Guide to the
Edward Geier Freehafer records
1948-1971
MssArc 4953

Compiled by Richard Hollinger; machine-readable finding aid created by Jim Moske.

Summary

Creator: New York Public Library. Central Administration. Director's Office

Title: Edward Geier Freehafer records

Date: 1948-1971


Access: Advance notice required.

Physical Location: RG 6

Conditions Governing Access: Access to the collection is restricted to qualified scholars and researchers through the Office of Special Collections, Room 316.

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


Language of the Material: English

Processing note: Compiled by Richard Hollinger; machine-readable finding aid created by Jim Moske.

Related Materials:
Creator History
Edward Geier Freehafer, Director of The New York Public Library from 1954 to 1971, was born in Reading, Pennsylvania on February 11, 1909. He received a B.A. from Brown University in 1930 and graduated from the Columbia University Library School in 1932. On July 7, 1934, he married E. Isabel Houck, with whom he had one son, John Geier Freehafer.

Except for a brief tenure as assistant librarian of the Brown University Library (1944-45), Freehafer's entire career was spent at The New York Public Library. Between 1932 and 1954 he held the following positions: Reference Assistant (1932-36), General Assistant (1936-41), Chief of American History and Genealogy Division (1941-44), Executive Assistant (1945-47), Chief of the Personnel Office (1947-53), Chief of the Reference Department (1954). He also served as acting Director of NYPL during much of 1954, because an illness prevented his predecessor, Ralph A. Beals, from carrying out the duties of this position.

Freehafer was named Director of The New York Public Library on December 8, 1954. He oversaw the expansion of The Library and its services which had begun under Beals. During his tenure sixteen new branch libraries were built, a new Annex was acquired to house portions of the expanding collections of the Reference Department (later known as the Research Libraries), and the acquisition budgets for both the Circulation Department and the Reference Departments were increased. Because of this expansion, Freehafer's time was primarily devoted to addressing the financial needs of The Library. He was not as directly involved in the day-to-day operations of The Library as some of his predecessors. He was, however, concerned about the need for additional library space; the preservation of older library materials; the acquisition of new collections of art, manuscripts, and rare books; and the use of automation to increase efficiency in The Library. The records of his directorship reflect his active involvement in these facets of the administration of NYPL.


Scope and Content Note
The Edward Geier Freehafer Records pertain to New York Public Library financial matters, fund raising, library space, preservation of older library materials, acquisitions of new collections of art, manuscripts and rare books, and the introduction of library automation. The records consist primarily of correspondence, but also include clippings, memoranda, newsletters, press releases, reports and speeches. The records span the years 1948-1971, with the majority dating from 1954-1970. Correspondence with government agencies, corporations, foundations, and other libraries, as well as New York Public Library offices and departments, make up the bulk of the collection. Records concerning the fiftieth anniversary of the 1911 opening of the Central Building document the planning of events and community responses to the anniversary. Freehafer's personal files contain materials not directly related to The Library, such as membership in professional associations, family genealogy, personal friendships, philanthropy, and travel. Records, 1956-1970, of Assistant Director John Cory concern the planning and construction of the performing arts library at Lincoln Center.

Arrangement: The records have been arranged into five series and fourteen subseries as follows: I. External Correspondence and Subject Files: A. General Correspondence and Subject Files, B. Relations with Government Agencies, C. Sleepy Hollow Restorations; II. Internal Correspondence and
Subject Files: A. Central Administrative Office, B. Circulation Department, C. Reference Department, D. Memoranda from the Director, E. Reports; III. Records of the NYPL Fiftieth Anniversary Commissions; IV. Personal Files: A. General Correspondence, B. Congratulatory Letters, C. Thank You Letters, D. Guestbooks and Visitors Logs; E. Speeches and Biographical Information; V. Deputy Director John Cory: A. General Correspondence, B. Subject Files.

Key Terms

Subjects
Books -- Conservation and restoration
Libraries -- Automation
Libraries -- New York (State) -- New York
Libraries -- Special collections
Library finance
Library planning
Public libraries -- Administration -- New York (State) -- New York
Research libraries -- New York (State) -- New York

Occupations
Librarians

Genre/Physical Characteristic
Speeches

Names
New York Public Library. Central Administration. Director's Office
Cory, John Mackenzie
Freehafer, Edward Geier, 1909-1985
Lincoln Center for the Performing Arts
New York Public Library for the Performing Arts
Series I. External Correspondence and Subject Files 1954-1971 (34 boxes)
Papers concerning relations with corporations, foundations, government agencies, other libraries, and individuals not employed by NYPL. These files consist mostly of correspondence, but also include clippings, memoranda, newsletters, press releases, reports, and other documents. Most of the files are from 1955-1967. These records primarily document fund raising activities of NYPL, and the acquisition of collections of art, books, and manuscripts from individual donors. They also provide information on issues in the field of library science, such as inter-library loan policies and the development of library automation. The series has been divided into two subseries that follow the original order of the records. Materials relating to New York City agencies can be found in both subseries. For additional information, see the subseries descriptions below.

Subseries A. General Correspondence and Subject Files 1954-1971 (26 boxes)
Arranged alphabetically in two interfiled groupings: alphabetical bulk folders (eg., Fre-Frh), followed by folders for specific correspondents or subjects (eg., Deoch Fulton). These records consist mostly of correspondence with other libraries, potential donors, and the media. These letters are filed with clippings, memoranda, notes, press releases, reports, and other documents relating to the content of the correspondence. There are also subject files that contain no correspondence. The bulk of the materials dates from 1954-1970. The main topics in these documents are library automation, NYPL finances, and the donation of the books and manuscripts to the NYPL. There are also a number of letters concerning individuals who had applied for employment at other libraries. There are significant files of correspondence with the following institutions: The City University of New York, The Ford Foundation, The New York Library Association, The New York Metropolitan Reference and Research Library Agency, The State University of New York, and The Queens Borough Public Library. Notable individual correspondents include Gilbert Chapman (a trustee of NYPL), Upton Sinclair, and Norman Thomas.

