NJ 2: New Jersey Room Statistics – 1960-1962, 1963-1965, 1966-1968, 1969-1971, 1972-1975, 1976-1979, 1980-1982</p>
Ord 1-2	<p>Box Ord1: Order Department Reports – 1967, 1971-1978</p> <p>Box Ord2: Order Department (half-box) Reports – 1979-1981</p>
Pr 1-4	<p>Box Pr1: Press Releases Press Releases – 1959, 1969-1978 (with gaps), 1982-1984, 1985-1987 Press Releases – 1992, 1993 (2 folders), 1994</p> <p>Box Pr2: Press Releases Press Releases – 1994, 1995 (2 folders), 1996 (2 folders), 1997</p>

	<p>Box Pr3: Press Releases Press Releases – 1997-2004 (8 folders)</p> <p>Box Pr4: Press Releases Press Releases – 2005-2009 (5 folders) Press Releases – 2012</p>
Pub 1	<p>Box Pub1: Public Relations and Public Information Public Relations – Reports – 1969-1970, 1973, 1974 (3 folders) Public Information – Reports – 1974, 1982-1986 (6 folders)</p>
Reg 1-6	<p>Box Reg1: Registration and Receiving [general information] – 1965-1979 [general information] – 1980-1981 Reports – 1971-1972</p> <p>Box Reg2: Registration and Receiving Reports – 1973-1974</p> <p>Box Reg3: Registration and Receiving Reports – 1975-1976</p> <p>Box Reg4: Registration and Receiving Reports – 1977-1978</p> <p>Box Reg5: Registration and Receiving Reports – 1979-1980</p> <p>Box Reg6: Registration and Receiving Reports – 1981 Statistics – 1965-1979, 1980-1981 (2 folders)</p>
Tech 1	<p>Box Tech1: Technical Services Reports – 1984-1987 (4 folders)</p>