

MONTGOMERY COUNTY ARCHIVES

Guide to the Records of the

**DEPARTMENT OF PUBLIC LIBRARIES
1869-1876; 1908, 1931-2005**

Record Group 11: Libraries

**February 2, 2001
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Montgomery County Archives
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ADMINISTRATIVE HISTORY

Library service in Montgomery County originated in 1869 when a group of Rockville and other area residents assembled in the County Courthouse to plan a joint stock library. The first building of the Association was a room over George Peter Esq.'s law office and the borrowing of books was restricted to members. Most of the members were men, although some of their wives also joined.

In 1893 a group of private citizens in Kensington established the Noyes Library. The library was named for its prime benefactor, newspaper publisher Crosby S. Noyes. From 1893 until 1950, independent public or subscriber funded libraries provided limited services to residents of southern Montgomery County. Nine independent library associations operated facilities located in Bethesda, Four Corners, Gaithersburg, Garrett Park, Kensington, Rockville, Sherwood, Silver Spring, and Wheaton.

The County's good-government movement of the 1930s and 1940s included local agitation for an improved County supported public library service. In 1945 the Maryland Legislature passed the State Library Law which provided matching state funds for County library systems, based on a County's population. During the late 1940s, the Montgomery County League of Women Voters lobbied for the creation of a County library system and succeeded in proposing legislation. The County Council rejected it in 1949 but appointed a Library Advisory Committee. In its report to the Council, the committee recommended the creation of a County-wide public library system.

On May 31, 1950, the County Council passed the County Library Law of 1950, which created a Department of Public Libraries (DPL) administered by a professional librarian and advised by a Library Board. The act also empowered the County Librarian and Director to negotiate the acquisition of the independent libraries in forming a system of branch libraries. The Library Board was appointed by the Council soon after passage of the law, but the first director did not assume office until February 1951. DPL absorbed seven of the nine independent libraries before July of that year. The Bethesda Library Association transferred its facility and collections to the County on July 1, 1952, and the Rockville Library Association followed suit on July 1, 1957. Under the County's auspices, library service became more equitable. In 1951, the Department of Public Libraries expanded library service into rural and fledgling suburban areas through bookmobiles. The Department and Library Board in conjunction with the Maryland-National Capital Park and Planning Commission formulated a series of regional and community libraries in order to meet the needs of both densely and sparsely populated areas. During the early 1960s, the Library Board and Director began anticipating the growth of the system through annual "Facilities Master Plans." By 1965, the County system was comprised of 14 branches.

The modernization of the system continued in the 1980s with the addition of a computerized circulation system and expansion to 24 branch libraries, including an outlet at the Lakeforest shopping mall. However, the 1990s saw significant county-wide budget shortfalls. Public

libraries and the communities they supported were challenged with severe budget cuts and branch closings, leaving the current number of active branches at 21. Additionally, DPL operates a kiosk at the Mid-County Community Center and an outlet at the Montgomery County Correctional Facility. DPL continues to maintain a comprehensive collection of materials, now providing a full range of services including information services for adults and children, an online Public Access Catalog for access to holdings and full text sources, regularly scheduled programming for preschool children, and meeting rooms for social and community events. DPL emphasizes service to those groups with the greatest needs, such as recent immigrants, the disabled, seniors, and young children.

The Department of Public Libraries has been administered by five directors and two acting directors: George Moreland, who served from 1951 until 1969; Norman Finkler from 1969 until 1980; Agnes Griffen from 1980 to 1995, Que Bronson (acting) from July to September 1997, Harriet Henderson, 1997-2005 and Parker Hamilton, 2006-2017.

EXTENT

43.5 cubic feet: 40 record boxes, 3 oversized flat files, 1 document box

SCOPE AND CONTENT

The records of the Department of Public Libraries and its Directors contain documentation of operations, activities, events and general management of the libraries covering the years between 1931 and 2005 (with some documents dating from 1869-1876 and 1908). The bulk of the material dates from the Agnes Griffen administration, 1980-1995; however, there is also material from her predecessors George Moreland and Norman Finkler (1950-1984), as well as her successor Harriet Henderson (1997-2003). Additionally, there is material within Series I: Branch Files that originates from several of the independent libraries before they were incorporated into the Department in 1951.

Material in this collection includes correspondence, meeting minutes, committee materials, publications, memoranda, audiovisual material, reports, surveys, budget documents, event planning, development material, strategic planning processes, read files, photographs, and newspaper coverage of library issues and activities. Records detail the creation of the department and its organizational structure, policy formation, key functions, and day to day operations. Other topics include the incorporation of the independent libraries into the County library system and its expansion during the late 1960s to 1970s, as well as adoption of computerized circulation services, branch administration, budgeting, strategic planning, and facilities planning. The collection also contains the correspondence and memoranda from the Department of Public Libraries History Project that produced *A Grateful Remembrance* in 1976, and documentation on the creation and initial administration of the Montgomery County Archives in 1985.

The records have been arranged into fourteen series:

Series I: Branch Files

Guide to the Records of the Montgomery County Department of Public Libraries, 1869-1876; 1908, 1931-2005

Record Group 11: Department of Public Libraries

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Subseries 1: Original Branch Files

Subseries 2: Additional Branch Files

Series II: Correspondence Files

Series III: Director's Files

Subseries 1: George Moreland/Norman Finkler

Subseries 2: Agnes Griffen

Subseries 3: Harriet Henderson (with Acting Director Que Bronson)

Series IV: Facilities Plans

Series V: Publications

Series VI: Development Files

Subseries 1: Friends Files

Subseries 2: Fundraising

Subseries 3: Committees

Subseries 4: Projects

Subseries 5: Funding Prospects

Series VII: Planning Files

Series VIII: Studies and Surveys

Series IX: Montgomery County Archives

Series X: Press Releases and Newspaper Clippings

Series XI: Automated Circulation Control Systems

Series XII: Library Service to Cultural Minorities

Series XIII: Proclamations

Series XIV: Scrapbooks

SERIES DESCRIPTIONS

Series I: Branch Files, 1869-1876; 1908; 1931-2005

(6 cubic feet)

The branch files document the library system's formation and expansion. Included in the series are records from seven of the nine independent libraries that existed before incorporation of the county-wide system in 1950: Bethesda, Four Corners, Noyes, Sherwood, Silver Spring, Rockville, and Wheaton. Much of this material is concerned with the incorporation of these independent libraries into the County library system, although there are several comprehensive files of the Silver Spring, Rockville, and Sherwood branches spanning pre-incorporation years.

The remainder of the files concern the administration and operation of branches opened after incorporation, including the detention center branch, the Lakeforest Library Connection (in the Lakeforest shopping center), and the Bookmobile. Materials within each branch collection can include receipts, financial reports, book inventories, book circulation statistics, newspaper clippings/press releases, renovation/construction documentation, promotional material and photographs. This series is arranged in two subseries according to accrual:

Subseries 1: Original Branch Files, 1869-1876; 1908; 1931-1983

(2 cubic feet)

This subseries of material was accessioned in 1988 and includes branch files through 1983. There is sparse material before incorporation of the library system in 1951; only the Bethesda, Four Corners, Noyes, Sherwood, Silver Spring, Rockville, and Wheaton branches contain material prior to 1951. Material is arranged in alphabetical order by branch title, then in chronological order within each title, except where there are certain subject categories within each branch.

