



ArchivesSpace

DC Public Library Records

An inventory of District of Columbia Public Library at DC Public Library

This finding aid was produced using ArchivesSpace on June 24, 2021.

English

Describing Archives: A Content Standard

People's Archive, MLK Library

901 G Street NW

Washington, DC

peoples.archive@dc.gov

Table of Contents

Summary Information	3
Biographical / Historical	3
Scope and Contents	4
Arrangement	5
Administrative Information	7
Controlled Access Headings	7
Collection Inventory	8
Series 1: Audio Visual and Electronic Records, 1903-2000	8
Subseries 1: Photographs, 1903-2000	8
Subseries 2: Audio, Videotapes and CDs, 1978-2004	9
Series 2: Free Public Library Records, 1898-1899	9
Series 3: Central Library Operations	10
Subseries 1: Carnegie Library, Mt. Vernon Square, 1907- 1970	10
Subseries 2: Martin Luther King Memorial Library, 1950-1975	11
Series 4: Directors Files, 1905-1975	11
Series 5: Branch Building, 1965-1978	12
Series 7: Departmental, Division and Branch Reports, 1943-1979	13
Series 8: Board of Trustees Records, 1896-1978	13
Series 9: Project Files, ca. 1960s	14
Series 10: Scrapbooks, 1896-1956	15
Series 12: Procedural Orders, 1967-1972	17
Series 13: Administrative Orders, 1948-1970	17
Series 14: Questionnaires, 1947-1972	17
Series 15: Washingtoniana Division Records, 1920-2005	18
Series 17: Publications, 1997-current	19
Series 18: Maps and Architectural Drawings, 1903-2003	19

Summary Information

Repository:	People's Archive, MLK Library
Creator:	District of Columbia. Public Library
Title:	District of Columbia Public Library Records
ID:	040
Date [inclusive]:	1896-2005
Date [bulk]:	1896-1970
Physical Description:	142 Boxes
Physical Description:	145 Linear feet
Language of the Material:	English
Language of the Material:	English

[^ Return to Table of Contents](#)

Biographical / Historical

In 1894 General Adolphus W. Greeley solicited funds for the creation of a public library in Washington, D.C. In 1897 the subscriber supported Washington Free Public Library was opened as Congress had been unwilling to fund a public library for the District of Columbia (District) since it felt the Library of Congress was sufficient to meet residents' needs. In 1898 at the urging of Theodore W. Noyes, editor of The Evening Star, and other prominent District citizens, Congress finally appropriated \$6,720 to fund a public library and the District Commissioners appointed a nine member library Board of Trustees. The Washington Free Public Library merged with the newly created Public Library and the first publicly funded library in the District opened with 15,000 books at 1326 New York Avenue NW.

Andrew Carnegie pledged \$250,000 to erect a new library building for the District if Congress would provide funding to maintain the library. On March 3, 1899, Congress passed an act to accept Carnegie's offer and set aside federally owned land at Mt. Vernon Square as the site for the new central library building. Carnegie increased his total donation to \$350,000 on September 28, 1899. The cornerstone for the building was laid on April 23, 1901 and on January 7, 1903 the Carnegie Library opened with elaborate festivities which included President Theodore Roosevelt and Carnegie in attendance.

The first official branch library of DCPL was built in 1911 in the Takoma Park neighborhood with funds provided by Carnegie. However, from the earliest days of DCPL many neighborhoods had temporary or subbranch libraries operating in storefronts or schools before receiving a stand alone branch. Two more Carnegie funded library branches were erected; Southeast Neighborhood Library in 1922 and Mt. Pleasant Neighborhood Library in 1925. Northeast Neighborhood Library, Georgetown Neighborhood Library, Petworth Neighborhood Library, and Southwest Neighborhood Library were all added between 1932 and 1942.

During the post-war period of the 1950s and 1960s DCPL increased services as part of the Model Cities Programs and a bookmobile was in operation to serve underserved neighborhoods. Between 1953 and 1968 branches added included the Cleveland Park Neighborhood Library, Anacostia Neighborhood Library, Woodridge Neighborhood Library, Washington Highlands Branch (later closed), Tenley-Friendship Library, Francis A. Gregory Neighborhood Library, Dorothy I. Height/Benning Library, Palisades Neighborhood Library, Capitol View Neighborhood Library, West End Neighborhood Library, and Chevy Chase Neighborhood Library.

