



The New York Public Library
New York Public Library Archives

Guide to the

Superintendent of Training records

1901-1932

MssArc RG8 5740

Summary

Creator: New York Public Library. Superintendent of Training

Title: Superintendent of Training records

Date: 1901-1932

Size: .33 linear feet (1 box)

Source: Transferred from Office of Branch Libraries.

Abstract: The New York Public Library first organized classes in 1901 to train staff in its Circulation Department (later renamed the Branch Libraries). From 1911-1926 NYPL also operated a Library School, which prepared staff for Librarian positions, while the Superintendent of Training continued to offer classes for Assistants. For several years after 1926 the Superintendent of Training trained staff in both the Circulation Department and Reference Department. Memoranda, notes, application forms and other records documenting the training program of The New York Public Library from 1901-1933.

Access: Advance notice required.

Preferred citation: Superintendent of Training Records, Manuscripts and Archives Division, The New York Public Library.

Language of the Material: English

Processing note: Compiled Jim Moske; machine readable finding aid created by FAKER.

Related Materials:

Library School records, NYPL Archives

Creator History

The New York Public Library first organized classes in 1901 to train staff in its Circulation Department (later renamed the Branch Libraries). From 1911-1926 NYPL also operated a Library School, which prepared staff for Librarian positions, while the Superintendent of Training continued to offer classes for Assistants. For several years after 1926 the Superintendent of Training trained staff in both the

Circulation Department and Reference Department.

Scope and Content Note

Memoranda, notes, application forms and other records documenting the training program of The New York Public Library from 1901-1933.

Key Terms

Subjects

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

Names

New York Public Library. Superintendent of Training

Container List

Superintendent of Training Records 1901-1933

- b. 1 f. 1 Announcement 1932
- b. 1 f. 2 Annual Report 1910
- b. 1 f. 3 Application Received Card 1911
- b. 1 f. 4 Applications for Admission 1904-1905, n.d.
- b. 1 f. 5 Circulars of Information 1915-1918, 1927-1930
- b. 1 f. 6 Examination Record Cards ca. 1910
- b. 1 f. 7 History 1930
- b. 1 f. 8 Institute for Library Workers - Nassau and Westchester Counties 1923-1924, 1930, 1933
- b. 1 f. 9 Lecture Schedule 1916-1917
- b. 1 f. 10 Librarians Evaluation Form n.d.
- b. 1 f. 11 Memo on Requirements 1905-1909
- b. 1 f. 12 Memoranda for Assistants - E. L. Foote 1909
- b. 1 f. 13 Note n.d.
- b. 1 f. 14 Pamphlet 1908
- b. 1 f. 15 Report to Instructor 1911
- b. 1 f. 16 Rules Governing the Training Class 1901-1905, n.d.
- b. 1 f. 17 Student Work Experience Card n.d.