

MONTGOMERY COUNTY ARCHIVES
Guide to the Printed Material of the
DEPARTMENT OF PUBLIC LIBRARIES
1952-1995

Record Group 11: Libraries

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ADMINISTRATIVE HISTORY

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. The 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 indices 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.

EXTENT

5 cubic feet: 5 record boxes

SCOPE AND CONTENT

This collection contains material produced by or for the Department of Public Libraries, including brochures, pamphlets, reports, studies, master plans, and specifications relating to the functionality, promotion, or administration of the library system. This material was collected in two ways: Series I contains "loose" printed material culled from various accessions and transferred to this collection; Series 3 contains printed material that was saved in scrapbooks by library staff as it was produced. Also included in this collection are printed Catalog Listing Books from 1963-1980. Material is arranged in chronological order, with the exception of three folders of oversized material which are housed in Box 2, behind the undated material and one folder of oversized material located in Flat File 18. This material is arranged in three series:

Series I: General Printed Material

Series II: Printed Material Scrapbooks
Series III: Catalog Listing Books

SERIES DESCRIPTIONS

Series I: General Printed Material, 1951-[2001]

(1.5 cubic feet)

This series contains printed material culled from various accessions across the Department of Public Libraries dating back to 1951 and including brochures, pamphlets, reports, studies, and master plans. Material is arranged in chronological order, except where it has been separated for size.

Series II: Printed Material Scrapbooks, 1978-1992

(0.5 cubic feet)

This material was collected by librarians into notebooks, representing all printed material published between 1982 and 1992. Some extent material from 1978-1982 is also included. There may be duplication between these materials and those collected in Series I. Material is arranged in chronological order, though in some cases, chronological order is assumed, based on location in the scrapbooks. Much material is undated.

Series III: Catalog Listing Books, 1963-1989

(3 cubic feet)

This series contains the bound catalog books used by the public libraries to locate holdings, prior to and in addition to the implementation of a card catalog system. There are multiple catalogs for each year, representing Subject, Author, and Title listings, as well as several Children's Book catalogs. Material is arranged in chronological order.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

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 and culled from several accessions. Catalog Books were added to this collection from Accession 97-15. Scrapbooks were added to this collection from Accession 2006-02.

USING THESE RECORDS

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

Record Group 11, **Printed Material 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: Printed Material of the Department of Public Libraries. Series number and

series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals.

PROCESSING STAFF/FINDING AID AUTHOR

Sarah Hedlund

BOX INVENTORY

Series I: General Printed Material, 1951-[2001]

Box 1

First Annual Report, of the Department of Public Libraries, 1952
Annual Report of the Department of Libraries, 1954
Annual Report of the Department of Libraries, 1955
Silver Spring Public Library Specifications, 1955
Annual Report of the Department of Libraries, 1960
Annual Report of the Department of Libraries, [1961]
Montgomery County Book Catalog: Resources and Technical Services pamphlet, 1964
Specifications for Construction of Montgomery County Public Library: White Oak, 1965
A Report on Public Library Service (by George Moreland and Norman Finkler), December 1966
Specifications for Construction of Montgomery County Public Library: Rockville Branch, 1969
"Choosing the Library that Best Serves Your Need Can Be a Puzzle (brochure), c. 1969
Report of Book Stock for FY 1970-71, [1971]
"Alive and Kicking in the Suburbs": An Investigation of Suburban Public Library Use, 1972
Annual Report of Book Stock for FY 1971-72, [1972]
Functional Master Plan for Libraries: Interim Report, January 1973
Functional Master Plan for Libraries, User Survey-Patron Comments, 1973
Selective Guide to the Historic Records of Montgomery County, MD (Mary Gordon Malloy and Jane Sween), 1974
Specifications East Silver Spring Library, 1974
Urban-Suburban Library Statistics, [1977]
Topical Bibliography of the Women's Collection housed in the Rockville Public Library, 1978
Maryland Manual for Public Library Trustees, [1982]
Public Services Plan for Public Libraries FY83-88 (Supporting Documents), 1982
Librarian's Guide to the Maryland Municipal Reference Room, 1983
Facilities Plan for Public Libraries in Montgomery County, MD, 1984
Functional Requirements for the Montgomery County DPL Library Automation System, 1984
What Did All This Cost You? Handout/Suggestion form, 1984
Children's Library Services, 1985; 1988; 1992
Maryland Plan for Libraries 1987-1991, March 1986
Child Care Connection (MCPL Reference Service), 1986-1987; undated
Final Report on Workload Measures Study (2 folders), 1987
Guide to Special Resources and Resource People, 1987
Needs Assessment Among Special Populations: Final Report, November 1987
Service to Cultural Minorities, 1987-1989
Public Services Plan for Public Libraries in Montgomery County, Md., FY 1989-94, 1988
Guides to County Services, 1988-1989
Rainbow Directory of Agencies and Organizations in Montgomery County, Md., 1989
Various Library Services and Information material, 1988-1989
Small Business Resources/Seminars, 1989-1990
Montgomery County Library Survey: A Report on the Findings, 1990
Electronic Library Services: Choosing the Library Future, 1990
Directory of Literary Resources, 1990

(Series I: General Printed Material, cont.)

(Box 1, cont.)

Facilities Plan for Public Libraries FY90-95, February 1990
Rainbow Directory of Agencies and Organizations in Montgomery County, Md., 1990
Montgomery County Community Profile, 1991
Rockville Renovation Project, 1992
Special Needs Library: Fact Sheets, 1993-1995

Series I: General Printed Material, cont.

Box 2

Creating a Vision for the Future: Strategic Plan for Public Libraries, FY1996-2001, 1995
“The Learning Organization Profile and Practice, Survey and Focus Group Findings” (University of MD study on MCPL), 1995
Montgomery County Community Profile, March 1995
Various Pamphlets on Library Services and Events, c. 1990s
Analyst Manual: Resource Management System (2 folders), undated
Library Services and Bookmobile Schedules, 1956-1971; undated (oversized)
DPL Service Hours/TDD Directories, 1991-1996 (oversized)
Montgomery County Public Libraries 50th Anniversary Commemorative Quilt, [2001]
Literary Resources, undated (oversized)

Flat File 18

Brochures and Posters: Bookmobile Stop, Bookmobile Schedule (2 posters), c. 1951

Series II: Printed Material Scrapbooks, 1978-1992

(Box 2, cont.)

1978-1983
1984-1987
1988-1989 (2 folders)
1989
1990 (2 folders)
1991-1992

Series III: Catalog Listing Books, 1963-1989

Box 3

Title Catalog, 1963-1964 (2 volumes)
Author Catalog, 1963-1964 (4 volumes)
Author Catalog Supplement, 1964
Subject Catalog, 1963-1964 (4 volumes)
Subject Catalog Supplement, 1964 (2 volumes)
Author Catalog, additions supplement up to 1966 (2 volumes, incomplete)

Box 4

Phonograph Record Catalog, 1979 (2 volumes)
Children’s Book Catalog (Author/Title), 1980
Title Catalog, 1981 (3 volumes)

(Series III: Catalog Listing Books, cont.)

(Box 4, cont.)

Author Catalog, 1981 (6 volumes)

Box 5

Children's Book Catalog (Subject), 1982

Adult Book Subject Catalog, 1982 (8 volumes)

Catalog of Large Type (Author), 1989

Catalog of Large Type (Title), 1989