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b. 1 f. 4 Ad
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b. 25 f. 25  Wisconsin, University of
b. 25 f. 26  Wj-Wz
b. 25 f. 27  WMCA, Radio and TV Station 1958-1968
b. 25 f. 28  WNDT - Channel 13 (TV) 1964-1968
b. 25 f. 29  WNEW, Radio and TV 1964-1967
b. 25 f. 30  Workshop for Secondary School Librarians 1966
b. 25 f. 31  Worlds fair 1964-1965
b. 25 f. 32  Wyeth, N.C. (Paintings)
b. 25 f. 33  Wyle, Mrs. helen 1966
Subseries A. General Correspondence and Subject Files (cont.)

- b. 25 f. 34 Xerox 1958-1968
- b. 25 f. 35 Yale & Towne Inc. 1962-1965
- b. 25 f. 36 Yale University 1955-1968
- b. 25 f. 37 Yale University Library 1957-1965
- b. 26 f. 1 YMCA/YWCA 1956-1967
- b. 26 f. 2 Young & Rubicam Inc. 1956-1968
- b. 26 f. 3 Zavitsianos (Autonomos S.) Estate 1954-1959
- b. 26 f. 4 Zernik, Mrs. Clementine and Mrs. Herbert 1965-1970
- b. 26 f. 5 Zinsser, William K and Caroline 1961-1966

Subseries B. Relations with Government Agencies 1954-1971 (7 boxes)
Arranged alphabetically by corporate name. These records consist mostly of correspondence with agencies of the New York City and State governments, filed with related documents such as agendas, clippings, legal documents, memoranda, minutes, reports, and telephone records. Most of the papers date from 1955-1969. The papers mainly document the efforts of NYPL to obtain funding from the state and city of New York, and the process of selecting NYPL branch sites. They also provide information on New York City career and salary plans, labor relations in New York, the development of library automation, and the interlibrary loan policies of major tri-state libraries. There are significant amounts of correspondence with the Library of Congress, the New York City Mayor’s Office, the New York State Library, and there is substantial material relating to the New York State Commissioner of Education’s Committee on Library Development. Notable individual correspondents include New York State Governor Nelson Rockefeller and New York City Mayors Robert Wagner and John Lindsay.

- b. 27 f. 1 New York City Art Commission
- b. 27 f. 2 New York City Arts Council
- b. 27 f. 3 New York City Board of Education 1955-1965
- b. 27 f. 4 New York City Board of Education School Library Service (Title III ESEA)
- b. 27 f. 5 New York City Board of Education School Public Library Pilot Project
- b. 27 f. 6 New York City Board of Estimate
- b. 27 f. 7 New York City Board of Ethics 1960-1968
- b. 27 f. 8 New York City - Borough of the Bronx
- b. 27 f. 9 New York City - Borough of Manhattan
- b. 27 f. 10 New York City - Borough of Richmond (Staten Island)
- b. 27 f. 11-14 New York City Bureau of the Budget 1955-1968
- b. 27 f. 15 New York City Bureau of the Budget - Budget Letter
- b. 27 f. 16 New York City Bureau of the Budget - Capital Budget - Library Study
- b. 28 f. 1-2 New York City Bureau of the Budget - Performance Standards & Development Program
- b. 28 f. 3-6 New York City Career and Salary Board of Appeals (Personnel) 1954-1962
- b. 28 f. 7 New York City Career and Salary Board of Appeals Evaluations - New Positions
- b. 28 f. 8 New York City City Council
- b. 28 f. 9 New York City City Planning and Housing Library
- b. 28 f. 10 New York City City Use of Space in Libraries 1967
- b. 28 f. 11-12 New York City Comptroller 1955-1968
Guide to the Edward Geier Freehafer records

Series I. External Correspondence and Subject Files (cont.)
Subseries B. Relations with Government Agencies (cont.)

b. 28 f. 13  New York City Corporation Counsel
b. 28 f. 14  New York City Cultural Committee 1966-1967
b. 28 f. 15  New York City Cultural Information Center
b. 28 f. 16  New York City Labor 1959-1968
b. 28 f. 17-18 New York City Landmarks Preservation Commission 1962-1970
b. 28 f. 19  New York City Mayor (Wagner, Lindsay) 1955-1969
b. 28 f. 20  New York City Mayor - Consolidation of New York City Libraries
b. 28 f. 21  New York City Mayor - Deputy Mayor 1966-1968
b. 28 f. 22  New York City Mayor - Special Assistant for Legislative Programs
b. 28 f. 23  New York City Mayor - Task Force on Reorganization (CRACO)

b. 28 f. 24-26 New York City Parks Department (also Parks, Recreation & Cultural Affairs) 1955-1970
b. 28 f. 27  New York City Parks Department Bryant Park 1958-1969
b. 28 f. 28  New York City Parks Department Study of Publicly Supported Libraries
b. 28 f. 29  New York City Personnel 1957-1970
b. 28 f. 30  New York City Planning Commission
b. 28 f. 31  New York City Real Estate Department
b. 28 f. 32  New York City Site Selection Board 1963-1968
b. 29 f. 1   New York State Assembly 1969
b. 29 f. 2-6 New York State Division of Library Development 1966-1969
b. 29 f. 7   New York State Division of Library Development - ANYLTS 1968
b. 29 f. 8   New York State Division of Library Development - Standards of Branch Libraries
b. 29 f. 9-10 New York State Education Department 1964-1970
b. 29 f. 11-12 New York State Education Department - Commissioner's Committee on Library Development - Agendas and Minutes 1967-1970
b. 29 f. 13  New York State Education Department - Commissioner's Committee on Library Development - Appendices to Minutes
b. 29 f. 14  New York State Education Department - Commissioner's Committee on Library Development - Communications from the Committee
b. 29 f. 15  New York State Education Department - Commissioner's Committee on Library Development - Communications to the Committee
b. 29 f. 16  New York State Education Department - Commissioner's Committee on Library Development - Commissioner's Committee on Public Library Services 1956-1959
b. 29 f. 17-18 New York State Education Department - Commissioner's Committee on Library Development - Committee on Reference & Research Library Resources
b. 29 f. 19  New York State Governor 1961-1968
b. 29 f. 20  New York State Governor's Conference on Libraries 1965
b. 29 f. 21  New York State Governor's Library Committee 1965-1966
b. 29 f. 22  New York State Law department
b. 30 f. 1-8 New York State - State Aid to Libraries 1955-1965
b. 30 f. 9   New York State - State Aid to Libraries - Revision of State Aid Law 1960
Guide to the Edward Geier Freehafer records

