

## Library Records

### **Record Group 1: Rockville Centre Public Library Administrative Records**

Series 1: Rockville Centre Public Library Records: This series consists of library records dating from 1950-1999. These are primarily the records of successive library directors. Other records document the funding, planning, construction, and renovation of the library building. The records should be retained in their original order.

#### **Box List – Record Group 1, Series 1**

Boxes 1 – 3 – Administration of William K. Harrison III

Box 4 & 5 – Administration of Sarah Fenner

Boxes 6 – Assistant Directors' papers 1950 – 1999

Box 7 – Secretary 1950 – 1999

#### **Metal Cabinet #1 - Shelf 1**

Box 5 – Administration of Rhoda Friedland \* See note below

Box 8 – Administration of Gretchen Browne

#### **Metal Rolling Shelves Unit 2A – Shelf 2**

*Please note: Record Group 1 - Series 2 and Series 3 are in the same box.*

Series 2: Sarah Davison Memorial Fund: This series consists of 5 inches of files containing lists of books which were purchased with the fund from 1958 - 1969. The records should be retained in their original order.

Series 3: Library Sculpture Committee: This series includes minutes and other materials primarily regarding the selection of a sculpture for the new Library and the work of the Library Sculpture Committee. The records should be arranged chronologically.

#### **Box List – Record Group 1, Series 2 & 3**

Box 1 – Davison Memorial Fund & Sculpture Committee

#### **Metal Cabinet #1 - Shelf 2**

Series 4: Library Centennial: These materials reflect planning, preparations and research for the Library Centennial. It is not clear if the series was created by the Library office or assembled in the archives. However, it should be treated as part of the administrative records group. The records date from 1981-1982 and also include historical materials dating from approximately the 1940s to the 1960s. The latter appear to have been assembled for the centennial celebration. It is possible that these historical materials should be part of Record Group 3, and the processing archivist should study this issue. (Box 6)

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**\* Please note: A DVD of the rededication of the Library (April, 14, 1991) is included in Friedland's papers. When technology changes, this must be updated.**

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Series 5: Directors' Reports 1976 – 2002: RVCPL Directors' Reports and addenda in chronological order and grouped by fiscal year (July 1 – June 30). Due to variations in volume, some fiscal years are divided into two separate file folders.

**Box List – Record Group 1, Series 5**

Box 1 – July 1976 – June 1988

Box 2 – July 1988 – June 2005

Box 3 – July 2005 – November 2009

**Metal Rolling Shelves Unit 1A – Shelf 2**

Series 6: Bicentennial Files: 1976 files used by library administrators in planning bicentennial events for the Library

**Box List – Record Group 1 – Series 6**

Box 1 – Includes but is not limited to: Program suggestions, Bicentennial Committee; NYS Bicentennial Commission, People's Bicentennial Commission, Johnny Horizon Program, RVC Bicentennial Commission, Local Bicentennial Planning

Box 2 – Includes: Speakers, 1776 Gazette, Tombstone Epitaph

**Metal Rolling Shelves Unit 1A – Shelf 1**

**Record Group 2: Rockville Centre Public Library - Minutes and Records of the Board of Trustees**

Series 1: Minutes, 1894-1962: Bound volumes of minutes, correspondence, and other records documenting library government, operations, collections, finances, facilities, etc. 13 inches, 1894-1962. The records should be retained in their original order.

**Box List – Record Group 2, Series 1**

Box 1 – 1894 – 1940

Box 2 – 1941 – 1951

Box 3 – 1952 – 1955

Box 4 – 1955 – 1957

Box 5 – 1958 - 1962

**Metal Cabinet #1 - Shelf 2**

Series 2: Minutes 1963 – 2003: Library Executive Board Meeting minutes and addenda from 1963 – 2003 in file folders by year chronologically from 1963-2003, 12.5 inches.

