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# Durham County Public Library Archives

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Describing Archives: A Content Standard

North Carolina Collection Archives

300 N. Roxboro Street

Durham, NC 27701

[ncc@dconc.gov](mailto:ncc@dconc.gov)

URL: <https://durhamcountylibrary.org/ncc>

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## Summary Information

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<b>Repository:</b>	North Carolina Collection Archives
<b>Title:</b>	Durham County Public Library archives
<b>ID:</b>	NCC.0046
<b>Date [inclusive]:</b>	1893-2013 and ongoing
<b>Physical Description:</b>	106 Linear Feet (162 boxes: 122 document boxes, 29 binder boxes, 11 flat boxes)
<b>Language of the Material:</b>	English

### Preferred Citation

[Item, folder, and box information], Durham County Library archives (NCC.0046), North Carolina Collection, Durham County Library, NC.

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## Biographical / Historical

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For historical information see: <https://durhamcountylibrary.org/about/history/>

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## Scope and Contents

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This collection contains materials related to the history of the public library in Durham, North Carolina. The materials date from 1897, a year before the first public library in the state opened in Durham, to the present. Much of the material is from the more recent past, with the bulk between 1960 and the present. Besides written materials, the archives also contain photos, slides, newspaper articles, and recordings.

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## Arrangement

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This collection is arranged into nine series: General Files, Benjamin Powell Papers, Administrative Files, Library Outreach, Historical Material, Ledgers, Scrapbooks, Audiovisual Material, and Photographs.

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## Administrative Information

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### Publication Statement

North Carolina Collection Archives

300 N. Roxboro Street

Durham, NC 27701

[ncc@dconc.gov](mailto:ncc@dconc.gov)

URL: <https://durhamcountylibrary.org/ncc>

### Conditions Governing Access

There are no restrictions on the use of this material except where previously copyrighted material is concerned. It is the responsibility of the researcher to obtain all permissions.

### Conditions Governing Use

This collection is open for research.

### Immediate Source of Acquisition

Gift of Durham County Library.

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## Controlled Access Headings

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- Public Libraries -- North Carolina -- Durham County -- History

- Durham County (N.C.) Library -- History

## Collection Inventory

### 1. General Files, 1916-2008, undated

Physical Description: 8 Boxes (Boxes 1-6, 104, 152)

#### Scope and Contents

This series contains published annual reports of the library system and numerous studies conducted on various aspects of library operations such as automation, technology support, community service, and access. The series also contains files relating to several local and state organizations including the Durham Library Foundation, the Friends of the Durham County Library, the North Carolina Humanities Council, and the State Library of North Carolina. In addition, the series contains several folders of clippings documenting the library in the news, various awards, certificates, and plaques given to the library in recognition of service to the community, and documents relating to library controversies such as the Gay Pride Week display.

Title/Description	Instances
American Library Association, 1939-1978 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Awards and certificates, 1969-1997 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Benjamin Powell Memorial, 1982 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Bequest letter, 1975 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Board of County Commissioners - Vision for Durham 2030, undated <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Bookmobile (history), 1981-1999 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 1
Clippings, 1960-2005 <u>Physical Description</u> : .25 Linear Feet 9 folders	box 1
Clippings, 2006-2008 <u>Physical Description</u> : .25 Linear Feet 2 folders	box 2
Coalition in Action for a New Durham Library System, 1976 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 2
Director of Community Services, 1973	box 2

Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham (city) - property disposal map, undated	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham County Board of Elections, 1975-1976	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham County Information and Referral Network, 1992-1993	box 2
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Durham County Library Board, 1959-1986	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham County Library "family", 2006-10-12	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham County Library dedication program, 1980	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham Library Foundation, 2005-2006	box 2
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Durham Library Foundation - NEH Challenge Grant, 2003-2005	box 2
<u>Physical Description:</u> .25 Linear Feet	
Durham Technical Institute internship agreement, 1977-1978	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Employee Handbook, 1990-1991	box 2
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Employee Handbook, 1993	box 2
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Employee Handbook, 1995	box 2
<u>Physical Description:</u> .25 Linear Feet 2 folders	
Friends of the Durham County Library: Branch Library Committee report, 1977-3-25	box 3
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Friends of the Durham County Library: By-Laws and Articles of Amendment, 1968, 1981, undated	box 3
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Friends of the Durham County Library: Correspondence, 1965-1980	box 3
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Friends of the Durham County Library: General, 1991-1995	box 3

