



The New York Public Library  
New York Public Library Archives

Guide to the

**Chatham Square Branch records**

1899-2001

## Summary

**Creator:** New York Public Library. Chatham Square Branch

**Title:** Chatham Square Branch records

**Date:** 1899-2001

**Size:** 6 linear feet (11 boxes)

**Source:** Transferred from Chatham Square Branch Library.

**Abstract:** The Chatham Square Branch of The New York Public Library opened in 1903 at 33 East Broadway in Manhattan, replacing a branch of the New York Free Circulating Library that had served the neighborhood for four years. The building was designed by the architectural firm of McKim, Mead and White and was constructed with funds provided by Andrew Carnegie. Since opening, the branch has been an integral part of the Chinese-American neighborhood it serves, and today is home to the Chinese Heritage Collection, a unique repository of books, reports, documents, videos, and other materials in English and Chinese. Reports, publicity material and administrative records documenting the operations of the Chatham Square Branch of The New York Public Library.

**Access:** Advance notice required.

**Conditions Governing Access:**

Boxes 7, 8, 9, 10 closed to research.

**Preferred citation:** Chatham Square Branch 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.

## Creator History

The Chatham Square Branch of The New York Public Library opened in 1903 at 33 East Broadway in Manhattan, replacing a branch of the New York Free Circulating Library that had served the

neighborhood for four years. The building was designed by the architectural firm of McKim, Mead and White and was constructed with funds provided by Andrew Carnegie. Since opening, the branch has been an integral part of the Chinese-American neighborhood it serves, and today is home to the Chinese Heritage Collection, a unique repository of books, reports, documents, videos, and other materials in English and Chinese.

### **Scope and Content Note**

Reports, publicity material and administrative records documenting the operations of the Chatham Square Branch of The New York Public Library.

### **Key Terms**

#### **Names**

New York Public Library. Chatham Square Branch

## Container List

- Chatham Square Branch Records 1899-2001
- b. 1 Acquisitions - Accession Book 1903-1912
    - v. 1
  - b. 1 Acquisitions - Book Orders 1934-1939
    - v. 2-3
  - b. 1 Acquisitions - Inventories 1920-1935
    - v. 4
  - b. 1 f. 1 Branch brochures 1975, 1989
  - b. 2 f. 1 Children's Room - "Chinese in Children's Books" 1973
  - b. 2 f. 2 Children's Room - Lorch, Caroline M. - "Memoirs of the Chatham Square Children's Room" 1938
  - b. 2 f. 3-12 Children's Room - Reports 1936-1963
  - b. 2 f. 13 Children's Room - Preschool and Picture Book Hour Reports 1964-1965
  - b. 2 f. 14 Children's Room - Story Hour Reports 1945-1954
  - b. 3 f. 1 Chinese Language Booklist n.d.
  - b. 3 f. 2 Chinese Painting - Mrs. William Carvalier n.d.
  - b. 3 f. 3 80th Anniversary 1983
  - b. 3 f. 4 Finances - Fines, Reserves, etc. 1938-1941
  - b. 3 f. 5 Finances - Petty Cash 1972-1978
  - b. 3 f. 6 Finances - Small Expenses 1899-1905
  - b. 3 f. 7 Hours 1970
  - b. 11 f. 1 News Clippings v.d.
  - b. 3 f. 8 90th Anniversary 1993
  - b. 3 f. 9 Opening 1903
  - b. 11 f. 2 Opening 1903
  - b. 3 f. 10-12 Program Flyers 1927, 1967-1973
  - b. 3 f. 13 Renovation Notices 1968, 1985
  - b. 3 f. 14 Renovation - Reopening 2001
  - b. 3 f. 15 Salary Requisitions 1931-1937
  - b. 3 f. 16 Work With Schools - Monthly Reports 1964-1969
    - b. 4 Statistics - Attendance 1911-1912
      - v. 1
    - b. 4 Statistics - Circulation - Daily by Type of Book and Attendance 1912-1916
      - v. 2
    - b. 4 Statistics - Circulation - Daily by Type of Book and Registration 1899-1911
      - v. 3-4
  - b. 5 f. 1 Statistics - Branch General Statistics and Janitors Work 1904-1911
  - b. 5 f. 2 Statistics - Circulation and Book Stock 1906-1907
  - b. 5 f. 3 Statistics - Foreign Statistics & Book Stock 1944-1952
  - b. 5 f. 4-5 Statistics - Monthly Statistical Report 1954-1973
  - b. 5 f. 6 Statistics - Reader Registration Statistics 1908-1912
  - b. 5 f. 7 Statistics - Quarterly Report of Book and Non-Book Stock 1974-1980
  - b. 5 f. 8 Statistics - Summary of Changes in Book Collection 1943-1954

Chatham Square Branch Records (cont.)

- b. 5 f. 9     **Statistics - Adult Circulation 1947-1957**
- b. 5 f. 10    **Statistics - Adult Circulation - Chinese 1954-1956**
- b. 5 f. 11    **Statistics - Adult and Pay Duplicate Circulation 1940-1946**
- b. 6 f. 1     **Statistics - Children's Room Circulation 1954-1958**
- b. 6 f. 2-4    **Statistics - Photocharging Statistics 1958-1965, 1974-1976**
- b. 6 f. 5     **Statistics - Quarterly Reports of Circulation 1974-1986**
- b. 7     **Staff Information Cards 1920s-1980s**  
          Closed to research
- b. 8     **Registration books - Adult 1936-1952**
- v. 1-4    Closed to research
- b. 9     **Registration books - Children 1907-1908, 1926-1937**
- v. 5-8    Closed to research
- b. 10    **Registration books - Children 1937-1952, 1961-1967**
- v. 9-11   Closed to research