**Box List – Record Group 2, Series 2**

Box 1 – 1963 – 2003

**Rolling Metal Shelves Unit 1A – Shelf 3**

Box 2 – 2004 – 2011

**Rolling Metal Shelves Unit 1B – Shelf 3**

**Record Group 3: Rockville Centre Public Library - Historical Records**

This record group consists of items documenting the history of the Library, including the establishment of the Library. It also includes old catalogs and bibliographies. The materials appear to be individual acquisitions and do not have clear links to the library administrative records. As such, they should not be inter-filed with Record Group 1

Series 1: Rockville Centre Public Library Time Capsule: This series consists of records dating from 1958-1962. A list of time capsule contents is noted. (A list of time capsule contents can also be found among William K. Harrison's papers in Library Record Group 1 Box 2.)

Series 2: Carnegie Library Related Correspondence: Miscellaneous correspondence regarding the establishment of the Carnegie Library Building and correspondence with the Rockville Centre Public Schools regarding the library.

Series 3: Library Catalogs: Catalogs or ledgers from circa 1902, circa 1911, and the 1940's list library holdings. (See next page for location of Series 3.)

Series 4: Misc. Individual Documents: The series includes, but is not limited to, the original (?) application to the New York State Board of Regents for a library charter, dated 1898. It also includes treasurer's reports and book invoices dating from circa the early 1900s, and two original Rockville Centre Institute certificates of membership dated 1872. Other items may be scattered in the archives. The series should be arranged chronologically.

**Box List – Record Group 3, Series 1, 2 & 4**

Box 1 – Containing Series 1, 2 & 4: Time Capsule; Carnegie Correspondence & Miscellaneous records

**Rolling Metal Shelves Unit 1B, Shelf 3**

Series 5: RVCPL Establishment of Archives Documents: This series includes grant proposals, original policies, notes on finding aides, inventories, pamphlets on preservation, arrangement and description, receipts and other documents relating to the establishment of the archives here at RVCPL in 1997.

Series 6: Library Policy Manual – 1966

*Continued...*

...continued from page 3

**Box List – Record Group 3, Series 3, 4, 5 6**

Box 1 – Library Catalogues

Series 4 – Box 1 – Miscellaneous

Series 5 – Box 1 – Establishment of Archives

Series 6 – Box 1 – Policy Manual 1966

**Rolling Metal Shelves Unit 1B – Shelf 1**

Series 7: Memorial Fund Lecture Book of Remembrance 1970 – 1999

**Box List – Record Group 3, Series 7 – Book of Remembrance**

Box 1 – Book of Remembrance 1970 - 1999

**Rolling Metal Shelves Unit 1B – Shelf 4**

**Record Group 4: Rockville Centre Public Library - Promotional Materials and Ephemera**

**Box 1:** RVCPL promotional materials and ephemera from 1950 - 1968. The materials in this box were originally in two binders marked “Mimeographing and Duplicating 1950 - 1962.” They have been retained in their original order, separated by dividers indicating year span. One newsletter from 1968 also resides in this box.

**Boxes 2 & 3:** Ephemera and publications related to: the planning and celebration of the Library centennial, the referendum to fund a new library and the construction of a new library building in the early 1960s, the renovation and rededication of the library building, and numerous programs and events run or sponsored by the Library as well as programs and events held at the library. These materials should be organized into series by either subject (with events and programs as a single, general category) or by document type. Thereunder, materials should be arranged chronologically.

**Box 4A:** Newsletters and budget issues. Contains budget Issues 1969, 1971, 1978, 1979 – 1985; RVCPL Newsletters with gaps 1978 – 1984; no gaps from 1985 – 2014

**Box 4B:** RVCPL Newsletters 2015 - Present

**Box 5: Children’s Department Promotional Materials and Ephemera** From approximately 1968 – 1977

**Box 6: Adult Reference & Youth Services Promotional Materials and Ephemera** Late 20<sup>th</sup> and early 21<sup>st</sup> century ; Includes 2015 Ann Hood Event & 2016 Julia Dahl Event

21<sup>st</sup> Century  
Ephemera

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**Box 7 – Promotional Materials & Ephemera for RVCPL 130 – 2012 Anniversary Celebration**

**Box List – Record Group 4 – Rockville Centre Public Library - Promotional Materials and Ephemera**

Box 1 – 1950 – 1968

Boxes 2 & 3 – Library Centennial; New Library Building

Box 4 – Newsletters and Budget issues

Box 5 – Children’s Department

**Metal Cabinet #1 - Shelf 3**

Box 6 – Adult and Youth Services program flyers & calendars

**Rolling Metal Shelves Unit 2A, Shelf 1**

Box 7 – RVCPL 130 – 2012 Anniversary Celebration invitations, flyers, posters, bookmarks, Citation from Senator Dean Skelos Documentary DVDs; A & B-Roll footage. \*

**Rolling Metal Shelves Unit 1B – Shelf 3**

Box 8 – Love Your Library Day 2013 Flyers, signs, magnets, bookmarks, sign-in books etc.