Subseries 2: Additional Branch Files, 1981-2005

(4 cubic feet)

This material was accessioned in 2006 and contains branch-related materials from 1981-2005. Material is arranged in alphabetical order by branch title, then in relative chronological order within each title.

Series II: Correspondence Files, 1969-1994

(3.5 cubic feet)

This series reflects the issues faced in the daily administration of the County library system. The correspondence contained in the series deals with a variety of subjects, including budgets, employee relations, risk management, and capital planning. The correspondence was directed toward and originated from County departments and citizens. A large portion of citizen correspondence was initiated from Comments and Suggestions forms that were available to the public. These correspondence files were kept in alphabetical order by last name of patron. The bulk of the material covers the period of 1977 to 1980 and 1983-1984, with another large portion representing the period from 1988-1994.

Arrangement is alphabetical by department from the period 1969-1980. The remainder of the material (1983-1994) is arranged by distribution department in chronological order.

Series III: Director's Files, 1951-2003

(16 cubic feet)

This series consists of material from Department Directors George Moreland, Norman Finkler, Agnes Griffen, and Harriet Henderson as well as the files of acting director Que Bronson (from 1997). The bulk of the material consists of the reading files used in day-to-day operations of the public libraries, including committee reports, board reports and correspondence, as well as correspondence and memos regarding collections management, branch management, strategic planning, fees and services. Also included is substantial budget planning and CIP planning from the tenure of Agnes Griffen, such as budget work sessions, correspondence, council meeting sessions, public testimony and newspaper coverage of budget issues. This series has been arranged into three subseries, by Director:

Subseries 1: George Moreland and Norman Finkler, 1951-1976

(0.5 cubic feet)

This subseries contains documentation of the first two directors of the DPL, including Director's files as well as material on several events and activities hosted by the libraries. Notable material in Subseries 1 includes documentation related to the Suburban Maryland Library Project, which was begun under to supervision of George Moreland and continued with his active participation after his tenure as director was finished. Also of interest is material connected to the Historic Review Committee project that produced *A Grateful Remembrance*, a joint undertaking of the library and the Montgomery County Historical Society. Material is arranged in chronological order.

Subseries 2: Agnes Griffen, 1980-1995

(11.5 cubic feet)

This subseries contains the bulk of the Director's Files in Series III, documenting the tenure of Director Agnes Griffen, including Read Files, budget/CIP planning, strategic planning, collections management, branch management, discussion about fees and services, and significant documentation of the various electronic catalogue and digital access initiatives that were implemented as technology increased. Material is arranged alphabetically by subject (with the exception of the budgeting material, which is located at the end of this subseries), then chronologically within each subject.

Subseries 3: Harriet Henderson (with Acting Director Que Bronson), 1997-2005

(3 cubic feet)

This subseries begins with the Director's Read Files from 1997, when Que Bronson was Acting Director of DPL, then continues with documentation of Harriet Henderson's tenure as Director. Additional material is sparse, but includes Library Advisory Committee meeting minutes and some documentation of the Diversity Team. Note that no Read Files exist from January 2000-April 2001. There are also no Director's Files for 1996, between the tenures of Agnes Griffen and Acting Director Que Bronson. Material is arranged in chronological order.

Series IV: Facilities Plans, 1968-1989

(0.5 cubic feet)

This series consists of correspondence, memoranda, research papers, preliminary drafts, and published materials regarding library master plans, facilities plans, site selections, public service programs, and system usage.

Series V: Publications, 1962-2000

(0.75 cubic feet)

This series contains the newsletter publications produced by the Department of Public Libraries, to keep staff and communities informed about events and issues affecting libraries, starting with the community newsletter *The Open Book*, which was published from 1962-1980. Following is a

series of internal newsletters produced by DPL to keep staff informed of policies, changes, budget decisions and facilities planning. The first of these, "Open System" was initiated in 1980 and continued publication through 1992. During the budget shortfall/cutbacks era in the early 90s, two newsletters called "Inside Story" and "Inside Story II" were published to keep staff apprised of negotiations leading up to the budget approvals of FY1992 and FY1993 respectively. Other publications include "Voices of Diversity and "Must Read."

Series VI: Development Files, 1989-1999

(2.15 cubic feet)

This series consists of the files of the Development Director of the Public Libraries, including meeting minutes from and correspondence with the Friends of the Public Libraries (FPL); various committee minutes, reports and publications; specific projects funded with grants/donations; public relations materials; and files kept by the development director including information on many potential funding prospects, both pursued and not pursued. The majority of the material dates from Barbara Harr's tenure as Development Officer, but the records may include those of other staff as well. This series has been arranged into six subseries, by subject:

Subseries 1: Friends Files, 1983-1988

(0.25 cubic feet)

This subseries includes material produced by the Friends of the Public Libraries, including meeting minutes, treasurer's reports, Executive Director's reports to the Friends, fundraising proposals and materials about Friends projects. There is limited material for 1995. This subseries also contains proposals and fund raising documents submitted to the development committee of the FPL, notably including a 1990 proposal for an Early Childhood Center, as well as FPL articles of incorporation.

Subseries 2: Fundraising, 1989-1996

(0.25 cubic feet)

This subseries contains documentation of the fundraising plans and efforts by the development director.

Subseries 3: Committees, 1994-1999

(0.25 cubic feet)

This subseries documents the activities of various committees associated with development activities or including the development director, notably budget meetings, the Collaboration Council for Children and Youth, and the SAILOR initiative for online catalog access. This material is arranged chronologically.

Subseries 4: Projects, 1989-1999

(0.75 cubic feet)

This subseries contains the bulk of the development material, outlining the various projects funded by grants, foundations or donations during this time period. Notable

projects include the rededication of the “Old Tavern” mural at the Silver Spring Library in 1997, the Childrens Express project, and the new library in Rockville. This material is arranged alphabetically by project.

**Subseries 5: Funding Prospects, 1991-1996
(0.5 cubic feet)**

This subseries contains the working files of the development director, focusing on funding prospects that were explored but never realized. In some cases communication was ongoing but no project materialized; in other cases material was merely collected from a prospective organization or foundation with no action taken. Material in this subseries is arranged alphabetically by organization title.

**Subseries 6: Public Relations
(0.15 cubic feet)**

This subseries contains documentation of the public relations activities of the development director.

**Series VII: Planning Files, 1979-1994
(2 cubic feet)**

This series contains material related to the creation of a Public Services Plan for the Public Libraries. This involved forming a Citizens Planning Committee tasked with assessing the libraries’ current performance and setting goals and objectives to improve library functionality during the fiscal years 1986-1994. These files cover several iterations of this process, but largely deal with the planning activities in 1987, led by coordinator Kathie Meizner, whose notes and files feature prominently. For the final version of the FY88-94 Public Services Plan referred to in many of the files, see the Printed Material of Public Libraries, also located in Record Group 11. This material is arranged in chronological order.

**Series VIII: Studies and Surveys, 1974-1994
(0.5 cubic feet)**

This series consists of reports on various feasibility studies, user and employee surveys, systems surveys, and other commissioned studies on various aspects of DPL functionality. Notable is the 2-year feasibility study on the opening of a library kiosk in one or more Metro stations: a proposal that was turned down in budget negotiations in 1989. Material is arranged in chronological order.