In 1972 the Central Library at Mt. Vernon Square was replaced by the Martin Luther King Jr. Memorial Library (MLK) at 9th and G streets, NW. The new central library was designed by Ludwig Mies van der Rohe and was eight times the size of the original Carnegie Library.

Between 1975 and 2012 branches added included Wathat T. Daniel/Shaw Neighborhood Library, Parklands-Turner Neighborhood Library, Lamond-Riggs Neighborhood Library, Juanita E. Thornton/Shepherd Park Neighborhood Library, Northwest One Neighborhood Library, Deanwood Neighborhood Library, Rosedale Neighborhood Library, and William O. Lockridge/Bellevue Library.

[^ Return to Table of Contents](#)

Scope and Contents

The archive contains the official records of the Washington Free Public Library and the District of Columbia Public Library (DCPL). The records include photographs, slides, correspondence, scrapbooks, posters, newsletters, blueprints, maps, architectural drawings, meeting minutes, internal memoranda, audiotapes, reports, payroll ledgers, financial information, and other official files. The records document the operations and projects of the library's directors, board of trustees, divisions, departments, central library, and branch libraries. The D.C. Community Archives is the official repository of the records of offices, divisions, departments and trustees of DCPL. The Library follows a records management program and records schedules for transfer of permanently valuable historic records to the archive.

[^ Return to Table of Contents](#)

Arrangement

Series 1: Audio Visual and Electronic Records, 1903-2000.

Subseries 1: Photographs, 1903-2000. This series contains exterior and interior images of the Carnegie Library at 8th and K Streets NW, the MLK Library, branch libraries, library programs, staff parties and socials, and library staff.

Subseries 2: Audio, Videotapes and CDs, 1978-2004 The series contains audio and videotapes of the DC Historical Studies Conference from 1978-1988 and 1999. Also contains CDs of a PowerPoint presentation with images and narrative of the history of the DC Public Library, DCPL historical statistics, volume 1 (1894-1994) and volume 2 (1996-2004) of indices to policies and actions decided in the Board of Trustees meetings as found in the minutes, and trustee rosters from 1896-2004, all compiled by Roxanna Deane in 2004.

Series 2: Free Public Library Records, 1898-1899. This series contains accession books, a register of borrowers, book fund record, bills, vouchers, and other records of the operations of the first subscriber-supported library in the District.

Series 3: Central Library Operations

Subseries 1: Carnegie Library, Mt. Vernon Square, 1907- 1970. This subseries contains correspondence, statistics, a list of items removed from the cornerstone of the Library, reports, day books (diaries of activities), book lists, exhibit record, accession books, a payroll ledger, and budget records.

Subseries 2: Martin Luther King Memorial Library, 1950-1975. This subseries contains records documenting the preparation of reports of the consultant Booz, Allen & Hamilton on a future central library. It also contains building contracts, specifications, and details on preparation for the move to MLK. See also Maps and Architectural Drawings series for additional materials on the planning of MLK Library.

Series 4: Directors Files, 1905-1975. Series includes records of the Head Librarian/Directors of DCPL, including George Bowerman, Clara Herbert, and Harry Peterson. The topical and program files, professional achievements, and some administrative files of the directors are part of the series. Also contains records documenting the search for a new director from 1970 through 1974. See also Scrapbooks Series for scrapbooks of Bowerman and Herbert.

Series 5: Branch Building, 1965-1978. This series contains correspondence, internal memoranda, reports, statistics on the branch building program, primarily in the 1960s, as well as information on the Book Mobile. Series also contains the 2004 Master Plan for Branch Libraries. See also the Maps and Architectural Drawings series, which contains blueprints, drawings, and diagrams of many branch buildings.

Series 6: Annual Reports, 1896-current. This series contains bound volumes of annual reports from 1896-1981. [Annual reports from 1982-current are being bound].