**Rolling Metal Shelves Unit 2A – Shelf 1**

Documentary

**\* Please note: DVDs of the documentary *Check it Out! The History of the Rockville Centre Public Library, A & B-Roll footage & out takes are included in this box. When technology changes, these must be updated.***

**Record Group 5: Rockville Centre Public Library – Scrapbooks**

Series 1: Friends of the Library Scrapbooks: This series consists of the “RVC” and “L.I.” scrapbooks of Library, Rockville Centre- and Long Island-related ephemera as well as materials set aside for inclusion in the scrapbooks dating from 1894 – 1985.

This series may include the Archives Catalog. This appears to be a handwritten, item-level catalog that may be an index to the scrapbooks.

**Box List – Record Group 5, Series 1**

Index to Series – one box

Box 1 – Long Island Books #1, #2

Box 2 – Long Island #3

Box 3 – RVC Book #1: 1894-1935; RVC Book #2: 1937-1940

Box 4 – RVC Book #3: 1941-1944; RVC Book #4: 1944-1953

**Metal Cabinet #1 - Shelf 4**

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Box 5 – RVC Book #5: 1953-1958; RVC Book #6: 1962-1969  
Box 6 – RVC Book #7: 1970-1976; RVC Book #8: 1977-1979  
Box 7 – RVC Book #9: 1980-1981; RVC Book #10: 1982-1983  
Box 8 – RVC Book #11: 1984-1985; RVC Book #12: 1985

**Metal Cabinet #1 – Shelf 5**

Series 2: Library Scrapbook, 1955-1965, 1966 -1976: Clippings regarding the library. These overlap with many of the clippings in the RVC scrapbooks.

**Box List – Record Group 5, Series 2**

Box 1 – 1955 – 1965 (loose); 1966 – 1976

**Metal Cabinet #1 – Shelf 3**

Series 3. Library Scrapbook, 1911 - 52: The scrapbook appears to span the career of Mrs. Decker, a long-time librarian. This scrapbook includes a list of fiction holdings, a library bookplate, a 1927 letter regarding the Carnegie-funded Library, and a 1929 library catalog.

**Box List – Record Group 5, Series 3**

Box 1 – Library 1911 – 1952

**Metal Cabinet #1 – Shelf 4**

**Record Group 6: Rockville Centre Public Library - Archives Vertical File of Rockville Centre and Long Island Subjects**

This record group is a vertical file consisting of 54 inches of ephemera and other records dating from 1900 - 1983. There appear to be two series, which document Rockville Centre and Long Island. Within these series, records are arranged alphabetically by subject.

Series 1: Boxes 1 -10 — 1900 – 1983

**Box List – Record Group 6 – Vertical Files**

Box 1 – Vertical File – Aged to Gas Pipelines

Box 2 – History to Juvenile Delinquency

Box 3 – Molloy College to Recreation Center

Box 4 – Schools to Urban Renewal

Box 5 – Electric Water to Village Water

**Metal Cabinet #2 – Shelf 1**

Box 6 – Aviation to Nassau County – Banking

Box 7 – Nassau County – Data book to Nassau County – Hempstead Township

Box 8 – Nassau County – Hempstead Township to Nassau County – Maps

Box 9 – Nassau County – North Hempstead Township to Nassau County – Schools

Box 10 – Nassau County – Villages to Nassau County – World's Fair 1964-1965

**Metal Cabinet #2 – Shelf 2**

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Series 2 Vertical Files — Unknown date – 1976 – American Bicentennial Monthly through Liberty Call

