

The Hunter College Libraries Department Collection
1878 - 2011
Finding Aid



Hunter College Library, ca. 1915

Archives and Special Collections



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GENERAL INFORMATION

Accession Number: 96-06

Size: 37.77 cu. ft.

Provenance: Hunter College Libraries Department

Restrictions: None.

Location: Range 4 Sections 6 - 8 Shelves 31 - 44

Archivist: Prof. Julio L. Hernández-Delgado

Assistant: Mr. Manuel Rimarachin
Mr. Curvin Sawyer

Date: April 1997

Revised: September 2013

HISTORICAL NOTE

The history of the Hunter College Libraries Department has yet to be written even though there is ample material in this collection to undertake such an endeavor. Suffice to say that it was through the combined efforts of the Alpha Beta Gamma Society, the Philomathean Society, and the Alumnae Association of the Normal College of the City of New York that a college-level library was established in 1872. The library came to occupy several rooms on the first floor of the original Normal/Hunter College edifice on Park Avenue from 1873 - 1936. On February 14, 1936, fire erupted in the basement of the school and destroyed a significant section of the facility. Between 1936 and 1939, the library was housed in temporary quarters. By 1940, Hunter College was rebuilt on the original site and the library came to occupy the 10th and 11th floors of the "Palace on Park Avenue" for the next 44 years.

In 1983, Hunter College inaugurated the opening of the East and West towers and Hunter College Library came to occupy two basements and the first seven floors of the East Building.

Julio L. Hernandez-Delgado

SCOPE AND CONTENT NOTE

The original Hunter College Libraries Department Collection was organized in two sections. The first segment consisted of files that were arranged alphabetically by subject or topic. The next segment consisted of files that were created prior to 1970. Searching through both of these sections to facilitate patron requests proved to be awkward, cumbersome, and increasingly problematic.

After consulting with Dr. Louise S. Sherby, Professor Julio Hernandez-Delgado decided to critically examine the entire Hunter College Libraries Collection and reorganize it under eleven new series and one subseries. Professor Hernandez-Delgado hopes the new arrangement will facilitate and enhance public access to a collection that documents library service at Hunter College from 1878 to 2011.

The Hunter College Libraries Department Collection is arranged in thirteen series and one subseries. The collection consists of annual reports, by-laws, budgets, brochures, minutes, committee and task force reports, division reports, correspondence, memoranda, blueprints, memorial services, programs, publications, photographs, studies, proposals, surveys, scrapbooks, and statistical compilations.

Academics may be attracted to the annual reports which document library service at both the Park Avenue facility and the former Bronx Campus (now Lehman College, CUNY) from 1900 to 2009. Researchers may also want to examine the files on the Teachers Central Laboratory, the Council of Librarians/Council of Chief Librarians, and the Faculty Council of Hunter College to better understand the impact of library service on the various constituents of Hunter College.

Researchers seeking to acquire additional information about library service at Hunter College are encouraged to examine the Archives of the Alumni Association of Hunter College, 1872 - 2008, and the Margaret Grant Plumb Collection, 1890 - 1960. The Alumni Association was instrumental in helping to establish a college library and select documents in their archives documents this endeavor. Margaret Grant Plumb worked as a librarian at Hunter College for over 40 years and miraculously managed to gather and preserve an extraordinary array of records and reports that document the growth and development of library service at Hunter College.

Julio L. Hernandez-Delgado

SERIES DESCRIPTION

Series I – Administrative Files

Series I consists primarily of annual reports, by-laws, budgets, records from the Bronx Campus Library, brochures, minutes, committee and task force reports, division reports, correspondence, memoranda, memorial services, programs, and publications. The files are arranged alphabetically then chronologically.