Series 7: Departmental, Division and Branch Reports, 1943-1979. Series consists of reports from Departments and Divisions to the Director. Series also includes bound volumes from 1920 to 1955 of Complete Reports and Statistics with reports and statistics of branches, divisions, and departments of DCPL.

Series 8: Board of Trustees Records, 1896-1978. This series contains Board of Trustees Meeting Minutes in bound volumes from 1896-1978. [1979-current are being prepared for binding] It also includes Trustee agendas and relevant attachments (reports, correspondence, etc.) for Trustee meetings, correspondence with and from trustees, and documentation on Goals and Hearings of Trustees. Indices to the minutes from 1896-2004 are available for use in printed and CD format.

Series 9: Project Files, ca. 1960s. This series contains reports, correspondence, studies, and contract records which document major projects undertaken by DCPL and mandated by city government or federal law. Projects include Model Cities, RIF, EEO, Anti-Poverty program, Labor distribution system, Management Improvement and various community programs.

Series 10: Scrapbooks, 1896-1956. Series contains 49 scrapbooks containing photographs, memorabilia, program flyers, booklets, clippings, letters, and other documents about events and activities of the library, generally annually. Also contains Clara Herbert and George Bowerman scrapbooks.

Series 11: Employee Awards Programs, 1955-1973. Contains records documenting the Employee Recognition program from 1955-59 and the Incentive Award program from 1963-1973. Also contains an Incentive Awards Manual.

Series 12: Procedural Orders, 1967-1972. Contains orders recommended by DCPL staff and passed by the Board arranged in sequential number of procedures followed by the D.C. Public Library system.

Series 13: Administrative Orders, 1948-1970. Contains orders recommended by DCPL staff and passed by the Board arranged in sequential number of administrative functions of the D.C. Public Library system.

Series 14: Questionnaires, 1947-1972. Contains 10 three-ring notebooks of questionnaires and responses by patrons about the services of the library.

Series 15: Washingtoniana Division Records, 1920-2005. This series contains official files and records of the activities, programs, policies, and staff of the Washingtoniana Division of DCPL, established as an official division in 1926. The records include daybooks, records of gifts, clippings about the division, a scrapbook, program publicity flyers, book lists, and operational records. Series also contains brochures, flyers, posters and some records from planning of the annual D.C. Historical Studies conference jointly sponsored by the Washingtoniana, the Historical Society of Washington D.C., and the George Washington University from 1972 to current. Videotapes and audiotapes of the conference are in the AV Series.

Series 16: Statistics, 1946-1995. This series contains reports and raw data on statistics for circulation, patron visits, and use of branches and the central library. Most of the data is from 1946 through the late 1970s. See also Reports series for additional statistics. Historical statistics compiled by Roxanna Deane are available in the Audiovisual and electronic records series.

Series 17: Publications, 1997-current. This series contains publications primarily prepared by the Marketing Department, formerly Library Services and Program Office, of DCPL, including program posters and flyers, staff manuals, staff bulletins, flyers, and the monthly calendar.

Series 18: Maps and Architectural Drawings, 1903-2003. This series contains blueprints, architectural drawings and renderings of the Carnegie Library, the MLK Library and most branches. It also contains rendering for a proposed renovation of MLK in 2003.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

People's Archive, MLK Library

901 G Street NW
Washington, DC
peoples.archive@dc.gov

Revision Description

Finding aid revised by Lauren Algee. Finding aid updated to be more evergreen. 2017-03 2019-10-25

Custodial History

Material were transferred to the Washingtoniana Collection as part of a regular library retention policy.

Processing Information

Basic archival processing procedures were applied to the collection when it was processed.

[^ Return to Table of Contents](#)

Controlled Access Headings

- Architecture
- Libraries
- District of Columbia. Public Library

- Librarians
- Library buildings
- Trusts and trustees

Collection Inventory

Series 1: Audio Visual and Electronic Records, 1903-2000

Subseries 1: Photographs, 1903-2000

Scope and Contents

This series contains exterior and interior images of the Carnegie Library at 8th and K Streets, NW, the MLK Library, many branch libraries, library programs, staff parties and socials, and library staff.