**Box List – Record Group 6, Series 2 – Vertical Files**

Box 1 - American Bicentennial Monthly through Liberty Call

**Rolling Metal Shelves Unit 1B, Shelf 1**

Series 3 Vertical Files — Children’s Dept. Vertical File – History of RVC, NY State & Library History

Box List — Record Group 6, Series 3 – Vertical Files

**Rolling Metal Shelves Unit 2A, Shelf 1**

**Record Group 7: Rockville Centre Public Library - Exhibits and Exhibit Materials**

This record group consists of exhibits and materials assembled for exhibits with the important exception of original historical records used in exhibits. Original historical materials, as opposed to copies of original documents, should not be kept with exhibits. Historical Library records should always be placed in Record Group 3. Other historical materials should be placed in the appropriate collection of miscellaneous materials. All other materials in the exhibit should be kept together. While it may not be feasible to arrange records within exhibits, each individual exhibit should be considered a separate series. These series should be arranged chronologically within the record group.

**Box List – Record Group 7 – Exhibits and Exhibit Materials**

Box 1 – Programs and Exhibits

**(Short) Metal Cabinet #4 – Shelf 2**

Box 2 & 3 – Programs and Exhibits

**(Short) Metal Cabinet #4 – Shelf 3**

**Record Group 8: Rockville Centre Public Library – Artifacts**

This record group consists of artifacts used by the Rockville Centre Public Library staff in conducting operations. *See items for description tag*

Artifacts

**Item 1:** Two Card Sorters

**Item 6:** NLS AV request form

**Item 2:** Electric Pencil Eraser

**Item 7:** Gaylord Fine Calculator

**Item 3:** Envelope Sealer

**Item 8:** Standard Stamp Holder

**Item 4:** Cassette Request Form

**Item 9:** Card Pocket

**Item 5:** Mailing Labels

**Item 10:** Stamps

**(Short) Metal File Cabinet – Top Drawer**

**Record Group 9: Rockville Centre Public Library – Employee Facebook**

This record group consists of Facebooks made for the Library Executive Board to help identify employees. 2008 - 2012

**Box List – Record Group 9 – Employee Facebook**

Box 1 – RVCPL Employee Facebook / Annually 2008 - 2013  
**Metal Cabinet #1 – Shelf 5**

**Manuscripts Collections**

**Manuscript Collection 1: De Mott Family Bible**

Series 1: Bible: The bible, which has been re-bound, dates from 1850. The original cover and an envelope of memorabilia that had been inserted into the Bible are also included.

**Box List – De Mott Family Bible**

Box 1 – Family Bible  
**Metal Cabinet #3 – Shelf 1**

**Manuscript Collection 2: William Henry Kniffin Papers**

Series 1: Manuscript on Thrift: The series contains an annotated manuscript and research notes for a book on thrift.

Series 2: Publications – Includes copies of books by Kniffin.

Series 3: Home Savings Bank -The records include handwritten minutes of the Board of Trustees and bank committees dating from 1906-07 and accounts of bank expenses.

Series 4: Photographs – the series contains glass plate negatives, negatives and prints showing scenes of local Long Island and the Banks of Rockville Centre.

**Box List – Manuscript Collection 2 – William Kniffin Papers – Series 1 - 4**

Box 1 – Manuscript on Thrift  
Box 2 – Publications; Series 3: Home Savings Bank  
Box 3 – Photo Negatives  
Box 4 – Prints  
Box 5 – Glass Plate Negatives  
**Metal Cabinet #3 – Shelf 1**



### **Manuscript Collection 3: Edwin G. Wright Papers**

Series 1: Professional: Includes Wright's papers as village attorney.

Series 2: Community: The papers include those from the administrative offices Wright held in civic organizations, histories of associations and ephemera.

Series 3: Photographs: 26 original photographs depicting local scenes and residents.

Series 4: Publications: printed materials collected by Wright, mainly state park reports.

#### **Box List – Manuscript Collection 3 – Edwin G. Wright Papers – Series 1 – 4**

Box 1 – Professional, Village Attorney, Community, Village Presidency, Church etc.