**Series IX: Montgomery County Archives, 1973-1999
(0.5 cubic feet)**

This series documents the formation and operation of the Montgomery County Archives, an organization initiated by DPL Director Agnes Griffen, and established in 1985 as a permanent, publicly accessible repository for the records of the county government. In its first 15 years, the MCA was administered by History Associates, Inc., a local archival services provider that was

contracted to set up and operate the archives on behalf of the County. The MCA eventually replaced the County Municipal Collections housed in the public libraries. Material includes correspondence, monthly reports, newspaper clippings, reference material, contract documents and budget records. Material is arranged in chronological order.

Series X: Press Releases and Newspaper Clippings, 1975-1998

(2.5 cubic feet)

This series contains copies of press releases sent out by the DPL from 1986-1992, as well as clippings from various local newspapers and magazines regarding the county libraries. Subjects include library offerings, events and activities, published calendars of events, letters to the editor, collection development issues, budget and funding news, construction proposals, and commentary on libraries' role in society. This material is arranged in the order in which it was kept by librarians: first with press releases separated and organized by year, then by clippings which were originally kept in 3-ring binders, sorted chronologically by date within each of four categories: General (news about the system or its programs), Calendar (announcements in newspapers about the events and activities planned for the libraries), Letters (letters to the editor regarding library news or issues), Branches (articles specific to certain branches within the library system). The Branches category is further divided in alphabetical order by branch name.

Series XI: Automated Circulation Control Systems, 1967-1991

(1.5 cubic feet)

This series documents DPL's implementation of various computerized circulation control systems, beginning with the upgrade to printed library holdings books in the 1960s, research and discussion about automated computer systems throughout the 1970s, and an agreement in the early 1980s with SCICON, a computer company that eventually was dropped by the County due to problems with their system and business practices. After the SCICON agreement dissolved, DPL formed a Technology Task Force, led by Jane Tucker, in 1983 that commissioned a report from Lee Powers on the functional requirements for an automation system (August, 1984), as well as performing background research on technology options and staff/patron surveys on DPL's particular technological needs. Other stages included an RFP (Request for Proposals) process in 1986, headed up by Sue Epstein and a 1990 white paper on "Electronic Library Services" by Kay Ecelbarger. Material includes reports, consultations, evaluation, correspondence, newspaper clippings, and contract negotiations. Some reports associated with the library's automated services can be found in Series VIII: Studies and Surveys.

Series XII: Library Service to Cultural Minorities, 1985-2000

(0.5 cubic feet)

This series contains documentation from the Cultural Minorities Services division of DPL, established in 1986 through a three-year Library Service and Construction Act (LSCA) Grant. It was designed to serve the Chinese, Hispanic, Korean, and Vietnamese populations, which were the four largest-growing immigrant minority groups in Montgomery County at that time. The mission of the division was "To promote library services and make library materials and general

information more accessible to cultural and language minorities living in Montgomery County.” Under the leadership of Cultural Minority Librarian Linda Tse, the division increased the foreign-language holdings across all branches, produced promotional material and outreach programs in foreign languages, provided events and services specifically targeted to English-as-second-language patrons, and worked to increase multi-lingual staff members. Material in the series includes grant/budgeting paperwork, printed material, correspondence, memos, Library Advisory Committee meeting minutes, newspaper clippings, and other program documentation.

Series XIII: Proclamations, 1978-2005

(1 cubic foot)

This series includes nine proclamations by Montgomery County Executives and County Council Presidents, proclaiming Public Libraries Week/Month and National Library Week/Month. Also included are two documents from the State of Maryland and the Senate of Maryland, proclaiming February 1, 2005 “Maryland Library Day.” These records are located in Flat File 22.

Series XIV: Scrapbooks, 1951-1985

(2 cubic feet)

This series includes three scrapbooks of newspaper clippings and photographs collected by librarians starting with the incorporation of the public libraries and continuing through the mid-1980s. Scrapbook one includes large black and white professional photographs of Bethesda Public Library, the opening at Davis Library, and photos of Rocking Horse, Little Falls, Silver Spring, and Rockville Libraries, as well as the Bookmobile. Scrapbooks were kept intact with the exception of Scrapbook 1, which was damaged while in storage and its contents separated to protect the photographs. These records are located in Flat Files 22-24.

CONDITIONS GOVERNING ACCESS

This collection is open for research. Some material is restricted because it contains personally identifiable information or discusses topics that are confidential. Folders that contain restricted material are marked as such in the finding aid and will not be served to researchers. Please contact the archivist with questions about restricted material in this collection.

LANGUAGE

English. Some materials are in Spanish, Chinese, Korean, and Vietnamese.

PROVENANCE

This material was transferred to the archives by the Department of Public Libraries over the course of several years. It is comprised of multiple accessions including but not limited to: 2006-02, 2000-10, 99-34, 98-01, 97-05, 97-04, 96-49, 96-42, 96-11, 92-06, and 88-1.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 11, **Records of the Department of Public Libraries**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 11: Public Libraries. Records Title: The Records of the Department of Public Libraries. Series number and series name. Subseries number and subseries name, if applicable. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere. Preservation copying of newspaper clippings was performed whenever feasible.

Accession 2000-10 images from Bethesda Library (1957-1958) were removed from original scrapbook for preservation. Scrapbook flat file suffered water damage during storage period at Broome School (2010-2014).

PROCESSING STAFF

Linda Kennedy
Rob Jenson
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FINDING AID AUTHOR

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BOX INVENTORY

Series I: Branch Files, 1869-1876; 1908, 1931-2005

Subseries 1: Original Branch Files, 1869-1876; 1908; 1931-1983

Box 1

Aspen Hill, 1965-1967

Bauer Drive & Route 28, 1971-1977

Bethesda, 1950-1964

Bethesda, 1971-1976

Bethesda Information Center, 1989

Bookmobile, 1954-1979

Central, 1957-1967

Chevy Chase, 1963-1977

Damascus, 1970-1983

Davis, 1962-1980

Detention Center, 1971

Four Corners, 1948-1981

Gaithersburg, 1951-1981

Gaithersburg, North, 1969-1981

Garrett Park, 1951, 1966-1972

Germantown, 1972-1977

Kensington Park, 1964-1974

Little Falls, 1957-1976

Long Branch, 1972-1980

Noyes, 1908, 1947-78

Olney, 1965-1982

Poolesville, 1974-1980

Potomac, 1973-1977

Rockinghorse, 1955-1965

Rockville

Rockville Public Library Book of Accessions Book 1, c.a. 1940s; Book 2, c.a. 1956-1959

Annual/Monthly Reports, 1938-1957, 1971-1973

Book Inventories, 1950-1969

Correspondence, 1949-1966

General, 1949-1971 (**1 item RESTRICTED within folder**)

Rockville

Minute Book, 1869-1876

Newsletters, 1950-1957

Newspaper Clippings, 1934-1985

Photographs, 1950s, 1974

Sherwood

Book Circulation Records, 1948-1952

(Subseries 1: Original Branch Files, cont.)

(Box 1, cont.)

(Sherwood, cont.)