Series I. External Correspondence and Subject Files (cont.)
Subseries B. Relations with Government Agencies (cont.)

b. 31 f. 1-5  New York State - State Library 1953-1969
b. 31 f. 6   New York State - State Library - Advisory Committee to State Librarian 1962-1966
b. 31 f. 7   New York State - State Library - Centralized Processing 1965-1966
b. 31 f. 8-9  New York State - State Library - Extension Division 1961-1964
b. 31 f. 10  New York State - State Library - Library Development 1965
b. 31 f. 11  New York State - State Library - Study of A Communications Network 1966
b. 32 f. 1-3 New York State - State University of New York 1955-1970
b. 33 f. 6   United States - Library of Congress - Automation 1963-1964

Subseries C. Sleepy Hollow Restorations 1952-1966 (1 box)

b. 63

Series II. Internal Correspondence and Subject Files 1954-1971 (14 boxes)
The records consist mostly of clippings, incoming and outgoing letters, memoranda, notes, reports, and telephone logs relating to the internal operations of NYPL. They mainly document NYPL endeavors in which the Director's Office was actively involved, especially fiscal planning, fund raising, and the opening of new branch libraries. For more detailed information, see the subseries descriptions below.

Subseries A. Central Administrative Office 1954-1971 (7 boxes)
Arranged alphabetically by subject or correspondent. Records consist mostly of budgets, clippings, legal documents, memoranda, notes, and reports, but also include brochures, incoming and outgoing letters, invitations, invoices, and newsletters. The bulk of the records date from 1955-1967. These papers record some of the activities of the Board of Trustees, the Women's Council, and offices of the Central Administration, such as the Accounting Office, the Personnel Office, and the Public Relations Office. They provide extensive documentation of fiscal-planning, and fund-raising activities, and include considerable material relating to staff salaries, retirement programs, and NYPL staff conferences held at Holiday Hills. The papers also record community reactions to the curtailment of services at NYPL branch libraries, and provide information on lobbying efforts for the Library Services and Construction Act (HR 19363). New York City labor relations, and the development of library automation services. Notable correspondents include Senator Charles E. Goodall and Congressman Edward Koch.

b. 34 f. 1  Accountant's Office 1955-1958
b. 34 f. 2  Accountant's Office - Monthly Statements 1954-1955
b. 34 f. 3  Accountant's Office - Monthly Statements 1956
b. 34 f. 4  Accountant's Office - Accounting 1964, 1969
b. 34 f. 5  Accountant's Office - Monthly Statements Circulation Department 1959
b. 34 f. 6-8 Advanced Training Seminar 1955-1957
b. 34 f. 9  Air Raids - Dartmouth College 1955-1957
b. 34 f. 10 Anniversary, 50th, of NYPL
b. 34 f. 11-13 Chief of Building Maintenance & Operations 1959
b. 34 f. 14-15 Central Building, Extension of First Floor Doubledecking
b. 34 f. 16 Closings 1958-1968
b. 34 f. 17 Closings - May 12, 1969 - Reduction of Services
b. 34 f. 18 Closings - Answered Letters and Post Cards
b. 34 f. 19 Closings - Answered Post Card Only - 67th St. Branch
b. 34 f. 20 Closings - Answered Post Card Only - Tompkins Square Branch
b. 34 f. 21 Closings - Answered Post Card Only - St. Agnes Branch
Guide to the Edward Geier Freehafer records