Title/Description	Instances	
Central Library/Carnegie, 1903-1925, 1940	Box 1	Folder 1
Central Library/Carnegie, 1950-1963	Box 2	Folder 1
Central Library/Carnegie, 1950-1963	Box 3	Folder 1
Central Library/Carnegie, 1950-1963	Box 4	Folder 1
Central Library/Carnegie, 1950-1963	Box 5	Folder 1
Martin Luther King Jr. Memorial Library, 1970-1980	Box 7	Folder 1
Martin Luther King Jr. Memorial Library, 1970-1980	Box 8	Folder 1
Branches, 1911-1962	Box 9	Folder 1
Woodridge, 1958-1988	Box 10	Folder 1
Exhibits and Program scrapbooks, 1950-1960s	Box 11	Folder 1
Traceries Report re history of DCPL buildings, Undated	Box 12	Folder 1
Snapshots and others photos, 1970-192000	Box 13	Folder 1
Booz Allen Photos of Carnegie, 1960s	Box 14	Folder 1
Boxes 15-29, Undated	Box 14	Folder 2
Green collection of photos, 1970-1980s	Box 14	Folder 3
Green collection of photos, 1970-1980s	Box 16	Folder 1
Green collection of photos, 1970-1980s	Box 17	Folder 1
Green collection of photos, 1970-1980s	Box 18	Folder 1
Green collection of photos, 1970-1980s	Box 19	Folder 1
Green collection of photos, 1970-1980s	Box 20	Folder 1

Green collection of photos, 1970-1980s	Box 21	Folder 1
Green collection of photos, 1970-1980s	Box 22	Folder 1
Green collection of photos, 1970-1980s	Box 23	Folder 1
Green collection of photos, 1970-1980s	Box 24	Folder 1
Green collection of photos, 1970-1980s	Box 25	Folder 1
Green collection of photos, 1970-1980s	Box 26	Folder 1
Green collection of photos, 1970-1980s	Box 27	Folder 1
Green collection of photos, 1970-1980s	Box 28	Folder 1
Green collection of photos, 1970-1980s	Box 29	Folder 1
Homework Helpers, 2000	Box 30	Folder 1
Historic photos, 1910-1940s	Box 31	Folder 1
Bowerman photo scrapbook, 1926-1945	Box 32	Folder 1
Reva Jones' party, 1980s	Box 33	Folder 1
Leadership Awards, 1988	Box 34	Folder 1

Subseries 2: Audio, Videotapes and CDs, 1978-2004

Scope and Contents

The series contains audio and videotapes of the DC Historical Studies Conference from 1978-1988 and 1999. Also contains CDs of a PowerPoint presentation with images and narrative of the history of the DC Public Library, DCPL historical statistics, volume 1 (1894-1994) and volume 2 (1996-2004) of indices to policies and actions decided in the Board of Trustees meetings as found in the minutes, and trustee rosters from 1896-2004, all compiled by Roxanna Deane in 2004.

Title/Description	Instances	
DC Historical Studies Conference audio recordings, 1978-1988	Box 121	Folder 1
DC Historical Studies Conference audio recordings, 1978-1988	Box 122	Folder 1
DC Historical Studies Conference video recordings, Undated	Box 124	Folder 1
CDs of PowerPoint Presentation of DCPL History/narrative/ original slides/index to Board meeting minutes prepared by Roxanna Deane, 1988-2004	Box 214	Folder 1

[^ Return to Table of Contents](#)

Series 2:Free Public Library Records, 1898-1899

Scope and Contents

This series contains accession books, a register of borrowers, book fund record, bills, vouchers, and other records of the operations of the first subscriber-supported library in the District.

Title/Description	Instances	
Free Public Library accession book, 1896-1899	Box 35	Folder 1
Register of Borrowers, 1898-1899	Box 36	Folder 1
Book fund, 1898	Box 37	Folder 1
Boxes 38-40, Undated	Box 37	Folder 2
Bills, vouchers, Undated	Box 37	Folder 3
Bills, vouchers, Undated	Box 39	Folder 1
Bills, vouchers, Undated	Box 40	Folder 1

[^ Return to Table of Contents](#)

Series 3: Central Library Operations

Subseries 1: Carnegie Library, Mt. Vernon Square, 1907- 1970

Scope and Contents

This subseries contains correspondence, statistics, a list of items removed from the cornerstone of the Library, reports, day books (dairies of activities), book lists, exhibit record, accession books, a payroll ledger, and budget records.