**Metal Cabinet #3 – Shelf 2**

Box 2 – Photographs

**Metal Cabinet #3 – Shelf 1**

Box 3 – Reports of Westchester County Park Commission 1923, 1928, 1924, 1929, 1930, 1931, 1932, 1933

Box 4 – Reports of Long Island State Commission

Box 5 – Long Island, RVC and Bank reports

**Metal Cabinet #3 – Shelf 2**

### **Manuscript Collection 4: Judge John Clark Knox Papers**

Series 1: Speeches - These speeches appear to have been given by Knox to various organizations including the New York State Bar Association, British Luncheon Club, Sons of the American Revolution, New York County Lawyers Association, West Virginia Bar Association, Canadian Society of New York, Lawyers Club, and Phi Beta Kappa between 1937 and 1940. The speeches cover various patriotic and legal subjects.

#### **Box List – Manuscript Collection 4 – Judge John Knox Clark Papers**

Box 1 – Speeches, Court opinions, one deed

**Metal Cabinet #3 – Shelf 3**

### **Manuscript Collection 5: Rockville Centre Recreation League Records**

Series 1: Scrapbooks - This collection consists of 2 scrapbooks containing records and memorabilia of the League dating from approximately 1935-1960.

#### **Box List – Manuscript Collection 5 – RVC Recreation League**

Box 1 – Activities Sept. 24, 1934 – Feb. 3, 1943

**Metal Cabinet #3 – Shelf 3**

**Manuscript Collection 6: Rockville Centre War Memorial Library Association, Inc. Records**

Series 1: Executive Files, Series 2: Campaign Director Files Series 3: Ephemera - This collection consists of 1 inch of records of the Association dating circa 1951. Records document a fundraising campaign to establish a library as a memorial to veterans.

**Box List – Manuscript Collection 6 – RVC War Memorial Library Association**  
Box 1 – Executive Committee, Donations, Ephemera, Campaign Director  
**Metal Cabinet #3 - Shelf 3**

**Manuscript Collection 7: Nassau County Historical Society Records**

Series 1: Correspondence  
Series 2: Meeting Minutes  
Series 3: Legal

**Box List – Manuscript Collection 7 – Nassau County Historical Society Records**  
Box 1 – Correspondence, meeting minutes, legal materials  
**Metal Cabinet #3 - Shelf 3**

**Manuscript Collection 8: Arthur Hodges Papers**

The collection consists of 6.75 inches of materials related to local and Long Island history dating from 1893 - 1971. There are two series. These should be retained in their original order.

Series 1: “Long Island History” - The series consists of 4 inches of items, including village histories, a history of the “Aerospace Industry,” and records regarding events of the Friends of the Nassau Country Historical Museum and the NY Lawyers Association, dating from 1930-1971.

Series 2: “Cataloged info:” 1893-1971 2.5 inches. These records appear to reflect the research and other activities of Hodges and Preston Bassett, village historians. The records include research notes, speech notes, and manuscripts regarding local businesses, families, and events.

In addition, this collection consists of 2.5 inches of correspondence, publications and manuscripts dating from 1894-1971. The records relate to various Rockville Centre and Long Island topics. It is not clear if these are the papers of Mr. Hodges, part of another collection, or miscellaneous materials assembled in the archives. If the original order is not discernible, consider arranging the materials by document type and, thereunder, chronologically.

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**Box List – Manuscript Collection 8 – Papers of Arthur Hodges**

Box 1 – Book and manuscripts by Hodges and more

Box 2 – Correspondence; news articles; more

Box 3 – RVC Photos, RVC Illustrated; Histories

**Metal Cabinet #3 - Shelf 4**

**Manuscript Collection 9: Rockville Centre Guild for the Arts Records**

Program notes, photographs, flyers, and miscellaneous records of events held at the Library by the Guild. During processing, the archivist should decide if these records belong in Record Group 7.

**Box List – Manuscript Collection 9 – RVC Guild for the Arts**

Box 1 – Museum shop consignment agreements; publicity

**Metal Cabinet #3 - Shelf 5**

**Manuscript Collection 10: Friends of the Library Records**

Friends of the Library Scrapbook, 1955 – 57, containing clippings, the “Quarterly” newsletter, programs, and photographs.