Series II. Internal Correspondence and Subject Files (cont.)
Subseries A. Central Administrative Office (cont.)
b. 34 f. 22 Closings - Answered Post Card Only - H.S. Students
b. 34 f. 23-27 Closings - petitions and letters
b. 34 f. 28 Closings - Budget Cuts - Unanswered Letters
b. 34 f. 29 Closings - Library Cuts - Unanswered Letters 1970
b. 34 f. 30 Complaint Letters - Public Relations Office monthly reports 1960-1969
b. 34 f. 31 Complaint Letters - Student Usage
b. 34 f. 32 Costs - Research Libraries
b. 34 f. 33-36 Crises and Curtailment of Services 1969-1970
  b. 35 f. 1 Director - Edward Geier Freehafer, Retirement 1971
  b. 35 f. 2 Disaster Plan 1953-1963
  b. 35 f. 3 Editor - Publication Record
  b. 35 f. 4 Editor and Publications 1956-1968
  b. 35 f. 5 Exhibit, Russian 1961
  b. 35 f. 6 Financial Matters - Circulation Department - Budget 1954-1955
  b. 35 f. 7 Financial Matters - Circulation Department - Program Budget 1954-1955
  b. 35 f. 8 Financial Matters - Circulation Department - 1954/55 Budget Requests
  b. 35 f. 9 Financial Matters - Circulation Department - Director of the Budget 1954-1955
  b. 35 f. 10 Financial Matters - Circulation Department - Budget 1955-1956
  b. 35 f. 11 Financial Matters - Reference Department - Central Building Budget 1955-1956
  b. 35 f. 12 Financial Matters - Reference Department - Budget 1955-1956
  b. 35 f. 14 Financial Matters - Reference Department - Budget 1956-1957
  b. 35 f. 15 Financial Matters - Reference Department - Program Budget 1955-1956
  b. 35 f. 16 Financial Matters - Reference Department - Building Maintenance Budget
  b. 35 f. 17 Financial Matters - Reference Department - Director of the Budget 1957-1958
  b. 35 f. 18 Financial Matters - Reference Department - Capital Budget 1955
  b. 35 f. 19 Financial Matters - Reference Department - Capital Budget 1956
  b. 35 f. 20 Financial Matters - Reference Department - Capital Budget 1957
  b. 35 f. 21 Financial Matters - Reference Department - Capital Budget 1958
  b. 35 f. 22 Financial Matters - Reference Department - Budget 1957-1958
  b. 35 f. 23 Financial Matters - Reference Department - Budget 1958-1959
  b. 35 f. 24-29 Financial Matters - Reference Department - Proposed Expense Budget 1958-1959
  b. 35 f. 30 Financial Matters - Reference Department - Budget 1959-1960
  b. 35 f. 31 Financial Matters - Reference Department - NYC Expense Budget Request 1959-1960
  b. 35 f. 32 Financial Matters - Reference Department - CBM Expense Budget 1962-1963
  b. 35 f. 33 Financial Matters - Reference Department - OTC Budget 1961-1962
  b. 35 f. 34 Financial Matters - Reference Department - Budget 1961-1962
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<tr>
<td>b. 35 f. 36</td>
<td>Financial Matters - Reference Department - Budget 1961-1962</td>
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<tr>
<td>b. 35 f. 37</td>
<td>Financial Matters - Reference Department - Capital Budget 1961</td>
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<td>Financial Matters - Reference Department - City Expense Budget 1960-1961</td>
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<td>b. 35 f. 40</td>
<td>Financial Matters - Reference Department - Budget 1960-1961</td>
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<td>Financial Matters - Reference Department - Budget, Private Funds 1961-1962</td>
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<td>b. 36 f. 1</td>
<td>Finances - Budgets 1955-1961</td>
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<td>b. 36 f. 2</td>
<td>Financial Crisis - Correspondence etc. June-Aug.</td>
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<tr>
<td>b. 36 f. 3</td>
<td>Financial Crisis - Application to New York State Council on the Arts 1970</td>
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<td>b. 36 f. 4</td>
<td>Financial Crisis - Fund Raising Time Table 1970-1971</td>
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<td>Financial Crisis - Correspondence with legislators, clippings, Council on the Arts, Task Force, memos, etc.</td>
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<td>Financial Situation - Cut Back in Services 1968</td>
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<td>b. 36 f. 7</td>
<td>Financial Situation - Federal Funds 1970</td>
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<td>Financial Situation - Private Funds Crisis 1967</td>
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<td>Financial Situation - Solicitation of Federal Funds 1969</td>
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<td>Financial Situation - Solicitation of City Funds 1968-1969</td>
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<td>b. 36 f. 11-18</td>
<td>Fund Raising 1955-1969</td>
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<td>b. 36 f. 19</td>
<td>Fund Raising - Registration for Soliciting Funds 1954-1960</td>
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<td>b. 36 f. 20</td>
<td>Fund Raising - Neighbors' Lunches 1965</td>
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<td>b. 36 f. 21</td>
<td>Fund Raising - Publicity in newspapers 1965-1968</td>
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<td>b. 36 f. 22</td>
<td>Fund Raising - &quot;The Many Face of The Library&quot; Sept. 1964</td>
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<td>b. 36 f. 23</td>
<td>Fund Raising - CAC Dinners 1966</td>
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<td>b. 36 f. 24</td>
<td>Fund Raising - Neighbors' Lunches 1966</td>
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<td>b. 36 f. 25</td>
<td>Fund Raising - Article for Staff News</td>
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<td>b. 36 f. 26</td>
<td>Fund Raising - Report 1966-1967</td>
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<td>Organization Charts ca. 1965</td>
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<td>b. 37 f. 10</td>
<td>Parsons Survey 1956</td>
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<td>Personal Book Service 1955-1969</td>
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<td>b. 37 f. 12-17</td>
<td>Personnel 1955-1966</td>
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<td>b. 37 f. 18</td>
<td>Personnel - Recruitment 1962-1970</td>
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Series II. Internal Correspondence and Subject Files (cont.)
Subseries A. Central Administrative Office (cont.)

b. 37 f. 19 Personnel - Retirements 1958 - Pensions
b. 37 f. 20 Personnel - Salaries - Payroll 1958-1968
b. 37 f. 21 Personnel - Salary Allocation Appeal 1961
b. 37 f. 22 Personnel - Salary Allocation Appeals 1961-1965
b. 37 f. 23 Personnel - Salary Appeal 1966
b. 37 f. 24 Personnel - Salary Survey 1954
b. 37 f. 25 Personnel - Study of Integration of the Private Funds Classifications with Career & Salary 1955
b. 37 f. 26 Personnel - Staff Committee 1967
b. 37 f. 27 Personnel - Union 1965-1962
b. 37 f. 28-29 Personnel - Work Week - Shorter Hours Experiment - Circulation Department

b. 38 f. 1-2 Public Relations 1955-1967
b. 38 f. 3 Publications 1955
b. 38 f. 4-7 Retirement - Social Security/New York State Retirement System 1956-1959
b. 38 f. 8 Retirement - New York State Retirement System - Increase in Take-Home Pay 1960-1966
b. 38 f. 9-11 Retirement - Social Security 400-H-1 Correspondence 1957-1959
b. 38 f. 12 Retirement - Queensborough Library 400-H 1958-1960
b. 38 f. 13-14 Safety Committee 1956-1966
b. 38 f. 15-16 Space 1957-1967
b. 38 f. 17 Space - Analysis of the Space Committee Report 1965
b. 38 f. 18-20 Staff Meetings 1955-1958
b. 38 f. 21-22 SADPO 1966-1969
b. 38 f. 23-26 SADPO - General Correspondence 1966-1970
  b. 39 f. 1 SADPO - Automation Studies and Reports 1973-1974
  b. 39 f. 2 Telephone Reference Service 1963
b. 39 f. 3-5 Trustees 1955-1966
b. 39 f. 6 Trustees - Obituary Notice Replies 1957
b. 39 f. 7 Trustees - By-Laws 1958-1967
b. 39 f. 8 Trustees - Seal of NYPL 1966
b. 39 f. 9 Trustees - Endowment Funds 1967
b. 39 f. 10 Trustees - Executive Committee 1957
b. 39 f. 11 Trustees - Executive Committee 1958 - 1967
b. 39 f. 14-15 Trustees - Nominating Committee 1957-1968
b. 39 f. 16-17 Trustees - Circulation Department Committee 1955-1966
b. 39 f. 18 Trustees - The Branch Libraries 1967-1969
b. 39 f. 19 Trustees - Reference Department 1955-1957
b. 39 f. 20 Trustees - Reference Department Committee 1958-1966
b. 39 f. 21 Trustees - The Research Libraries 1969
b. 39 f. 22-23 Trustees - Art Committee 1955-1965
Subseries A. Central Administrative Office (cont.)