Title/Description	Instances	
Operational records and correspondence, 1895-1914	Box 41	Folder 1
Operational records and correspondence, 1895-1914	Box 42	Folder 1
Operational records and correspondence, 1895-1914	Box 43	Folder 1
Operational records and correspondence, 1895-1914	Box 44	Folder 1
Operational records and correspondence, 1895-1914	Box 45	Folder 1
Operational records and correspondence, 1895-1914	Box 46	Folder 1
List of items in cornerstone, Undated	Box 47	Folder 1
Statistics and day book, 1940	Box 48	Folder 1
Books lists and exhibit record, Undated	Box 49	Folder 1
Accession books, 1897-1904	Box 50	Folder 1
Accession books, 1897-1904	Box 51	Folder 1
Accession books, 1897-1904	Box 52	Folder 1

Accession books, 1897-1904	Box 53	Folder 1
Accession books, 1897-1904	Box 54	Folder 1
Accession books, 1897-1904	Box 55	Folder 1
Accession books, 1897-1904	Box 56	Folder 1
Accession books, 1897-1904	Box 57	Folder 1
Payroll ledgers, Undated	Box 58	Folder 1
Budget books, 1900-1908	Box 59	Folder 1

Subseries 2: Martin Luther King Memorial Library, 1950-1975

Scope and Contents

This subseries contains records documenting the preparation of reports of the consultant Booz, Allen & Hamilton on a future central library. It also contains building contracts, specifications, and details on preparation for the move to MLK. See also Maps and Architectural Drawings series for additional materials on the planning of MLK Library.

Title/Description	Instances	
MLK Library Planning, 1960-1973	Box 76	Folder 1
MLK Library Planning, 1960-1973	Box 77	Folder 1
MLK Library Planning, 1960-1973	Box 78	Folder 1
MLK Library vendor contracts, Undated	Box 79	Folder 1
MLK Library vendor contracts, Undated	Box 80	Folder 1
MLK Library vendor contracts, Undated	Box 81	Folder 1
MLK Library vendor contracts, Undated	Box 82	Folder 1
MLK Library vendor contracts, Undated	Box 83	Folder 1
MLK Library vendor contracts, Undated	Box 84	Folder 1
MLK move, Undated	Box 85	Folder 1
Booz, Allen and Hamilton reports, Undated	Box 86	Folder 1
Central Library Planning, Undated	Box 87	Folder 1

[^ Return to Table of Contents](#)

Series 4: Directors Files, 1905-1975

Scope and Contents

Series includes records of the Head Librarian/Directors of DCPL, including George Bowerman, Clara Herbert, and Harry Peterson. The topical and program files, professional achievements, and some administrative files of the

directors are part of the series. Also contains records documenting the search for a new director from 1970 through 1974. See also Scrapbooks Series for scrapbooks of Bowerman and Herbert.

Title/Description	Instances	
Sarah Bowerman Memorial Association, Undated	Box 60	Folder 1
Policy and Program files of J. Peterson, 1955-1975	Box 61	Folder 1
Policy and Program files of J. Peterson, 1955-1975	Box 62	Folder 1
Policy and Program files of J. Peterson, 1955-1975	Box 63	Folder 1
Policy and Program files of J. Peterson, 1955-1975	Box 64	Folder 1
Policy and Program files of J. Peterson, 1955-1975	Box 65	Folder 1
Director's topical files, Undated	Box 66	Folder 1
Director's topical files, Undated	Box 67	Folder 1
Director's topical files, Undated	Box 68	Folder 1
Director's topical files, Undated	Box 69	Folder 1
Director's topical files, Undated	Box 70	Folder 1
Director's topical files, Undated	Box 71	Folder 1
Director's files - MLK operations, Undated	Box 72	Folder 1
Director's files - MLK operations, Undated	Box 73	Folder 1
Director's files - MLK operations, Undated	Box 74	Folder 1
Director's files - MLK operations, Undated	Box 75	Folder 1