Book Circulation Records, 1952-1962

General, 1950-1978

Minutes

Advisory Committee, 1952-1955

Library Association, 1948-1951

Operating Committee, 1948-1951

Photographs, 1956

Box 2

Silver Spring

Annual Meeting Notification, 1934-1950

Annual/Monthly Reports

Librarian, 1936-1940

Librarian, 1941-1945

Librarian, 1945-1950

Treasurer, 1932-1940

Treasurer, 1941-1951

Other Committees, 1932-1946

Architects' Drawings, 1954; Parking Lot Extensions, 1970

Book Circulation Records, 1938-1946

Book Circulation Records, 1946-1950

Budget, 1932-1951

Building & Site, 1937-1955

Constitution & By-Laws, 1931-1949

Correspondence

General, 1931-1951

Nominating Committee, 1931-1950

Treasurer, 1941-1950

County Library System, 1947-1951

General, 1932-1949

History: Your Library: Silver Spring Public Library, 1949

1931-2001 Enriching Lives for Seventy Years by Robert E. Oshel, Ph.D., @2001

Membership, 1931-1945

Minutes

Library Association, 1931-1950

Trustee's Board, 1932-1940

Trustee's Board, 1941-1951

Silver Spring

Receipts, 1940

(Subseries 1: Original Branch Files, cont.)

(Box 2, cont.)

(Silver Spring, cont.)

Receipts, 1941

Receipts, 1942

Receipts, 1943

Receipts, 1944-1948

Receipts & Disbursement Ledger, 1940-1945

Receipts & Disbursement Ledger, 1945-1947

Resumes, 1936-1950

Tax Levy, 1936-1947

Twinbrook, 1958-1979

Wheaton, 1950-1962

Wheaton, 1979-1983

White Oak, 1965-1977

Subseries 2: Additional Branch Files, 1981-2005

Box 32

Aspen Hill, 1986-2004 (4 Folders)

Bethesda, 1985; 1991-2003 (4 Folders)

Bookmobile, 1986-1998; 2002-2003

Chevy Chase, 1986-2005 (3 Folders)

Damascus, 1984-2004 (3 Folders)

Davis, 1983-1986; 1989-1994; 1999-2003 (3 Folders)

Detention Center, 1983-2004 (5 Folders) **(3 items RESTRICTED within folder 5)**

Box 33

Fairland, 1985-2005 (10 Folders)

Four Corners, 1991-1993

Gaithersburg, 1987-2002 (2 Folders)

Germantown, 1982-2005 (4 Folders)

Kensington Park, 1983-2000 (5 Folders) **(1 RESTRICTED folder)**

Lake Forest, 1993-2000 (3 Folders) **(1 item RESTRICTED within folder 3)**

Little Falls, 1984-1986; 1990-1996; 2000 (2 Folders)

Box 34

Long Branch, 1983; 1988-2002

Noyes, 1980 -2005 (9 Folders) **(1 RESTRICTED folder)**

Olney, 1981; 1985-2001 (2 Folders) **(1 RESTRICTED folder)**

Poolesville, 1983-2001 (3 Folders)

Potomac, 1983-2001 (4 Folders)

Public Service Training Academy 1984-1990 (1 Folder)

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(Subseries 2: Additional Branch Files, cont.)

(Box 34, cont.)

Quince Orchard, 1988-2003 (4 Folders)

Rockville, 1981-2004 (3 Folders)

Box 35

Rockville, 1981-2004 (8 Folders)

Silver Spring, 1983-2002 (5 Folders) **(1 RESTRICTED folder)**

Special Needs Library, 1981-2006 (6 Folders) **(1 RESTRICTED folder)**

Twinbrook, 1987-2002 (3 Folders)

Wheaton, 1984-2000 (5 Folders)

White Oak, 1983-2000 (4 Folders)

Series II: Correspondence, 1977-1994

Box 3

Departmental

Budget & Research, 1977-1979

CAO, 1977-1978

CAO, 1979-1981

County Executive, 1977-1981

Employee Relations, 1974-1978

Facilities & Services, 1971-1979

Memoranda to Staff, 1977-1982

Office of Planning & Capital Programming, 1977-1979

Personnel, 1977-1979

Purchasing thru Transportation, 1977-1979

Suggestions & Complaints, 1977-1978

Suggestions & Complaints, 1978-1980

General Correspondence

1969-1977

1978-1980

1980-1982

1986-1987

1988-1993 (6 folders)

Box 38

Division of Public Services Memos Circulated, 1983-1984 (6 folders)

Memos to Agency Heads Reading Files, January 1986-March 1989 (8 folders)

Box 39

Comments and Suggestions, 1988-1993 (10 folders)

Department Head Memoranda from Lewis T. Roberts, December 1988-October 1990 (4 folders)

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Box 40

Agnes Griffen Correspondence Control Files (CECC), 1990-1994 (16 folders)

Series III: Director's Files, 1951-2003

Subseries 1: George Moreland and Norman Finkler, 1951-1976

(Box 3, cont.)

Director's Files, 1951-1969

Suburban MD Library Project, 1967-1970

Library Materials Budget and Allocations, 1970-1980

Photographs from Various Library Events, 1975-1977 (*see RG 19, Box 20*)

Box 4

County History Program (Grateful Remembrance, BiCentennial), 1975-1976

Subseries 2: Agnes Griffen, 1980-1995

(Box 4, cont.)

Ad hoc Citizens' Planning Committee, 1981

Administrative Council Minutes, 1980-1984 (4 folders)

Affirmative Action Plan: Library Regional Administrators Team Discussion, May-July 1986

Affirmative Action Plan (final draft), September 1986

Affirmative Action Committee, 1990

Affirmative Action Plan, 1993

Affirmative Action Plan (1993) with County Attorney updates, 1998

Assistant State Superintendent of Libraries Vacancy, 1987-1988

Associate Director's Monthly Reports, 1986-1993 (4 folders)

Business Office Reports, February 1986-January 1987

Cable Channel 55, 1994

Catholic League for Religious and Civil Rights: complaints, lecture/exhibit, lawsuit, 1988-1990
[RESTRICTED]

Centralized Publication Management, 1981

Chamber of Commerce Membership/Conflict of Interest Issue, December 1987- February 1988

Chronology of the Department of Public Libraries, 1951-1981

Circulation System Implementation and Research, 1984-1986

Code Revision

Expansion of Library Board membership, 1985

CRA-85 (plus reference material), 1985-1986

CRA/B/C-86, 1986

Council on Library Resources (CLR): Conference on School and Public Library Cooperation, 1994

Box 5

Director's Administrative Council (DAC)

(Subseries 2: Agnes Griffen, cont.)

(Box 5, cont.)

(Director's Administrative Council (DAC), cont.)