b. 39 f. 24  Trustees - Space Committee 1955-1957
b. 39 f. 25  Union 1955-1969
b. 39 f. 26  Visiting Committee - Miscellaneous 1955-1956
b. 39 f. 27  Visiting Committee - Economics 1957
b. 39 f. 28  Visiting Committee - Music 1957
b. 39 f. 29  Visiting Committee - Theatre 1957
b. 39 f. 30  Welfare Funds 1956-1965

Subseries B. Circulation Department 1955-1969 (3 boxes)

Arranged alphabetically by subject or correspondent. Folders for specific branch libraries are filed under "Branch Libraries," followed by the name of the branch (eg. Branch Libraries - Mid-Manhattan Branch). Records consist of assessments, brochures, budgets, charts, drawings, incoming and outgoing letters, legislation, leases, legal documents, memoranda, minutes, newsletters, notes, press-releases, and reports. The papers chiefly document the activities of the Office of Branch Libraries that involved the Director's Office. The main activities documented in these files are the construction of the Donnell and Mid-Manhattan Branch Libraries, and NYPL response to the public controversies about the funding and condition of the Schomburg Collection of Negro Literature and History (now the Schomburg Center for Research in Black Culture). There are also files for many of the branch libraries, which record non-routine activities such as remodelling and branch openings. Information on the finances of the Circulation Department can be found in Subseries A, described above.

b. 41 f. 1  Advisory Board 1955
b. 41 f. 2  Adult Services 1956-1957
b. 41 f. 3  Annual Report 1957-1958
b. 41 f. 4-5  Book Order Office 1955, 1960-1970
b. 41 f. 6  Book Selection Manual 1965
b. 41 f. 7-9  Branch Librarians Meetings 1956-1969
b. 41 f. 10  Construction 1956-1960
b. 41 f. 11  Branches - Bloomingdale 1955-1957
b. 41 f. 12  Branches - Bookmobile 1955-1957
b. 41 f. 13  Branches - Cathedral 1955
b. 41 f. 14  Branches - Central Circulation 1957
b. 41 f. 15  Branches - Central Registration 1955-1956
b. 41 f. 16  Branches - Chatham Square 1957
b. 41 f. 17  Branches - City Island 1964
b. 41 f. 18  Branches - Columbia 1956-1969
b. 41 f. 19  Branches - Columbus 1956-1957
b. 41 f. 20  Branches - Donnell 1956-1957
b. 41 f. 21  Branches - Donnell 1955
b. 41 f. 22  Branches - Donnell Building
b. 41 f. 23  Branches - Fordham Regional 1955-1957
b. 41 f. 24  Branches - Hamilton Fish 1955-1957
Series II. Internal Correspondence and Subject Files (cont.)
Subseries B. Circulation Department (cont.)

b. 41 f. 25  Branches - Hamilton Grange 1955-1956
b. 41 f. 26  Branches - Hudson Park 1955-1957
b. 41 f. 27  Branches - Jerome Park 1953-1957
b. 41 f. 28  Branches - Kingsbridge 1956
b. 41 f. 29  Branches - Library for the Blind 1955-1964
b. 41 f. 30  Branches - Francis Martin 1955-1957
b. 41 f. 31  Branches - Melrose 1956-1957
b. 41 f. 32-40  Branches - Mid-Manhattan, 1955-1968
  b. 41 f. 41  Branches - Mid-Manhattan - Report on Plan for a New Library 1963
  b. 41 f. 42  Branches - Mid-Manhattan - Freehafer Files 1963
  b. 41 f. 43  Branches - Mid-Manhattan - Book Catalog for New Library 1963-1964
  b. 41 f. 44  Branches - Mid-Manhattan - Building Group 1959-1965
  b. 41 f. 45  Branches - Mid-Manhattan - Modification of Lease 1963
b. 42 f. 1   Branches - Moshulu 1955
b. 42 f. 2   Branches - Muhlenberg 1955-1957
b. 42 f. 3   Branches - Nathan Straus 1955-1956
b. 42 f. 4   Branches - 96th St 1955-1957
b. 42 f. 5   Branches - Princes Bay 1956
b. 42 f. 6   Branches - Riverdale 1955-1957
b. 42 f. 7   Branches - Seward Park 1955-1957
b. 42 f. 8   Branches - 67th St. 1955
b. 42 f. 9   Branches - Staten Island 1962-1964
b. 42 f. 10  Branches - Tompkins Square 1956-1957
b. 42 f. 11-13  Branches - Washington Heights 1957-1967
b. 42 f. 14  Branches - Webster 1955-1956
b. 42 f. 15  Branches - Westchester Square 1955-1956
b. 42 f. 16  Branches - Yorkville 1956-1957
b. 42 f. 17  Bronx Borough Office 1964-1966
b. 42 f. 18  Chief 1964
b. 42 f. 19-20  Chief/Assistant Chief 1958-1969
  b. 42 f. 21  Children's Services 1955-1957
  b. 42 f. 22  Complaints 1968-1969
  b. 42 f. 23  Development 1959-1966
  b. 42 f. 24  Interbranch Loan 1964-1967
  b. 42 f. 25  Manning Tables 1958-1963
  b. 42 f. 26  Memoranda 1956-1964
  b. 42 f. 27  Memos to Branch Librarians 1955-1957
  b. 42 f. 28  Personnel 1967
  b. 42 f. 29  Picture Collection (R. Javitz) 1955-1957, 1967-68
  b. 42 f. 30  Press and Communications Office 1968
  b. 42 f. 31  Radios in Branches 1961
Series II. Internal Correspondence and Subject Files (cont.)
Subseries B. Circulation Department (cont.)

b. 42 f. 32  Registration - Report on Procedures 1963
b. 42 f. 33  Schedules 1955
b. 42 f. 34-39  Schomburg Collection 1958-1969
b. 42 f. 40  Schomburg Collection - Finance 1968
b. 42 f. 41  Schomburg Collection - MARC 1968
b. 42 f. 42  Schomburg Collection - Report from Archival Restoration Association 1969
b. 43 f. 1-3  Schomburg Collection - Reports 1968-1970
b. 43 f. 4  Staffing 1960-1967
b. 43 f. 5  Uniform Fines 1958-1965