**Box List – Manuscript Collection 10 – Friends of the Library**

Box 1 – Fliers, pamphlets, newsletters etc. 1950s – 1980s

Box 2 – Constitution, local authorities, purpose, scrapbook

**Metal Cabinet #3 - Shelf 5**

**Collection 11: Irish Land Grant**

Deed between Catherine Madden and George Caulfield for land mortgage in the county of Galway, Ireland dated October 12, 1768. Item was a gift from F.W. Dan of 15 E. 40<sup>th</sup> Street, NYC. Size: 2’x 2.5’. Possibly gifted to RVCPL in the 1930’s.

**Long Metal File Cabinet– 2<sup>nd</sup> Drawer**

**Collection 12: Papers of Richard Harriman Comstock**

Series 1: Community. Memorabilia of Fire Dept., Kiwanis Club, Masons, South Side Institute, Strand Theatre, Village of RVC

Series 2: Family & Friends. Photos of friends, Papers of spouse and father

Series 3: Nassau County & Long Island. "Our County" by Nassau County Gov't. circa 1946, 1940 map of Long Island

Series 4: War Time Communiques. WW II Telephone letters, Victory Gardens info

Box 1—contains Series 1–4

**Metal Cabinet #3 - Shelf 3**

**Document Type Collections**

**Document Collection 1: Newspapers and Newsletters**

Newspapers and newsletters within each individual series should be arranged chronologically.

Series 1: "This Month in Rockville Centre": This series consists of "Rockville Centre Digest" and "This Month in Rockville Centre."

**Box List – Document Collection 1 – Newspaper and Newsletters – Series 1  
This Month in RVC & RVC Digest**

Box 1 – 1943 – 1951

Box 2 – 1952 – 1958

Box 3 – 1959 – 1964

Box 4 – 1965 – 1971

Box 5 – 1972 – 1978

Box 6 – 1979 – 1985

Box 7 – Nov. 1972 – April 1998 with gaps / Feb. 2004 – Dec. 2011 (with gaps)

**Metal Cabinet #2 - Shelf 3**

Series 2: Rockville Centre Almanac & Newcomers Guide / RVC Annual Report.

**Box List – Document Collection 1 – Series 2 – RVC Almanac & Newcomers Guide /  
Annual Report**

**Box 1** – Rockville Centre Almanac & Newcomers Guide – 1995 – 2014 (with gaps) & Rockville Centre, NY Annual Report – 1986 – 2014 (with gaps)

**Rolling Metal Shelves Unit 1B, Shelf 2**

Series 3: "Long Island Forum": Dates from approximately 1956 - 58 and 1961 – 66.

**Metal Cabinet #2 - Shelf 3**

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**Document Collection 1 – Newspapers and Newsletters – Box List**

Series 3 – Box 1 – *Long Island Forum*, 1956 – 1958, 1961 – 1966 with gaps  
**Metal Cabinet #2, Shelf 4**

Series 4: Misc. Rockville Centre Newspapers: Several local newspapers.  
Boxes 1A & 1B – 19<sup>th</sup> Century newspapers  
Box 2 – 20<sup>th</sup> Century newspapers  
**Rolling Metal Shelves Unit 1B, Shelf 2**

**Document Collection 2: Publications**

The archives houses numerous publications including guidebooks, commemorative publications, promotional publications.

Series 1: “The Nassau County Historical Journal” 1946 – 1966, 1995.

Series 2: “History of the Nassau County Historical Society” A reprint form the “Nassau County Historical Journal” (30 copies)

**Box Shelf List – Document Collection 2 – Publications Series 1 & 2**

Series 1: Box 1 – Nassau County Historical Journal 1946 -1958  
Box 2 – 1959 – 1966, 1995 and more  
Series 2: Box 1 – History of Nassau County  
**Metal Cabinet #3 - Shelf 3**

Series 3: *Rockville Centre Yellow Book*

**Box List – Document Collection 2 – Series 3 – RVC Telephone books**

Box 1 – Rockville Centre telephone directories: 1923, 1938, 1946, 1948-1957, 1962, 1966, 1978  
**Rolling Metal Shelves Unit 1A – Shelf 5**

Box 2 – Rockville Centre telephone directories: 1982, 1983, 1994, 1995, 2009, 2011, 2012  
**Rolling Metal Shelves Unit 2A – Shelf 1**

Series 4: Miscellaneous (see also printed histories)

**Box List – Document Collection 2 – Series 4 –Publications – Miscellaneous**

Box 1 – Includes but not limited to: RVC Republican Club 1973; Past & Present of Steam Navigation on LI Sound 1893; The Mill Pond w/ Walking Guide 1979; Nassau County Historical Society Journal 1989; Long Island of Today 1884.

