



The New York Public Library  
New York Public Library Archives

Guide to the

**Central Administrative Office records**

1895-

MssArc 4969

## Summary

**Creator:** New York Public Library. Central Administration. Central Administrative Office

**Title:** Central Administrative Office records

**Date:** 1895-

**Size:** 16 cubic feet

**Abstract:** Certain routine activities of the New York Public Library are handled by the staff of the Central Administration and are referred to as originating in the Central Administrative Office. Records consist of reports and other materials concerning library operations and activities. In addition to annual reports and statistics from 1897 on, there are consultants' and staff reports on financial planning, space allocation, library automation, cooperative library programs, regional access to information as well as management studies and evaluations of library procedures and programs. The collection also includes administrative memoranda; financial statements; file index, ca. 1915-1936; guides, handbooks, telephone books, and organization charts starting in 1914; rules of the Library, 1911-1941; subpoenas of library materials; and newsclippings from 1895 on.

**Access:** Advance notice required.

**Physical Location:** RG 6

**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:** Central Administrative Office records, New York Public Library Archives, The New York Public Library

**Related Materials:**

## **Creator History**

Certain routine activities of the New York Public Library are handled by the staff of the Central Administration and are referred to as originating in the Central Administrative Office.

## **Scope and Content Note**

Records consist of reports and other materials concerning library operations and activities. In addition to annual reports and statistics from 1897 on, there are consultants' and staff reports on financial planning, space allocation, library automation, cooperative library programs, regional access to information as well as management studies and evaluations of library procedures and programs. The collection also includes administrative memoranda; financial statements; file index, ca. 1915-1936; guides, handbooks, telephone books, and organization charts starting in 1914; rules of the Library, 1911-1941; subpoenas of library materials; and newsclippings from 1895 on.

**Arrangement:** Arranged alphabetically by subject

## **Key Terms**

### **Genre/Physical Characteristic**

Annual reports  
Organizational charts

### **Subjects**

Libraries -- Automation  
Libraries -- New York (State) -- New York  
Libraries -- Space utilization  
Library finance  
Public libraries -- Administration -- New York (State) -- New York  
Research libraries -- New York (State) -- New York

### **Names**

New York Public Library. Central Administration. Central Administrative Office