Days Away Retreat—Marriotsville, April 1983

Notes, Correspondence and Reference, 1983-1985

Meeting minutes, June 1986-March 1987

Days Away Retreat, October 1986

Days Away Retreat, December 1987

Director: Department of Public Libraries "Situation Book," c. 1986-1989 (two folders)

Director's Read Files

1985 [restricted material] (1 folder)

January-December 1985 (12 folders)

1986 [restricted material] (1 folder)

January-May 1986 (5 folders)

Box 6

Director's Read Files

June-December 1986 (7 folders)

1987 [restricted material] (1 folder)

January-October 1987 (10 folders)

Box 7

Director's Read Files

November-December 1987 (2 folders)

1988 [restricted material] (1 folder)

January-December 1988 (12 folders)

1989 [restricted material] (1 folder)

Box 8

Director's Read Files

January-December 1989 (12 folders)

January-June 1990 (6 folders)

July 1990 [restricted material] (1 folder)

July-August 1990 (2 folders)

Box 9

Director's Read Files

September-December 1990 (4 folders)

January-December 1991 (12 folders)

1992 [restricted material] (1 folder)

January-March 1992 (3 folders)

Box 10

Director's Read Files

- April-December 1992 (9 folders)
- 1993 [restricted material] (1 folder)
- January-August 1993 (8 folders)

Box 11

Director's Read Files

- September-December 1993 (4 folders)
- 1994 [restricted material] (1 folder)
- January-September 1994 (9 folders)

Box 12

Director's Read Files

- October-December 1994 (3 folders)
- 1995 [restricted material] (1 folder)
- January-September 1995 (10 folders)

Box 13

Director's Read Files

- October-December 1995 (3 folders)
- 1996 [restricted material] (1 folder)
- January-June 1996 (8 folders)

Diversity

- Diversity Task Force, 1992-1995 (4 folders)
- Diversity Reports, 1994
- Diversity Seminar, 1995

Economic Advisory Council (EAC) Special Projects Committee

- Fundraising Policies Survey, 1987-1989
- Feasibility of Augmenting Library Funds, 1987-1989
- Consultant Feasibility Study, 1988

Box 14

- Electronic Database Survey, 1989
- Employee Attitude Survey, 1986
- Employee Suggestion Forms, 1984
- Fee Policy/User Fees, 1983-1988 (8 folders)
- Fee Policy/ Fee Policy Task Force, 1991
- Four Corners Library Closing, 1992
- Friday Memo (3 folders)
 - 1980-1982
 - 1983-1987

(Subseries 2: Agnes Griffen, cont.)

(Box 14, cont.)

Friday Memo, cont)

1988-1990

Friends of the Library: Programs and Grants, 1986-1987

Friends of the Public Library: commercials for cable TV (VHS), 1995

Future of Libraries—briefing, 1988

Future of Public Libraries: Opening Event of the Strategic Planning Process (two copies on VHS), undated [1993?]

Germantown Library, 1986

Hours of Service and Staffing: FY94, 1993

Immigration & Citizenship Program, 1986

InfoConnect: Business Information Center Survey, 1990

InfoConnect Research Services, 1990-1995

Information and Referral Services (I&R) in DPL, 1979-1981

Information Resource Management Strategic Planning, 1984 (2 folders)

Integrated Library Computer System—specs and contract (Eyring), 1986-1987

Language Minorities Coordinating Network, 1985-1986

Leadership Team, 1994

Library Administrators' Development Program (University of MD), 1989-1990

Library Associate qualifications, 1989

Library Express, 1989-1991; 1995

Library Fair—40th Anniversary, 1989-1991

Library Reference Assessments, 1989-1990

Box 15

Library Regional Administrators Meeting Minutes, 1990-1991

Library Video Network, 1986

Literacy Program Initiatives, 1983-1986

Literacy Council Initiatives, 1990-1995

Martin Luther King Commemorative Committee, 1992

Maryland Humanities Council, 1986

Maryland Municipal Collection (Rockville Library), 1984

Montgomery College: Cooperative Programs and Services, 1984-1985

Montgomery County Association for Hearing Impaired Children, 1981

Montgomery County Civic Federation, 1988

Montgomery County Committee on Ethnic Affairs, 1990-1991

Montgomery County Detention Center Library, 1984; 1987

Montgomery County Ethnic Heritage Festival, 1993

Montgomery County Public Schools: Cooperative Programs, 1983

Montgomery Literacy PSA (VHS), undated

Monthly Reports from Associate Library Director, 1986-1987

(Subseries 2: Agnes Griffen, cont.)

(Box 15, cont.)

Multilingual Initiative, 1985

Online Search Service in the Department of Public Libraries: Position Paper (Ecelbarger), 1984

Paraprofessional Task Force, 1980-1984

Pedestrian Rights and Safety, 1984-1987

Photographs: unknown library events, 1988-[1992]; undated

Policies and Procedures, 1987

Professional Appointment Calendars, 1980-1990; 1994 (5 folders)

Proposal for Inventory Circulation Control System, 1980

Remote Electronic Delivery of Information, 1981

Reorganization of Admin Structure (4 folders)

1988-1989

March- June 1990

August-November 1990

1991

Box 16

Reports & Memos, 1983-1987 (4 folders)

Report to the County Executive by the Commission on the Structure of Montgomery County Government (with Griffen feedback), 1987-1988

SAILOR: Maryland's On-Ramp to the Information Highway (VHS), 1994

Small Business Seminars, 1986-1987

Staff Days Task Force, 1989-1990

Staff Directories, Committee Members and Organizational Charts, 1989-1993

Staff Organizational Charts, 1986

Staff Organizational Charts—all branches, 1993

Staff Policies and Procedures, 1993-1994; undated

Staff-Published Gazette articles, 1994

Staff Recognition Day, April 9, 1987

State Library Legislation, 1988-1992 (3 folders)

Strategic Plan Timeline, 1994

Sunday Service, 1981-1982

Technical Committee (re: Metro Station kiosks), 1988

Technical Services Monthly Reports, July 1986-June 1987

Technology Committee/Informatics, 1983

Transition Committee (CE Kramer), October-December 1986

Videocassette Services and Surveys, 1981-1984 (*see also: Series VIII, Box 26*)

Video/Film Service Restructuring, 1990-1992

Volunteer Statistics & Recognition, 1977-1986

Work/Life Committee, 1994

(Subseries 2: Agnes Griffen, cont.)

(Box 16, cont.)

Budget: Fiscal Year/CIP Documentation

Collections/Acquisitions Budgeting, 1984-1986

FY87 CIP/Budget Preparation, 1986

Operating Budget for DPL, 1986 (2 folders)

Materials for Work sessions, FY88 Budget, 1986

FY88 Budget Preparation, 1987

Box 17

(Budget: Fiscal Year/CIP Documentation, cont.)

CIP Testimony/Public Hearings re: Library Renovations, January-May 1987

IRS Issues, 1987

FY89 Budget Documents, 1987-1988

FY89 CIP/Budget Preparation, January-May, 1988

FY90 Budget Preparation, August 1988-May 1989

CIP FY90-95 Budget Preparation, 1989

FY90 Budget and Library Acquisitions, September 1989-July 1990

CIP FY91-96 Budget Work sessions, February-May 1990

Budget Cutbacks/Staff Communication, October-December 1990

FY92 Library Statistics, 1989-1991

FY92 Budget Preparation/Cutbacks, February-November 1990

FY92 Library Statistics and Status, 1991

FY92 Budget Sessions and Cutbacks Debate, January-February 1991

Press Coverage on Library Budget Cuts, February-June, 1991

Library Board President's Statement to Council, March 1991

Debate over Videos in Libraries, March-April 1991

Public Engagement on Budget Issues, March-May 1991

FY92 Budget Sessions and Cutbacks Debate, March-May, 1991

"Library Update" Staff Publication, March-May 1991

FY92 Budget Resolution, September 1991-March 1992

CIP FY92-97 Planning, 1990-1991

FY93 Budget Planning, October-December 1991

FY93 Budget Planning/Cutbacks Debate, January-May 1992

FY93 Budget Preparation, December 1991-March 1992

FY93 Budget Preparation, April-October 1992

CIP FY93-98 Committee Work Sessions, February-November 1992\

(Subseries 2: Agnes Griffen, cont.)