Subseries C. Reference Department 1955-1971 (2 boxes)
Arranged alphabetically by subject or division name. Records consist of brochures, charts, floor plans, incoming and outgoing letters, memoranda, newsclopping, notes, photographs, reports, and telephone logs. Most of the papers date from 1955-1957. There are files on each of the divisions of the Reference Department, but the bulk of the material concerns the Preparation Division, and Special Collections. The records mainly document the acquisition and cataloging of books, manuscripts, and other materials for the Reference Library. They also pertain to the development of NYPL exhibits, space problems in the central library, and the opening of the new NYPL Annex, and provide information on the evolution of library automation technology. Information concerning the finances of the Reference Department can be found in the Central Administrative files (subseries A) described above.

b. 44 f. 1  Art Division 1955-1957
b. 44 f. 2  Book Delivery Division 1955-1956
b. 44 f. 3  Book Selection Committee 1956-1957
b. 44 f. 4  Capital Budget 1956
b. 44 f. 5-6  Chief 1957-1970
b. 44 f. 7  Division Chiefs 1956-1957
b. 44 f. 8  Economics Division 1955-1957
b. 44 f. 9  Exhibitions - Miscellaneous 1956-1957
b. 44 f. 10  Exhibitions - Estonia 1957-1958
b. 44 f. 11  Exhibitions - 500th Anniversary of Printing 1955
b. 44 f. 12  Exhibitions - German Books 1956-1957
b. 44 f. 13  Exhibits Committee 1955-1957
b. 44 f. 14  "Future of the Reference Department" 1952-1958
b. 44 f. 15  Information Desk 1955
b. 44 f. 16  Inquiry Desk 1955-1957
b. 44 f. 17  Manuscripts Division 1955-1957
b. 44 f. 18-21  Music Division 1955-1959
b. 44 f. 22  Newspaper Division 1955-1957
b. 44 f. 23  Paintings - Sale of Lenox and Astor 1956
b. 44 f. 24  Paintings, Repair of 1956-1957
b. 44 f. 25  Periodicals 1955-1957
b. 44 f. 26  Photographic Services 1955-1957
b. 44 f. 27-29  Preparation Services 1955-1957
b. 44 f. 30  Preparation Services - Monthly Reports 1955
b. 44 f. 31  Preparation Services - "Fixed Location of Shelves" 1955
Series II. Internal Correspondence and Subject Files (cont.)
Subseries C. Reference Department (cont.)
b. 44 f. 32  Print Division 1955-1957
b. 44 f. 33  Printing and Bindery 1955-1957
b. 44 f. 34  Reserve Room (Rare Books)- Incunabula
b. 44 f. 35  Retrospective Cataloging Project 1970
b. 44 f. 36  Science & Technology 1955-1957
b. 44 f. 37  Slavonic Division 1955-1957
b. 44 f. 38  Special Collections - American Civil Liberties Union 1955-1957
b. 44 f. 39  Special Collections - Arents Collections 1955-1957
b. 44 f. 40  Special Collections - Arents Books in Paris 1953-1956
b. 44 f. 41  Special Collections - Beethoven 1955-1957
b. 44 f. 42-44  Special Collections - Berg Collection 1955-1970
b. 44 f. 45  Special Collections - Berg - Dickens Centennial 1970
b. 44 f. 46  Special Collections - Bigelow 1955
b. 45 f. 1  Special Collections - Fornaroli Collection 1955-1957
b. 45 f. 2  Special Collections - Hadley Memorial Collection 1956
b. 45 f. 3  Special Collections - La Guardia 1955
b. 45 f. 4  Special Collections - Liebman 1955-1956
b. 45 f. 5  Special Collections - Mills, Emma Collection 1956-1957
b. 45 f. 6-7  Special Collections - Meinken Collection 1955-1958
b. 45 f. 8  Special Collections - Moore, Anne Caroll 1955-1959
b. 45 f. 9  Special Collections - Oppenheim Collection 1955-1957
b. 45 f. 10  Special Collections - Palestine Economic Corporation 1943-1955
b. 45 f. 11-12  Special Collections - Schwimmer-Lloyd Collection 1955-1969
b. 45 f. 13  Special Collections - Socio-Psychological Fund 1954-1956
b. 45 f. 14-16  Special Collections - Spencer Collection 1955-1957
b. 45 f. 17  Special Collections - Stuart 1955, 1961
b. 45 f. 18  Special Collections - Whitman, Walt 1956-1957
b. 45 f. 19  Special Collections - Williamson Collection 1955
b. 45 f. 20  Staff Committee 1955-1957
b. 45 f. 21  Statistics 1955-1957
b. 45 f. 22-23  Student Use 1957-1958
b. 45 f. 24  Student Use - Wall Report
b. 45 f. 25-26  Study Committee 1958
b. 45 f. 27-29  Theatre Collection 1955-1958
b. 45 f. 30  Work Week 1955-1956
Series II. Internal Correspondence and Subject Files (cont.)

Subseries D. Memoranda from the Director 1955-1970 (1 box)
Arranged in chronological order. Records consist mostly of memoranda from Edward Geier Freehafer, but also include other documents that were printed and circulated among the supervisory personnel of NYPL such as budgets, employee classifications, incoming and outgoing letters, prepared statements, questionnaires, reports, and statistical charts. The records document various aspects of the internal operations of NYPL, especially the staff conferences held at Holiday Hills, NYPL response to the 1966 transit strike, and NYPL financial crisis of 1970. The papers also provide information on air raid alerts in New York City, the unionization of libraries in the U.S., and the use of facsimile transmission technology in the 1960s.

b. 46
Memoranda 1955-1970

Subseries E. Reports 1956-1971 (1 box)
Arranged alphabetically by title. The records consist mostly of studies examining aspects of the operations of NYPL such as the organizational structure, the use of automation, the use of space in the research library, and the use of the research library by students. There are also several reports that examine the relationship of NYPL with other libraries in the city and state of New York. In addition to these studies, the files contain various documents relating to the reports, including agendas, incoming and outgoing letters, memoranda, newsclippings, notes, speeches, and statistical charts.