Series II – Photographs Subseries 2.1 Album

Series II consists of black & white and color prints and negatives of activities and events, administrators, librarians, support staff, library book displays and exhibits, public study areas, the Reference Desk, the Microform Desk, Technical Services, research rooms, computer laboratories, and classrooms from the Health Professions Library, the Hunter College School of Social Work Library, and the Jacqueline Grennan Wexler Library. The files are arranged alphabetically. Subseries 2.1 is an album of assorted color photographs of the Hunter College Library in 1991.

Series III – Publications

Series III consists of bibliographies, bulletins, research guides, newsletters, guidebooks, handbooks, and how to pamphlets published between 1955 and 2008. Publications are arranged alphabetically by title.

Series IV – Reports, Studies and Surveys

Series IV consists of reports, studies and surveys written between 1940 and 2000.

Series V – Scrapbooks

This undated scrapbook highlights key manuscripts and rare books housed in Special Collections.

Series VI – Summary Data

Series VI consists of data compiled between 1966 and 1990 on allocations, annual lines, circulation of materials, collection additions to monographs, expenditures of books and periodicals, annual/hourly personnel, and equipment. In addition, there are statistical and technical process reports. The files are arranged chronologically.

Series VII – Teachers Central Laboratory

Series VII consists of acquisition lists, annual reports, bibliographies, correspondence, memoranda, periodical lists, publications, proposals, reports, and statistical compilations from 1950 to 1984. The files are arranged alphabetically. The Teachers Central Laboratory became the Education Library when Hunter College Library moved to the East Building in 1984.

Series VIII – Council of Librarians/Council of Chief Librarians

Series VIII consists of correspondence, memoranda, minutes, proposals, reports, statements, and studies from 1945 through 1989.

Series IX – Faculty Council of Hunter College

Series IX consists of various committee minutes and reports from 1939 to 1967. In addition, there are the minutes of the Hunter College faculty from 1956 to 1970 and the minutes of the stated meetings of the Faculty Council from 1957 to 1971.

Series X – Chief Librarians

Series X consists of files from former Chief Librarians Dr. David O. Lane, Dr. Thomas V. Atkins, and Dr. Louise S. Sherby spanning the years 1969 to 2008. The files of each Chief Librarian are arranged alphabetically by topic or subject.

Addenda

Series XI – Hunter College Library Accession Logs

The Hunter College Library accession logs lists items that were added to the Normal/Hunter College Library between 1878 and 1952. Each entry is hand written and lists the accession number, class, book, volume, author, title, place and publisher, date, and cost per item. The accession logs are arranged chronologically.

Series XII – Hunter College Library Accession Logs By Academic Departments

The accession logs in this series lists items that were purchased for the Hunter College Library by academic department from July 1949 to April 1951. The accession logs are arranged chronologically.

Series XIII – Hunter College Library Statistics Logs

The statistical logs in this series provide data on Hunter College Library attendance (Day and Evening), Circulation for Home Use and in building (Day and Evening), Fines (amount received and the number of books on which paid), and finally the number of Reference questions (Day and Evening) from September 1940 to June 1966. The statistical logs are arranged chronologically.

CONTAINER LIST

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	2	Correspondence, 1966, 1967 Membership List, 1966 - 1967, 1972 Minutes, May 11, 1966 - October 22, 1968
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		<p>Bronx Campus*</p> <p>Articles</p>
7		<p>Bird, Robert S. "Hunter Gymnasium Renovated to Soothe Any U.N.O. Tempers." <i>New York Herald Tribune</i>, March 24, 1946, n.p.</p> <p>Bud, Leonard. "Hunter May Split into 2 Colleges." <i>New York Times</i>, November 1966, n.p.</p> <p>Fox, Betty D. "The Split." <i>Hunter Alumni Quarterly</i>, Winter 1967, p. 24.</p> <p>Grant, Lester. "Jerome Park Area in Bronx Once Known as Keskeskeck." <i>New York Herald Tribune</i>, March 24, 1946, n.p.</p> <p>Griffin, Alice. "New Look on the Bronx Campus." <i>Here At Hunter A Calendar of Events</i>. November 1969, n.p.</p>