Box 28

(Budget: Fiscal Year/CIP Documentation, cont.)

FY94 Budget Preparation, January-May 1993

(Subseries 2: Agnes Griffen, cont.)

(Box 28, cont.)

(Budget: Fiscal Year/CIP Documentation, cont.)

Press Articles Re: Library Budget Cuts, January 1992-August 1993
FY93 Council Committee Budget Area Questions, undated
DPL Budget Submission for FY94, January 21, 1993
FY94 Budget Planning, February-April, 1993
FY94 Public Testimony on Budget, April 12, 1993
FY94 Budget Planning, May-October, 1993
Press Coverage: FY94 Library Funding, February 1993-January 1994
CIP FY94-99 Planning, 1992-1994
FY95-FY96 Planning, 1994-1995

Subseries 3: Harriet Henderson, 1997-2003 (with Que Bronson-acting director)

Box 18

Director's Read File, July 1997-December 1997 (6 folders)
Diversity Team, 1997-1998
Director's Read File, January 1998-December 1998 (12 folders)
Director's Reading File: Personnel [**RESTRICTED**], June, 1998-July 1999

Box 19

Library Advisory Committee Minutes, 1998
Director's Read Files, January 1999-December 1999 (12 folders)
Director's Read Files, May 2001-December 2001 (8 folders)

Box 20

Director's Read File, January 2002- December 2002 (12 folders)
Director's Read File, January 2003-June 2003 (6 folders)

Series IV: Facilities Plans, 1968-1989

(Box 20, Cont.)

Optimum Location of New Public Libraries in Montgomery County, 1968
Functional Master Plan for Libraries, January- July 1973
Library Facilities Plans, Reports and Committees, May 1974-1976
Library Facilities Master Plan (with comments and feedback), 1977
Facilities Plan, 1983
Facilities Plan, 1984
Facilities Plan feedback (Griffen), 1987
Elevators in County Buildings (White Oak Renovation), September 1987-February 1989
Facilities Planning FY90-95, 1989

Series V: Publications, 1962-2000

Box 21

Newsletter: The Open Book, June 1962-May 1967
Newsletter: The Open Book, June 1967-December 1971
Newsletter: The Open Book, January 1972-June 1976
Newsletter: The Open Book, January 1977-October 1980
“Open System” staff newsletter, 1980-1982
“Open System” staff newsletter, 1983-1984
“Open System” staff newsletter, 1985-1987
“Open System” staff newsletter, 1988-1989
“Open System” staff newsletter, 1990-1992
“Inside Story” staff newsletter, November 1991-May 1992
“Inside Story II” staff newsletter, December 1992-May 1993
Voices of Diversity, 1993-1994; 1996-1999
“Must Read” staff newsletter, Volume 3 1997; Volume 4 1998
“Must Read” staff newsletter, Volume 5 1999
“Must Read” staff newsletter, Volume 6 2000

Series VI: Development Files, 1983-1999

Subseries 1: Friends Files, 1983-1988

(Box 21, cont.)

Articles of Incorporation, 1983-1998
Financial Development Committee, 1989-1992
Friends of the Library, 1993-1995
Friends of the Library, 1996
George Moreland Scholarship, 1996
Friends of the Library, 1997
Friends of the Library, 1998

Subseries 2: Fundraising, 1989-1996

Box 22

Goals and Training, 1989
Executive Order (Authority to Solicit Funds), 1994
Resources and Information, c. 1992-1996
Departmental Budget, FY94 and FY95

Subseries 3: Committees, 1994-1999

(Box 22, cont.)

Publications Committee Minutes 1994-1998
SAILOR website initiative (initially called Seymour), 1994
SAILOR, 1995-1996
Quarterly Leadership Forum, 1997-1999

(Subseries 3: Committees, 1994-1999, cont.)

(Box 22, cont.)

Montgomery County Collaboration Council for Children and Youth, 1998
Publications Committee Sample Brochures (non-MCPL), undated
Publications Committee Sample Invitations, undated

Subseries 4: Projects, 1989-1999

(Box 22, cont.)

Arlington Cap Access NTIA, 1994
CARL Kids Catalog, 1993
Chevy Chase Historical Society, 1997
Childrens Express, 1996
Congressional Plaza (Federal Realty), 1994
Corporate Partnership Project, 1994
Early Childhood Education, 1989-1990
Edward Lowe Foundation, c. 1993
F. Scott Fitzgerald Centennial, 1995-1996
James Hubert Blake High School, 1998
Kiplinger Evening, 1994
Lakeforest Library Connection, 1996-1998 (1 of 2 folders)

Box 23

Lakeforest Library Connection, 1996-1998 (2 of 2 folders)
Language Discovery Center, 1996
LSCA Grants
Long Branch Library – 20th Anniversary, 1997
Maryland Legislative Day, 1997
Montgomery College Book Fair, 1998-1999
Montgomery County High Technology Council, 1993
Noyes Foundation, 1991
Olney Library/Olney Theatre, 1997
Poets in Person, 1996
Public Private Partnerships – General, 1994-1996
Rockville Library – New Building, 1997
Silver Spring Post Office Mural, 1996-1997 (2 folders)
Special Needs Library, 1996-1997
Summer Quest, 1997-1999
Toby Town Literacy Project, 1990
WETA, 1989-1990

Subseries 5: Funding Prospects, 1991-1996

(Box 23, cont.)

Companies/Funders A – L

Kramer, Sid and Betty M

Companies/Funders M – R

NOAA, 1996

Ravic, 1991- 1992

Companies/Funders S - Z

Series VII: Planning Files, 1979-1994

Box 24

Collection Development Policy (reference), 1979-1982

Pre-Planning Committee: background, December 1980- March 1981

Staff Survey: Preparation and Results, 1981

Planning Committee, October 1980-March 1981

Planning Committee, April-May 1981

Materials Availability & User Satisfaction Survey, April-July, 1981

Planning Committee, July-September 1981

Planning Committee, September-December 1981

Strategy Sessions, 1982

Planning Committee, January-March 1982

Planning Committee, March 1982

Planning Committee, April-May 1982

Public Services Plan for Public Libraries FY83-88 (Director's Binder), August 1982

Final Report: Information Resource Management Strategic Planning Team, February 1984

MLA Program Planning Workshop, June 1985

Mid-Point Evaluation FY83-88, November 1984-August 1986

“Special Tasks” and FY86 Work Program, August 1986

Transition Briefings for new County Executive, October 1986

Public Services Plan and Work Program, FY83-88: Director's reference binder, 1986-1987
(2 folders)

Recruitment for FY89-94 Citizens Planning Committee, November 1986-January 1987

Information Needs Planning Grant Application, January 1987

Planning Committee Members [RESTRICTED], 1987

Strategic Planning Workshop, April 1987

Working Files: Goals and Task Forces (1 of 2), April, 1987

Working Files: Goals and Task Forces (2 of 2), April, 1987

Library Roles and Mission Statements, 1987

Box 25

Task Forces: Goals and Objectives, April 1987

Goals and Objectives: Working revisions, 1987

(Series VII: Planning Files, 1979-1994, cont.)