b. 47 f. 1 Analysis of the Space Committee’s Report 1956
b. 47 f. 2 Automated Libraries (Roy Larsen) 1967
b. 47 f. 3 Changing Patterns of Public Library and School Library Relationships
b. 47 f. 4 The Condition and Needs of the NYPL Research Libraries 1965, 1966
b. 47 f. 5 A Cooperative Program to Provide Improved Research Services July 1963
b. 47 f. 6 Management Survey 1967
b. 47 f. 7 The NYPL: A Background Paper 1965
b. 47 f. 8 Preliminary Report on Mass Survey 1956
b. 47 f. 9 The Private Affairs of the Public Library ca. 1958
b. 47 f. 10 Prospects for Library Cooperation in New York City 1963
b. 47 f. 11 Report on Cooperation between NYPL, CUNY, and SUNY 1968
b. 47 f. 12 Survey of Investigations Related to Automation 1966
b. 47 f. 13 Report on a Study Investigating High School Student Requests 1958

Series III. Records of the NYPL Fiftieth Anniversary Commemorations 1948-1961 (3 boxes, 1 oversize folder)
Arranged alphabetically by subject or by the name of the corporate body that produced the records. The records consist of agendas, articles, budgets, clippings, contracts, ephemera, guest lists, invitations, invoices, medallions, memoranda, minutes, newsclippings, medallions, notes, organization charts, programs, press-releases, and telegrams, and other materials relating to the fiftieth anniversary of NYPL. The vast majority of the material dates from, 1960-1961. The records mainly concern the planning of the formal luncheons, dinners, and receptions held in 1961 to celebrate the fiftieth anniversary of the opening of NYPL's Central Library Building. The papers also record the production of a booklet and a medallion to commemorate this occasion. The presentation of the anniversary events to the media is especially well documented. The papers also provide information on community responses to the anniversary. Additional information about the fiftieth anniversary events can be found in the correspondence in Series I, Subseries A.

b. 48 f. 1 Anniversary Booklet, Interviews with Division Chiefs - Theatre Collection - G. Freedley
b. 48 f. 2 Anniversary Booklet, Interviews with Division Chiefs - Spencer Collection - K. Kup
Series III. Records of the NYPL Fiftieth Anniversary Commemorations (cont.)

b. 48 f. 3
Anniversary Booklet, Interviews with Division Chiefs - Slavonic and Oriental - J. Mish

b. 48 f. 4
Anniversary Booklet, Interviews with Division Chiefs - Reference Department - H. Ostvold

b. 48 f. 5
Anniversary Booklet, Interviews with Division Chiefs - Music - P. Miller

b. 48 f. 6
Anniversary Booklet, Interviews with Division Chiefs - Manuscripts - R. Hill

b. 48 f. 7
Anniversary Booklet, Interviews with Division Chiefs - Economics - J. Fall

b. 48 f. 8
Anniversary Booklet, Interviews with Division Chiefs - Berg Collection - J. Gordon

b. 48 f. 9
Anniversary Booklet, Interviews with Division Chiefs - Print Room - K. Kup

b. 48 f. 10
Anniversary Booklet, Interviews with Division Chiefs - Rare Books - L. Stark

b. 48 f. 11
Anniversary Booklet, Interviews with Division Chiefs - Preparation Services & Acquisitions - R. Kingery

b. 48 f. 12
Anniversary Booklet, Interviews with Division Chiefs - American History - G. McDonald

b. 48 f. 13
Anniversary Booklet, Interviews with Division Chiefs - Arents Collections

b. 48 f. 14
Anniversary Booklet, Interviews with Division Chiefs - Art - K. Kup

b. 48 f. 15
Anniversary Booklet, Interviews with Division Chiefs - Children's Room - M. Cimino

b. 48 f. 16
Anniversary Booklet, Interviews with Division Chiefs - Jewish - A. Berger

b. 48 f. 17
Anniversary Booklet, Interviews with Division Chiefs - Map - G. Alexander

b. 48 f. 18
Anniversary Booklet, Interviews with Division Chiefs - Information Desk - A. DeWeese

b. 48 f. 19
Anniversary Booklet, Interviews with Division Chiefs - Periodicals - B. Franz

b. 48 f. 20
Anniversary Booklet, Interviews with Division Chiefs - Picture Collection - R. Javitz

b. 48 f. 21
Anniversary Booklet, Interviews with Division Chiefs - Science & Technology - G. Bonn

b. 48 f. 22
Anniversary Committee

b. 48 f. 23
Awards

b. 48 f. 24
Awards Committee

b. 48 f. 25
Ball

b. 48 f. 26
Biographies - John Shaw Billings

b. 48 f. 27
Birthday Gala

b. 48 f. 28
Book Dealers

b. 48 f. 29
Budget

b. 48 f. 30
Business Luncheon

b. 48 f. 31
Cake, Birthday

b. 48 f. 32
Calendar

b. 48 f. 33
City Departments

b. 48 f. 34
Communications Luncheon

b. 48 f. 35
Convocation

b. 48 f. 36
Convocation Luncheon May 23, 1961
Guide to the
Edward Geier Freehafer records

Series III. Records of the NYPL Fiftieth Anniversary Commissions (cont.)

b. 48 f. 37 Cubs, Lion
b. 48 f. 38 Development Program
b. 48 f. 39 Display/Advertising Directors
b. 48 f. 40 Division Chiefs Anniversary Committee
b. 48 f. 41 Exhibition - R.W. Hill's notes
b. 48 f. 42 Expenses
b. 48 f. 43 Fact Sheets
b. 48 f. 44 Genealogy Data - Carrere & Hastings and Edward C. Potter
b. 48 f. 45 Invitations
b. 48 f. 46 Letters of Appreciation
b. 48 f. 47 Library
b. 48 f. 48 Library Board
b. 48 f. 49 Library Films
b. 48 f. 50 Lists
b. 48 f. 51 Magazines
b. 48 f. 52 Medallion
b. 48 f. 53 Medallion - Edward Geier Freehafer
b. 48 f. 54 Miscellaneous Memoranda
b. 48 f. 55 News Releases - Astor Anniversary October 28, 1948
b. 48 f. 56 News Releases March, 1961
b. 48 f. 57 News Releases - NYPL Background March 30, 1961
b. 48 f. 58 News Releases - Announcement of Plans March 30, 1961
b. 48 f. 59 News Releases - Dinner Plans April 19, 1961
b. 48 f. 60 News Releases - Rockefeller Speech May 2, 1961
b. 48 f. 61 News Releases - Moraes to Speak May 9, 1961
b. 48 f. 62 News Releases - Baskin Medal May 16, 1961
b. 48 f. 63 News Releases - Ritchie Calder May 17, 1961
b. 48 f. 64 News Releases - Wagner Proclamation May 17, 1961
b. 48 f. 65 News Releases - Press Kit May 19, 1961
b. 48 f. 66 News Releases - Keyes D. Metcalf May 22, 1961
b. 48 f. 67 New York Public Library
b. 48 f. 68 NYPL 50th Anniversary Celebration
   b. 62 NYPL 50th Anniversary Celebration - Mayor's Proclamation poster
b. 48 f. 69 Operations Reports - Anniversary Committee
b. 48 f. 70 Payroll Reports
b. 48 f. 71 Program - General
b. 48 f. 72 Programs for Anniversary Events
b. 49 f. 1 Public Relations Advisory Committee
b. 49 f. 2-3 Publicity
b. 49 f. 4 Reception
b. 49 f. 5 Responses to Invitations
Series III. Records of the NYPL Fiftieth Anniversary Commemorations (cont.)

