



The New York Public Library
New York Public Library Archives

Guide to the

Duplicating Office records

1910-

MssArc 5069

Summary

Creator: New York Public Library. Central Administration. Duplicating Office

Title: Duplicating Office records

Date: 1910-

Size: 13.5 cubic feet

Abstract: The Printing Office was established in 1911 and produced forms, pamphlets, catalog cards, reports, and other publications for the Library. At one time it was called the Printing Office and Bindery and was an auxiliary unit of the Business Office. The name was changed to Duplicating Office by 1981. Collection includes printing job folders, 1910-1944; plate indexes, 1938-1964; composing room half-tones and etchings; sample forms; and miscellaneous galley proofs.

Conditions Governing Access:

Library records are closed for 20 years from time of creation.

Conditions Governing Use: All rights reserved. Permission to quote must be obtained in writing from the New York Public Library

Preferred citation: Duplicating Office records, New York Public Library Archives, The New York Public Library

Related Materials:

Creator History

The Printing Office was established in 1911 and produced forms, pamphlets, catalog cards, reports, and other publications for the Library. At one time it was called the Printing Office and Bindery and was an auxiliary unit of the Business Office. The name was changed to Duplicating Office by 1981.

Scope and Content Note

Collection includes printing job folders, 1910-1944; plate indexes, 1938-1964; composing room half-tones and etchings; sample forms; and miscellaneous galley proofs.

Key Terms

Genre/Physical Characteristic

Etchings

Subjects

Libraries -- New York (State) -- New York
Library publications

Names

New York Public Library. Central Administration. Duplicating Office
New York Public Library. Central Administration. Printing Office