(Box 25, cont.)

Regional Specialties Collections Task Force, 1987

Staffing and Hours of Service Task Force, 1987

Planning Committee, March-June 1987

Planning Committee, July-August 1987

Public Services Plan for Libraries: Drafts and revisions, 1987

Draft Plan materials and survey, 1987

Kathie Meizner Read File, 1987

Meizner Notes on Existing Plan, undated

Meizner Notes on Planning Committee, 1987

Planning Committee background information, undated

Proposal for "Green Ribbon Committee" to review Library Book and Materials Funding FY89-94, June 1987

Library Networks (reference), undated

Commission on the Future of Montgomery County, March-August 1987

Public Services Plan for Libraries FY89-94, October 1987-January 1988

Public Services Plan for Libraries FY89-94: Binder kept by Director Agnes Griffen, 1987-1988
(2 folders)

NAGARA Conference materials, July 1988

Public Services Plan and Work Program FY83-88: Final Evaluation, March 1989

Public Services Plan and Work Program FY89-94: Director's reference binder, 1990-1994

Strategic Plan FY96-01 Household Survey, 1993-1994

Series VIII: Studies and Surveys, 1974-1994

Box 26

A History of the Bethesda Public Library (Blinkhorn dissertation), 1963

Departmental Needs Study/Survey: proposals and reports (multiple), 1974-1976

Analysis of Automated Procedures (Freedman: Consultant), 1977

Employee Attitude Survey, 1977

Management by Objective Administrative Survey, April 1979

Library Theft Detection Systems Report, February 1982

Staff Development: Report of Observations (Conroy: Consultant), April 1983

Report on Considerations for a Book Theft Detection System (Library Services Dept), June 1983

Videocassette Service in MCPL: A Marketing Study (Tucker), 1983

On-Site Analysis Report: Circulation System (Mayfield: Consultant), January, 1984

Technology Committee Development: Report and Recommendations (Leonard/Informatics General Corp.), March 1984

Overdue Materials Retrieval in MCDPL: Final Analysis and Recommendations (with related materials), March-May 1984

State Aid to Public Libraries, June 1984

Guide to the Records of the Montgomery County Department of Public Libraries, 1869-1876; 1908, 1931-2005

Record Group 11: Department of Public Libraries

27

(Series VIII: Studies and Surveys, 1974-1994, cont.)

(Box 26, cont.)

- Meeting of the Technology Task Force, Re: the Library Computer System (transcript), June 13, 1984
- Technical Task Force Proceedings (transcript), June 28, 1984
- Technical Services Study MCDPL (Bierman: Consultant, with related materials), June 1984
- Weeding Study (Ross/Bethesda PL), August 1984
- Functional Requirements for the MCDPL Library Automation System (Power: Consultant), August, 1984
- Study on Montgomery County Library Delivery Services: Final Report (Kilkeary, Scott & Associates, Inc.), October 1984
- A Systems Study for the MCDPL (Huggler/Catholic University), December 1985
- Book Stock Count, April 1986
- Integrated Library System MCDPL (Eyring Research Institute), September 1986-February 1988
- Response to a Request for Proposal, 1986
 - Appendices to the Proposal, 1986
 - Financial Proposal, 1986
 - Public Access Catalog Training Manual, undated
 - Agreement between MCDPL and Eyring Research Institute, 1988
 - Evaluation of Transition to Integrated Computer System, 1988

Box 27

- Communication Audit of MCDPL ((University of Maryland), 1986
- Detention Center Library Services Report (Staff), 1987
- Metro Station Library Feasibility Study, 1987-1990 (3 folders)
- Fairfax County Proposal for Huntington Station (reference), 1984
 - Phase I and Draft Final Report (Mancini: Consultant), 1988
 - Correspondence, 1987-1990
- Telephone Reference Marketing Campaign (2 folders), 1988
- Montgomery County Library Survey: a Report on the Findings (Triplett/U. of Maryland), 1990
- Cost Finding Report, 1990
- Public Library Friend Groups: Aims, Operations, Effectiveness (Kochoff thesis), 1992
- Delivery Service Study, September 1994

Series IX: Montgomery County Archives, 1973-1999

(Box 27, cont.)

- DPL Municipal Collection, 1973-1984
- Establishment of MoCo Archives Project, 1984-1985
- Research on Archival Records, 1984-1985
- Location of MCA in Red Brick Courthouse, 1984-1986
- Correspondence: County Government, 1985-1986
- Correspondence: Maryland State Archives, 1985-1986

(Series IX: Montgomery County Archives, 1973-1999, cont.)

(Box 27, cont.)

Correspondence with County Executive: Establishment of Archives, 1985

Correspondence: Kramer papers, 1987

Executive Order establishing MCA, July 1985

Presentation of Edith Throckmorton Papers, 1985

Archival Supplies and Products, 1986

HAI monthly status reports, 1986-1987

HAI working files, 1986-1994

Archives Management contract review, 1987-1988

HAI annual reports, 1987-1993

Archives emergency management, 1987-1988

Collection Development policy, 1988

HAI procedures manual for MCA, 1988

Transfer of records, 1988

HAI monthly status reports, 1988-1989

Renovations to Red Brick Courthouse, 1989-1990

HAI monthly status reports, 1990-1993

“The Case for the Montgomery County Archives,” 1993

HAI monthly status reports, 1997-1999

State Code re: records and archives, undated

County Records management—general, undated

Fact sheets, undated

Montgomery County Records Center survey, undated

Series X: Press Releases and Newspaper Clippings, 1975-1998

Box 28

[Box begins with budget material from Series III: Director's Files, Subseries 2: Agnes Griffen]

Press Releases/Small Clippings, 1986

Press Releases/Small Clippings, 1987

Press Releases, July-December 1986

Press Releases, 1987

Press Releases, 1988

Press Releases, 1989 (2 folders)

Press Releases, 1990 (2 folders)

Press Releases, 1991-1992

Library Newsletters, 1988-1990

Box 29

Clipping Book: General, 1975-1984

Clipping Book: September 1986-August 1987

Clipping Book: General, September 1987-January 1988

Guide to the Records of the Montgomery County Department of Public Libraries, 1869-1876; 1908, 1931-2005

Record Group 11: Department of Public Libraries

29

(Series X: Press Releases and Newspaper Clippings, 1975-1998, cont.)

(Box 29, cont.)