*(The Bronx Campus was officially known as Hunter College in the Bronx)

SERIES I – ADMINISTRATIVE FILES

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		Bronx Campus*
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3	7	“Hunter College Bronx Buildings Under Construction.” <i>New York Times</i> , July 5, 1931, n.p.
		Meng, John J. “Bronx Campus.” <i>Hunter Alumni Quarterly</i> , June 1963, pp. 5-6
	8	Carmen Hall, 1966
		Bronx Campus Library
	9	Contract Proposal for Equipment, Furnishings, and Shelving, ca. 1961
		Divisions, 1948 - 1949
4	1	Collection Inventory by Discipline Correspondence, December 1948 - October 1949 Monthly Reports, February 1948 - December 1949
		Divisions, 1950 - 1951
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		Divisions, 1952
	3	Book Stock, January, March 1952 Books Shipped for Cataloging, April - May 1952 Correspondence, February 1951 - December 1952 Monthly Reports, January - November 1952
		Reserve Book Service in the Bronx Hunter College Library, ca. 1952
		State of Cataloging through March 31, 1952
		Survey of Social Sciences Book Collection Hunter College Library by Lucille E. Bailey, ca. 1952

*(The Bronx Campus was officially known as Hunter College in the Bronx)

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	5	Correspondence, January - December 1954 Monthly Report, November 1954 Statistics, January - December 1954
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		Divisions, 1956 - 1962
	6	Report From the Bronx Library, November 21, 1960 Statistics of Work, January - March 1956
	7	Distribution of the Book Collections Between the Park Avenue Library and the Bronx Campus Library, 1940
		Drawings of Library Renovations (Box 83)
	8	History, Bronx Library, 1931 - 1946
	9	Loans and Transfers Return Collections from Park Avenue Library at the Reopening, 1946 -1947, After Evacuation by W.A.V.E.S. and the United Nations. List of Books Designated by Academic Departments, ca. 1947.

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	15	College Calendar, 1952 - 1953, 1955 - 1967
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	9	Mission, Vision (draft) Proposed Timeline for the Hunter College Library Task Force
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	5	Report of the Task Force on Reading and Writing, November 2005
	6	Revitalizing Student Services at Hunter College. The Report by the President’s Advisory Committee on Student Services, 2002
	7	Three-Year Technology Plan, October 2006
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	9	WorldCat Collection Analysis, November 9, 2006

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70	1900 - 1915 1915 - 1919 1919 - 1925	15,001 - 20,000 21,000 - 25,000 25,001 - 30,000
71	1924 - 1929 1928 - 1929 1929 - 1931	30,001 - 35,000 35,001 - 40,000 40,001 - 44,000
72	1931 1931 - 1932 1932 - 1933	44,001 - 49,000 49,001 - 54,000 54,001 - 59,000
73	1933 1933 - 1934 1934 - 1935	59,001 - 64,000 64,001 - 69,000 69,001 - 74,000
74	1935 1935 1936	74,001 - 79,000 79,001 - 84,000 84,001 - 89,000
75	1937 1937 1937 - 1938	89,001 - 94,000 94,001 - 99,000 99,001 - 104,000
76	1938 - 1939 1939 1939	104,001 - 109,000 109,001 - 114,000 114,001 - 119,000
77	1940 1940 - 1941 1941	119,001 - 124,000 124,001 - 129,000 129,001 - 134,000
78	1941 1941 - 1942	134,001 - 139,000 139,001 - 144,000

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79	1943	149,001 - 154,000
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	1945	159,001 - 164,000
80	1946	164,001 - 169,000
	1947 - 1948	169,001 - 174,000
	1948	174,001 - 179,000
81	1949 - 1950	179,001 - 184,000
	1951 - 1952	184,001 - 189,000
82	1952	189,001 - 194,000
	n.d.	194,001 - 199,000

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