**Metal Cabinet #3, Shelf 3**

Phone  
Books

**Document Collection 3: Printed Histories**

Miscellaneous histories

**Box List – Document Collection 3 – Printed Histories**

Box 1: Rockville Centre

Box 2: : Long Island; Nassau County; Miscellaneous

Box 3: RVCPL; RVC Schools; RVC Houses of Worship

Box 4: Other LI Communities; State Parks

**Rolling Metal Shelves Unit 2A - Shelf 3**

**Document Collection 4: Reports**

The collection consists of miscellaneous reports. Miscellaneous reports should be arranged in chronological order or in alphabetical order by creator. Within individual series, reports should be arranged in chronological order.

Series 1: Miscellaneous Reports

**Box List – Document Collection 4 – Series 1 – Reports**

Box 1 – LI and RVC reports and pamphlets 1970's

Box 2 – LI & RVC reports and pamphlets – early 21<sup>st</sup> century

**Metal Cabinet #3 – Shelf 5**

Series 2: *Rockville Centre Annual Reports* This series consists of annual reports

**Box List – Document Collection 4 – Series 2 – RVC Annual Reports**

Box 1 – Annual reports dating from 1946 – 1995, with gaps from 1983-1995.

**Rolling Metal Shelves Unit 1A – Shelf 3**

Series 3: *Rockville Centre Master Plan*

**Box List – Document Collection 4 – Series 3 – RVC Master Plan**

Box 1 – The series appears to consist of two Rockville Center Master Plans dating 1958(?) and 1978 - 79 respectively.

**Rolling Metal Shelves Unit 1A – Shelf 1**

Series 4: *Rockville Centre Union Free School District Reports*

**Box List – Document Collection 4 – Series 4 – RVC Union Free School District Reports**

Box 1 – Reports documenting the implementation of an integration plan for Rockville Centre schools, 1977-1980

Box 2 – Reports 1980- 1985

**Rolling Metal Shelves Unit 1A – Shelf**

### **Document Collection 5: Ephemera**

The archives houses numerous ephemeral materials including programs, brochures, fliers, invitations, posters, and clippings. Ephemera should be arranged chronologically. Note: Library-related ephemera is a separate, Library record group.

#### **Box List – Document Collection 5 Ephemera**

Box 1 – pamphlets, bicentennial materials, fliers etc. from 1800's – 1990's

**Metal Cabinet #3 - Shelf 4**

### **Document Collection 6: Photographs and Images**

*Please note: Most of these photos are in binders. They have been scanned and uploaded on [longislandmemories.org](http://longislandmemories.org).*

The collection includes 12 inches of photographs and other images of local, Long Island and New York State subjects dating from approximately 1893 to the 1990s. Most of the photographs are already organized into subject categories, although some photos do document more than one subject. Within these categories, photographs should be arranged chronologically. The collection also includes miscellaneous photographs and negatives. Photographs should be arranged by subject and, thereunder, chronologically.

Box 1 – folders labeled: Street, Residence, Fire department, 1976 celebration (negatives)

Box 2 – folders labeled Library, Church, Business, Organizations

Box 3 – folders labeled People, Village, Railroad

Box 4 – loose miscellaneous photos

**Metal Cabinet #2 - Shelf 5**

Box 5 – schools

**Metal Cabinet #2 - Shelf 1**

Box 6 & 7 – Unarranged photos from administration of Gretchen Browne

**Metal Cabinet #2 - Shelf 5**

Please note that most photos are actually in binders from digitization project.

### **Document Collection 7: Manuscripts**

***Please note: Series 1 & 2 are in the same box***

Series 1: *Manuscript History of the Rockville Centre Public Library*: A history of the library written in 1967.