Clipping Book: Branches, September 1987-January 1988

Clipping Book: General and Letters, January-October 1988

Clipping Book: Branches A-P, January-October 1988

Clipping Book: Branches R-W, January-October 1988

Clipping Book: General and Letters, October 1988-July 1989

Clipping Book: Branches A-L, October 1988-July 1989

Clipping Book: Branches N-W, October 1988-July 1989

Clipping Book: Calendars, General, and Letters, July-November 1989

Clipping Book: Branches A-L, July-November 1989

Clipping Book: Branches N-W, July-November 1989

Box 30

Clipping Book: Calendars, November 1989-March 1990

Clipping Book: General and Letters, November 1989-March 1990

Clipping Book: Branches, November 1989-March 1990

Clipping Book: General, Calendars, and Letters, April-July 1990

Clipping Book: Branches, April-July 1990

Clipping Book: General, Calendars, and Letters, August-December 1990

Clipping Book: Branches, August-December 1990

Clipping Book: General, January-June 1991

Clipping Book: Calendars, January-June 1991

Clipping Book: Branches, January-June 1991

Clipping Book: General, Letters, Branches A-F, July 1991-February 1992

Clipping Book: Branches G-W, July 1991-February 1992

Clipping Book: Calendars and Letters, February 1992-February 1993

Box 31

Clipping Book: General, February 1992-February 1993

Clipping Book: Branches A-F, February 1992-February 1993

Clipping Book: Branches G-W, February 1992-February 1993

Bethesda Public Library: Clippings, Releases, Calendars, 1991-1992 (3 folders)

General Clippings, 1997-1998 (2 folders)

[Boxes 32-35 contain material from Series I: Branch Files, Subseries 2: Additional Branch Files]

Series XI: Automated Circulation Control Systems, 1967-1991

Box 36

Computer-Produced Book Catalog (Aries Corp.), 1968

Transition Options from Printed Book Catalog to Computer System, 1967-1978

Request for Proposal: Library Data Management System, 1978

(Series XI: Automated Circulation Control Systems, 1967-1991, cont.)

(Box 36, cont.)

SCICON Circulation Control System, 1980-1981

SCICON Circulation Control System Failure

Press Coverage, 1980-1982

Legal Action, 1982

Legal Action, [1978], 1983

Analysis of MCPL Needs for Revised Computer System, 1981-1983

Technology Task Force (3 folders)

November 1982-December 1983

March-June 1984

July-October 1984

ITCC (Interagency Technology Coordinating Committee), March 1985-June 1986

Staff Input, Surveys, and Updates, November 1984-January 1986

Consultant Selection Search, February-October 1985

Interim Expansion of Circulation System/Backup System Upgrade (Phase II), 1984-1987 (four folders)

Data Gathering for Consultant, January-February 1986

Box 37

Request for Proposals (RFP): Drafts 1-3, March-May 1986

Request for Proposals (RFP): Drafts 4-6, May-June 1986

Request for Proposals (RFP): Pre-submission conference, August-September 1986

Circulation System Evaluation Subcommittee Reports, 1986-1987

Electronic Library Services: Choosing the Library Future, 1990-1991

Series XII: Library Service to Cultural Minorities, 1985-2000

(Box 37, cont.)

Evaluation of Needs: Cultural Minority Skills and Resources in DPL, November-December 1985

Plan for Library Service to Cultural Minorities: guiding principles and general info, undated
[c. 1985]

Grant budgeting/reporting, 1985-1987

LSCM Grant: Year One, 1985-1986

LSCM Grant: Year Two, 1987

LSCM Grant: Year Three, 1988

Cultural Minorities Librarian: Linda Tse, 1986-1991

Job Search Promotional Material, 1987

Reference Material for Immigrant Services, 1987

Presentation of MCDPL's Cultural Minorities Program at meetings and conferences, 1986-1987

Montgomery County Government Affirmative Action Council Minutes (2 folders), 1988-1991

1989 Ethnic Heritage Festival Final Report, 1990

National Hispanic Heritage Celebration, 1990

(Series XII: Library Service to Cultural Minorities, 1985-2000, cont.)

(Box 37, cont.)

Summary of Cultural Minorities Services 1986-present, 1991

Directory of Services for Low-Income, Foreign-Born Individuals, 1991

Multi-Cultural Events and Lectures, 1992-1994

Cultural Minorities LAC Meeting Minutes, 1992-1995

Newspaper Clippings, 1993-1999

Re: Alvin Rivera not re-appointed to Library Board and Related Allegations [RESTRICTED], 1994

Visit from Taiwanese Donors: correspondence, press coverage, events, 1995-1996

Cultural Minorities Services: Guidelines and Promotional Material, 1996

Cultural Minorities Services, 2000

Service to Cultural Minorities event (photographs), undated (*see RG19*)

Series XIII: Proclamations, 1978-2005 (non-inclusive)

Flat File 22

May 14-20, 1978 Proclaimed Library and Information Services Week, signed by James P. Gleason, May 1978

April, 1986 Proclaimed Public Libraries Month, signed by Charles Gilchrist and William Hanna, March 1986

April 5-11, 1987 Proclaimed Public Libraries Week, signed by Sidney Kramer and Rose Crenca, March 1987

April 17-23, 1988 Proclaimed Public Libraries Week, signed by Sidney Kramer and Michael Subin, April 1988

April 9-15, 1989 Proclaimed Public Libraries Week, signed by Sidney Kramer and Michael Gudis, March 1989

April 22-28, 1990 Proclaimed Public Libraries Week, signed by Sidney Kramer and William Hanna, April 1990

April 14-20, 1991 Proclaimed Public Libraries Week, signed by Neal Potter and Isiah Leggett, April 1991

April 6-12, 2003 Proclaimed National Library Week, signed by Douglas Duncan and Michael Subin, April 2003

February, 2004 Proclaimed Library Lovers Month, signed by Douglas Duncan and Steven Silverman, February 2004

April 19-24, 2004 Proclaimed National Library Week, signed by Douglas Duncan and Steven Silverman, April 2004

Resolution from the Senate of Maryland to the Maryland Library Community, declaring February 1, 2005 as "Maryland Library Day," February 2005

Proclamation from the State of Maryland Governor Robert Ehrlich, Jr. proclaiming February 1, 2005 "Maryland Library Day," February 2005

Series XIV: Scrapbooks, 1951-1985

Flat File 22, cont.

Library System Scrapbook I, 1951-1972

Photographs, 16" x 20" (from Scrapbook I)

Bethesda Library

Photographs, 11" x 17" (from Scrapbook I)

Davis Library opening, June 21, 1964

Rocking Horse, Little Falls, Silver Spring, Rockville Libraries; Bookmobiles

Flat File 23

Library System Scrapbook II, 1970-1979

Flat File 24

Library System Scrapbook III, 1979-1985

Appendix

Files in this collection located within **Audiovisual Record Group 19** are:

- Archives, Reopening photographs, 1996
- Branch Files:
 - Aspen Hill: Gallaudet dance program photographs, 1975
 - Bookmobile photographs, c. 1952-c. 1990
 - Bookmobile video, n.d.
 - Chevy Chase: "Taste of Tolkein" photographs, 1976
 - Davis Public Library photographs, 1968
 - Four Corners Public Library photographs, n.d.
 - Gaithersburg Public Library photographs, n.d.
 - Lakeforest: Kids' Catalog (videos), n.d.
 - Little Falls Public Library photographs, n.d.
 - Noyes Book Fair photographs, 1975
 - Sherwood Library photographs, 1956
 - Twinbrook Public Library photographs, n.d.
 - Wheaton Bicentennial Program photographs "Midnight Rides," 1975
- Cultural Minorities event photographs, undated
- Department of Public Libraries photographs, n.d. (1-8)
- Friends of the Public Library: commercials for cable TV (VHS), 1995
- Future of Public Libraries: Opening Event of the Strategic Planning Process (two copies on VHS), undated [1993?]
- Montgomery County Archives 15th Anniversary Celebration photographs July 27, 2000
- MCPL 25th Birthday Party photographs, 1976
- Montgomery Literacy PSA (VHS), undated
- Photographs, unknown library events, 1988-[1992], undated
- SAILOR: Maryland's On-Ramp to the Information Highway (VHS), 1994