[^ Return to Table of Contents](#)

Series 5: Branch Building, 1965-1978

Scope and Contents

This series contains correspondence, internal memoranda, reports, statistics on the branch building program, primarily in the 1960s, as well as information on the Book Mobile. Series also contains the 2004 Master Plan for Branch Libraries. See also the Maps and Architectural Drawings series, which contains blueprints, drawings, and diagrams of many branch buildings.

Title/Description	Instances	
Branch building program, 1965-1978	Box 88	Folder 1
Branch building program, 1965-1978	Box 89	Folder 1
Branch building program, 1965-1978	Box 90	Folder 1
Branch building program, 1965-1978	Box 91	Folder 1
Branch building program, 1965-1978	Box 97	Folder 1

Southwest branch, Undated	Box 92	Folder 1
Palisades, 1970s	Box 93	Folder 1
Master Plan for branch libraries, 2003	Box 99	Folder 1

[^ Return to Table of Contents](#)

Series 7: Departmental, Division and Branch Reports, 1943-1979

Scope and Contents

Series consists of reports from Departments and Divisions to the Director. Series also includes bound volumes from 1920 to 1955 of Complete Reports and Statistics with reports and statistics of branches, divisions, and departments of DCPL.

Title/Description	Instances	
Branches reports and statistics, 1940s-1980	Box 94	Folder 1
Branches correspondence, 1965-1976	Box 95	Folder 1
Branches correspondence, 1965-1976	Box 96	Folder 1
Sociology Department reports, 1943-1968	Box 141	Folder 1
Departmental reports, Undated	Box 152	Folder 1
Departmental reports, Undated	Box 153	Folder 1
Departmental reports, Undated	Box 154	Folder 1
Departmental reports, Undated	Box 155	Folder 1
Departmental reports, Undated	Box 156	Folder 1
Complete Reports and Statistics, 1920-1955	Box Shelved	Folder 1
Children's Services monthly reports (3 vols.), 1975-1979	Box Shelved	Folder 2

[^ Return to Table of Contents](#)

Series 8: Board of Trustees Records, 1896-1978

Scope and Contents

This series contains Board of Trustees Meeting Minutes in bound volumes from 1896-1978. [1979-current are being prepared for binding] It also includes Trustee agendas and relevant attachments (reports, correspondence, etc.) for Trustee meetings, correspondence with and from trustees, and documentation on Goals and Hearings of Trustees. Indices to the minutes from 1896-2004 are available for use in printed and CD format.

Title/Description	Instances	
Trustees correspondence, 1947-1974	Box 100	Folder 1
Trustees correspondence, 1947-1974	Box 101	Folder 1

Trustees correspondence, 1947-1974	Box 102	Folder 1
Trustees correspondence, 1947-1974	Box 103	Folder 1
Minutes of Board of Trustees Meetings bound, 1896-1973	Box Shelved	Folder 1
Annual reports and minutes bound, 1949-1978	Box Shelved	Folder 2
Index to Board minutes, 1896-2004	Box Shelved	Folder 3

[^ Return to Table of Contents](#)

Series 9: Project Files, ca. 1960s

Scope and Contents

This series contains reports, correspondence, studies, and contract records which document major projects undertaken by DCPL and mandated by city government or federal law. Projects include Model Cities, RIF, EEO, Anti-Poverty program, Labor distribution system, Management Improvement and various community programs.

