The New York Public Library
New York Public Library Archives

Guide to the
Esther Johnston records
1940-1951
MssArc 5563

Summary

Creator: New York Public Library. Branch Libraries. Director's Office

Title: Esther Johnston records

Date: 1940-1951

Size: .5 linear feet (2 boxes)

Source: Transferred from Office of Branch Libraries.

Abstract: Memoranda, correspondence and files concerning administration of the Branch Libraries of The New York Public Library from 1940-1951.

Physical Location: RG 8

Preferred citation: Esther Johnston 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

Esther Johnston was Chief of the Circulation Department (renamed the Branch Libraries in 1966) of The New York Public Library from 1947-1951. Prior to that she was a librarian at the Seward Park and Fordham branches, and Head of Central Circulation. From 1942-1946 she was Supervisor of Branches, and served as Acting Chief of the Circulation Department during the military service of Chief Francis R. St. John.

Scope and Content Note

Records consist of memoranda, correspondence and files concerning Circulation Department salaries,

staffing and other administrative matters.

Key Terms

Subjects
Branch libraries -- New York (State) -- New York
Libraries -- New York (State) -- New York
Public libraries -- New York (State) -- New York

Names
New York Public Library. Branch Libraries. Director's Office
Johnston, Esther
New York Public Library. Circulation Department. Chief

Container List

Esther Johnston Records 1940-1951

b. 1 f. 1 Administrative reports 1946-1951
b. 1 f. 2 Basic Library Unit Study 1940-1948
b. 1 f. 3 Book Lists 1947-1948
b. 1 f. 4 Book Lists - Cooperative (Movies, Antiques, etc.) 1940s
b. 1 f. 5 Circulation Department Offices and Responsibilities 1947
b. 1 f. 6 Circulation Department Staff Directory 1949
b. 1 f. 7 City Salary and Position Allocations 1949-1951
b. 1 f. 8 Count of Units of Service 1951
b. 1 f. 9 Disposal of Worn-Out Books 1949
b. 1 f. 10 Donnell Building 1949
b. 1 f. 11 Edman, Irwin 1950
b. 1 f. 12 Great Books Committee 1947
b. 1 f. 13 Griffenhagen - Definition of Classes of Positions 1951
b. 1 f. 14 Library Gets Last of Carnegie's Gift 1949
b. 1 f. 15 Marking New Books 1948
b. 1 f. 16 O'Dwyer, William 1950
b. 1 f. 17 Pages 1951
b. 1 f. 18 Pepsi Cola Project 1947
b. 1 f. 19 Personnel - Recent Developments 1944
b. 1 f. 20 Personnel - Recruitment n.d.
b. 1 f. 21 Regional Library - St. George 1950
b. 1 f. 22 Salaries 1947-1951
b. 1 f. 23 Scheme of Service 1950-1951
b. 2 f. 1 Survey of Cataloging Procedures 1951
b. 2 f. 2 Survey of Procurement Procedures 1950