b. 49 f. 6  Speakers
b. 49 f. 7  Speeches
b. 50 f. 1  Staff Reception
b. 50 f. 2  Stationery
b. 50 f. 3  Suggestions
b. 50 f. 4  Thank You Letter - Other Than Staff
b. 50 f. 5  TV Show
b. 50 f. 6  Theme
b. 50 f. 7  Zinnser, William K.

Series IV. Personal Files 1952-1970 (8 boxes)
The records consist mostly of articles, clippings, greeting cards, incoming and outgoing letters, invitations, and speeches relating to Edward Freehafer's professional and social life. The bulk of the papers date from 1954-1960. For more detailed information, see the subseries descriptions below.

Subseries A. General Correspondence 1952-1970 (1 box)
Arranged in chronological order. Incoming and outgoing letters filed with related documents, including articles, brochures, business cards, certificates, greeting cards, itineraries, invitations, memoranda, postcards, purchase orders, receipts, reservations, resumes, programs, and reports. Most of the papers date from 1954-1960. This correspondence mainly documents activities of Edward Freehafer that were not directly related to NYPL, such as his membership in professional associations, involvement with the Grolier and Rotary Clubs, philanthropic contributions, and travels. The papers also provide information on the genealogy of the Freehafer family.

b. 51  General Correspondence 1952-1960

Subseries B. Congratulatory Letters 1954-1955 (1 box)
Arranged alphabetically by correspondent. Incoming cards, letters, and telegrams congratulating Edward Freehafer on his appointment as director of NYPL, filed with carbon copies of his responses. Most of the communications are brief notes from other librarians, however, a few contain recollections of their interactions with Freehafer at NYPL or in other professional activities.

b. 52  A-Z 1954-1955

Subseries C. Thank You Letters 1959-1970 (2 boxes)
Arranged alphabetically by correspondent. Outgoing letters from Edward Freehafer thanking corporations, foundations and individuals for their financial contributions to NYPL. These are filed with related articles, clippings, memoranda, and notes. The letters usually note how the contribution will be used, and occasionally include a personal note. There are also samples of Christmas Cards sent out from the Director's Office from 1962-1970, which are filed in a folder under "Christmas Cards."

b. 53  A-La
b. 54  Le-Y

Subseries D. Guestbooks and Visitors Logs 1959-1969 (1 box)
These records consist of two books that were kept in Edward Freehafer's office. The first is a guestbook that was signed primarily by foreign librarians in the years 1959-1969. There are no entries for 1965-1968. The second is a typed visitors log that records Freehafer's meetings with visitors, covering the period 1961-1968. The entries include information about the purpose and result of the meetings. This book also contains a list of the names of employees in the central library, with notes about their job assignments and identifying physical characteristics.

b. 55  Guest Book/Visitors Log
Series IV. Personal Files (cont.)

Subseries E. Speeches, Publications, and Biographical Material 1956-1959 (2 boxes, 1 oversize folder)
Arranged alphabetically by title, or by the name of the place or event at which a speech was delivered. The records consist primarily of drafts of speeches and public presentations given by Edward Freehafer during his tenure as director. Most of the speeches give a brief outline of the history and services of NYPL; often they include a discussion of the financial needs of The Library. The files also include related documents such as correspondence, invitations, memoranda, organization charts, notes, and schedules. The records also include copies of Edward Freehafer's library-related publications, a folder of biographical material on Freehafer (filed under "Biographical Material"), and Freehafer's certificate of appointment to the Mayor's Citizen's Advisory Committee to the Office of Cultural Affairs (filed in Box 62, with oversize materials). The records document the relationship between Freehafer's personal, social and professional activities and provide information on NYPL's position in New York society.

b. 56
A - New Jersey Library Association

b. 57
New York Library Association - Westchester Square Branch

b. 62
NYPL Certificate of Appointment to Mayor's Advisory Board on Cultural Affairs

Series V. Deputy Director John Cory Files 1956-1970 (4 boxes)
These records consist mostly of clippings, incoming and outgoing letters, memoranda, and reports. All of the files pertain to the activities at NYPL facilities at the Lincoln Center. The bulk of the papers date from after the appointment of James M. Cory as Deputy Director of NYPL in 1963. Topics include outside companies or consultants with contracts for work at the Lincoln Center; the operations of the Lincoln Center, such as the planning of the performing arts programs, employee salary and benefits, city appropriations for the operation of the center, and the opening of the center's gift shop; construction and operation of the Lincoln Center, such as the hiring of outside consultants, the planning of exhibits, the acquisition of books and materials for the Schomburg collection, fundraising, the contracting of construction work. The activities of the Lincoln Center Council are especially well documented in these papers.

Subseries A. General Correspondence 1956-1969 (1.5 boxes)

b. 58
General Correspondence 1956-1965

b. 59
General Correspondence 1966-1969

Subseries B. Subject Files 1959-1970 (2.5 boxes)

b. 59
Lincoln Center, American Music Center - Lincoln Center Council

b. 60
Lincoln Center Executive Committee - Lincoln Center Preliminary Report

b. 61
Lincoln Center, Press Releases - Lincoln Center, Theatre Collections