Title/Description	Instances	
OPAC, Undated	Box 143	Folder 1
Technology Task Force, Undated	Box 145	Folder 1
Air Balance Corporation ABC, 1976	Box Shelved	Folder 1
Anti-Poverty Program CMH, 1964	Box Shelved	Folder 2
Book Selection/ Joe Y. Lee, 1968	Box Shelved	Folder 3
Community Programs CMH, 1970	Box Shelved	Folder 4
Cost Accounting and Reporting, 1974	Box Shelved	Folder 5
Design Study to, 1973	Box Shelved	Folder 6
Develop a Cost Feasibility Study of Combined, 1973-1974	Box Shelved	Folder 7
File of all Completed Work Kelly Nichole, 1989	Box Shelved	Folder 8
Improved Service to the Public Program, 1969	Box Shelved	Folder 9
Innovative Interface Inc., 1986	Box Shelved	Folder 10
Labor Distribution System, Undated	Box Shelved	Folder 11
Library Service in D.C. DR. Blanche, 1978	Box Shelved	Folder 12
Model Cities (Vols. I and II), 1970	Box Shelved	Folder 13
Research Design for Library, 1969	Box Shelved	Folder 14
RIF Hardy Franklin, 1993	Box Shelved	Folder 15
Sample Letters/ Dr. F Summer, 1976	Box Shelved	Folder 16
Sanitation Audit Reports MLK, 1974	Box Shelved	Folder 17

Study of Central Facilities, 1961	Box Shelved	Folder 18
Survey of Handling of Supplies, 1975	Box Shelved	Folder 19
Survey Report Public Library, 1945	Box Shelved	Folder 20
DCPL Programs and Activities, 1972	Box Shelved	Folder 21
Management Improvement, 1970	Box Shelved	Folder 22
Pub Reinforced Binding, 1966	Box Shelved	Folder 23
D.C. Reorganization Model Cities, Undated	Box Shelved	Folder 24
Policies and Procedures, Undated	Box Shelved	Folder 25

[^ Return to Table of Contents](#)

Series 10: Scrapbooks, 1896-1956

Scope and Contents

Series contains 49 scrapbooks containing photographs, memorabilia, program flyers, booklets, clippings, letters, and other documents about events and activities of the library, generally annually. Also contains Clara Herbert and George Bowerman scrapbooks.

Title/Description	Instances	
Annual or biennial scrapbooks, 1896-1956	Box 157	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 158	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 159	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 160	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 162	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 162	Folder 2
Annual or biennial scrapbooks, 1896-1956	Box 163	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 164	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 165	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 167	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 168	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 169	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 170	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 171	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 172	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 173	Folder 1

Annual or biennial scrapbooks, 1896-1956	Box 174	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 175	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 176	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 177	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 178	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 179	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 180	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 181	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 182	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 183	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 184	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 185	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 186	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 187	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 188	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 189	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 190	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 191	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 192	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 193	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 194	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 195	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 196	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 197	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 198	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 199	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 200	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 201	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 202	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 203	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 204	Folder 1
Annual or biennial scrapbooks, 1896-1956	Box 205	Folder 1

Annual or biennial scrapbooks, 1896-1956	Box 206	Folder 1
Clara Herbert and George Bowerman scrapbooks, Undated	Box 207	Folder 1
Clara Herbert and George Bowerman scrapbooks, Undated	Box 208	Folder 1

[^ Return to Table of Contents](#)

Series 12: Procedural Orders, 1967-1972

Scope and Contents

Contains orders recommended by DCPL staff and passed by the Board arranged in sequential number of procedures followed by the DC Public Library system.

Title/Description	Instances	
4 Binders, Undated	Box Shelf	Folder 1

[^ Return to Table of Contents](#)

Series 13: Administrative Orders, 1948-1970

Scope and Contents

Contains orders recommended by DCPL staff and passed by the Board arranged in sequential number of administrative functions of the DC Public Library system.

Title/Description	Instances	
Administrative Orders and background files, 1948-1970	Box 209	Folder 1
Administrative Orders and background files, 1948-1970	Box 210	Folder 1
Administrative Orders and background files, 1948-1970	Box 211	Folder 1
Administrative Orders and background files, 1948-1970	Box 212	Folder 1
1 binder, Undated	Box Shelf	Folder 1

[^ Return to Table of Contents](#)

Series 14: Questionnaires, 1947-1972

Scope and Contents

Contains 10 three-ring notebooks of questionnaires and responses by patrons about the services of the library.