Series 2: *Manuscript History of Rockville Centre*: A manuscript history of Rockville Centre and correspondence regarding the history dated circa 1969.

***Please note: Series 3, 4 & 5 are in the same box***

Series 3 - A Description of the Adult Services of the Rockville Centre Public Library by Lois I. Hink – 1969

Series 4 – Rockville Centre Public Library Public User Survey Report – 1967 – 1969

*Continued...*

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Series 5 – Unserved Areas of Nassau County, New York: Library Survey 1967 by Kenneth F. McPherson

**Box List – Document Collection 7 – Manuscripts**

Box 1: Series 1 & 2

Box 2: Series 3, 4 & 5

**Metal Cabinet #3, Shelf 5**

**Document Collection 8: Misc. Letters and Documents**

The collection should consist of miscellaneous, single documents which are not part of any other record group or series. These materials are distinguished from miscellaneous ephemera and publications because they are unique, unpublished items. Currently, the collection consists of a framed certificate of incorporation for the Rockville Centre Board of Trade, dated 1906. Miscellaneous documents should be arranged in chronological order.

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**Maps**

**Document Collection 9: Maps**

This collection consists of maps of the local area and Long Island.

**Box List – Document Collection 9 – Maps**

Box 1 – Historical maps of RVC

**Metal Cabinet #3 - Shelf 4**

**Yearbooks**

**Rockville Centre Public Schools Yearbooks**

*Please note that early SSHS yearbooks are named The Tower and later ones are named Colonnade. SSMS adopted the name The Tower.*

*Tower (SSHS) 1926, 1932, 1933, 1934, 1936, 1938, 1942, 1951*

*Colonnade (SSHS) 1972, 1973, 1974, 2001, 2002, 2003, 2009, 2011, 2012, 2015*

*Tower (SSMS) 1991, 1992, 1994, 1995, 1998, 1999*

*Covert Elementary School – 1995*

*Riverside Elementary School – 2006, 2007, 2008, 2012, 2013*

*Please note that many yearbooks have been digitized and select ones are uploaded on nyheritage.org. CDs containing the images are available at Alene's desk in Digitization file for patrons to view in the Library. CDs are not to be taken from the Library.*

**Rolling Metal Shelves Unit 2A – Shelf 4**



**Unarranged Items:**

**Unarranged items:**

Framed 1888 map of RVC  
Matted color photo of 1962 RVCPL  
Canvas of Library Trustee George Skilton  
1917 Graduation diploma of Simon Philip Leder  
Communiqués & proclamations from Nassau County officials  
Cristina Alger banner - 2012

**Long Metal File Cabinet– 1<sup>st</sup> Drawer**

1961 37 1/2" x 20" rendering of new library at 221 N. Village Ave. (Architect: Walter D. Spelman; Printer: Elliott Glushak  
9/11 Newspapers  
Old RVCPL Banner  
*Check it Out! The History of the Rockville Centre Public Library* Poster – 2012  
RVCPL 130 – 2012 Anniversary Banner

Key to and description of 2012 mural by Diana Corvelle

**Long Metal File Cabinet– 2<sup>nd</sup> Drawer**

Display materials from RVCPL Children's Department

**Long Metal File Cabinet– 3<sup>rd</sup> Drawer**

1972 Nassau Library System Atlas  
1957 School district map  
Undated areal photo of RVC  
2002 Newspaper clipping – Anita LaSpina Librarian Award winner  
1987 RVC Herald summer reading spread

**Long Metal File Cabinet – 4<sup>th</sup> Drawer**

June 28, 2000 Giant check from Senator Dean Skelos  
May 16, 2000 giant check for Homework Center (now the Independent Study Room)  
Numerous proclamations  
Blown up photocopies of old RVC photos  
Three drawings donated to RVCPL: Pen & Ink by P. Patrick; Pencil by P. Patrick; Charcoal by Karen J. Schening

**Long Metal File Cabinet - 5<sup>th</sup> Drawer**

**Rockville Centre Millennium Committee Files**

Box 1 – Photos, websites, histories and more gathered by the RVC Millennium Committee in preparation for the year 2000.

**Rolling Metal Shelves Unit 1A – Shelf 4**