Title/Description	Instances	
10 three-ring notebooks, 1947-1972	Box Shelf	Folder 1

[^ Return to Table of Contents](#)

Series 15: Washingtoniana Division Records, 1920-2005

Scope and Contents

This series contains official files and records of the activities, programs, policies, and staff of the Washingtoniana Division of DCPL, established as an official division in 1926. The records include daybooks, records of gifts, clippings about the division, a scrapbook, program publicity flyers, book lists, and operational records. Series also contains brochures, flyers, posters and some records from planning of the annual DC Historical Studies conference jointly sponsored by the Washingtoniana, the Historical Society of Washington DC, and the George Washington University from 1972 to current. Videotapes and audiotapes of the conference are in the AV Series.

Title/Description	Instances	
Day books, 1933-1956	Box 109	Folder 1
Day books, 1933-1956	Box 110	Folder 1
Record of Gifts, Undated	Box 111	Folder 1
Administrative Records, 1928-1971	Box 112	Folder 1
Administrative records, 1987-2004	Box 114	Folder 1
Administrative records, 1987-2004	Box 115	Folder 1
Division History, 1980	Box 113	Folder 1
Division History, 1980	Box 118	Folder 1
GRF Key documents, Undated	Box 116	Folder 1
GRF Key documents, Undated	Box 117	Folder 1
Scrapbook, 1905-1945	Box 119	Folder 1
Program flyers, 1995	Box 120	Folder 1
Historical Studies conference brochures/flyers/records, 1978-2005	Box 121	Folder 1
Historical Studies conference brochures/flyers/records, 1978-2005	Box 122	Folder 1
Historical Studies conference brochures/flyers/records, 1978-2005	Box 123	Folder 1
Historical Studies conference brochures/flyers/records, 1978-2005	Box 125	Folder 1
Historical Studies conference brochures/flyers/records, 1978-2005	Box 143	Folder 1
Oral History Research Center records and Dr. Greenlee's files, 1980s	Box 126	Folder 1
Oral History Research Center records and Dr. Greenlee's files, 1980s	Box 127	Folder 1
Oral History Research Center records and Dr. Greenlee's files, 1980s	Box 128	Folder 1

[^ Return to Table of Contents](#)

Series 17: Publications, 1997-current

Scope and Contents

This series contains publications primarily prepared by the Marketing Department, formerly Library Services and Program Office, of DCPL, including program posters and flyers, staff manuals, staff bulletins, flyers, and the monthly calendar (currently Beyond Words).

Title/Description	Instances	
Flyers, posters, and other DCPL publications, Undated	Box 137	Folder 1
Flyers, posters, and other DCPL publications, Undated	Box 138	Folder 1
Flyers, posters, and other DCPL publications, Undated	Box 140	Folder 1
Your Library Bulletin, Undated	Box 139	Folder 1
Marketing publications, Undated	Box 141	Folder 1
Beyond Words, Undated	Box 142	Folder 1

[^ Return to Table of Contents](#)

Series 18: Maps and Architectural Drawings, 1903-2003

Scope and Contents

This series contains blueprints, architectural drawings and renderings of the Carnegie Library, the MLK Library and most branches. It also contains rendering for a proposed renovation of MLK in 2003.

Title/Description	Instances	
Maps with Library building locations, Undated	Box Drawer 1	Folder 1
Central Library - Mt. Vernon Square, 1900-1936	Box Drawer 2	Folder 1
Downtown Central Library - 901 G Street, 1965-1966	Box Drawer 3	Folder 1
Downtown Central Library - 901 G Street, 1965-1966	Box Drawer 4	Folder 1
Advertisement for Central Library and MLK, Undated	Box Drawer 5	Folder 1
Drawing of opening ceremony for Carnegie Library, 1903	Box Drawer 5	Folder 2
Drawings for proposed renovation of MLK, 2003		

	Box Drawer 6	Folder 1
Branch and MLK Library blueprints, Undated	Box Drawer 7	Folder 1
Branch and MLK Library blueprints, Undated	Box Drawer 8	Folder 1
Branch and MLK Library blueprints, Undated	Box Drawer 9	Folder 1
Branch and MLK Library blueprints, Undated	Box Drawer 10	Folder 1

[^ Return to Table of Contents](#)