Durham County Public Library Archives

<u>Physical Description</u> : .5 Linear Feet 4 folders	
Friends of the Durham County Library: General, 1995-1997	box 4
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Friends of the Durham County Library: Meeting minutes and rosters, 1968-1979, undated	box 4
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Friends of the Durham County Library: Newsletter, 1982-1994	box 4
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Friends of the Durham County Library: Writers Series, 1985-1989	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Gay Pride Week (display controversy), 1986	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Gifts and Memorials Policy, undated	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library brochures, 1990-2009	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library development plans , 1974-1989	box 4
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Library fact sheet, 1994, 2004	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library mission and roles, 1989, undated	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
News releases, 2004-2006	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Carolina Humanities Council, 1985-1989	box 4
<u>Physical Description</u> : .1 Linear Feet 1 folder	
State Library of North Carolina: Commission Board applications, 1941-1973	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
State Library of North Carolina: Standards for Public Library Service, 1976-1977	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
State Library of North Carolina: Long-Range Program for Library Service, 1977	box 5
<u>Physical Description</u> : .1 Linear Feet 1 folder	
State Library of North Carolina: Miscellaneous, 1942	box 5

Durham County Public Library Archives

<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Carolinians for Better Libraries, 1965-1969	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Durham Branch dedication, 1980	box 5
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Papers written about DCL, 1988	box 5
<u>Physical Description</u> : .1 Linear Feet 1 folder	
A Plan for Service, 1990-1995	box 5
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Playboy petition, 1999	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Policies and programs, 1989-1995	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Proclamation-Information and Referral Awareness Week, 1999-5-7	box 5
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Processing manual, 1970	box 5
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reports: Annual report booklets, 1928-1945	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reports: Annual report booklets, 1983-1999	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reports: Reports and studies, undated	box 5
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reports: Reports and studies, 1930-1985	box 5
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Titled Reports: Automation Feasibility Study, 1981-1984	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Titled Reports: Durham County Library and its Community, 1977-1979	box 6
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Titled Reports: Centralized Access to Municipal Information in the City of Durham, 1977	box 6
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Titled Reports: An Evaluation of Durham County's Services to Senior Citizens 1987-1988, 1988	box 6



Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 1 folder	
Titled Reports: Library Service in Durham: A Look to the Future (Emerson Greenway), 1961-1963	box 6
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Titled Reports: A Plan for the Management of Technology of the DCL, 2000-2001	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Titled Reports: Program for the Design of Durham County Library, 1976	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Titled Reports: Recommendations for Durham County Library Service Development, 1978	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Titled Reports: Standards for North Carolina Public Libraries, 1963	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Titled Reports: Technical Processing, 1967-1968	box 6
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Staff newsletter-Administrative Grapevine, 1993-1994	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Staffing and volunteers, 1995-1996	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
State Data Center, 1981-1994	box 6
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Strategic plan , 2001-2005	box 6
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Time Warner Cable-Celebration of Books and Reading, 1997-1998	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Trends in Library Design, 2006	box 6
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Plaque from Sertoma Club-Freedom Week, 1997-2-22	box 104
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Durham County Library Association Resolution (framed), 1981-5-12	box 104
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Bulletin board and kiosk fliers, 2012-10-2013-05	box 104

Physical Description: .25 Linear Feet 1 folder

The History of Public Library Service in Durham, NC - 1897-1997, 1998 box 152

Physical Description: .15 Linear Feet 1 folder

Parkwood Branch: Census, 2004 box 152

Physical Description: .1 Linear Feet 1 folder

African American heritage map, 2005 box 152

Physical Description: .15 Linear Feet 1 folder

Rosa Parks memorial , 2005 box 152

Physical Description: .1 Linear Feet 1 folder

South Regional Library: Artwork installation, 2010 box 152

Physical Description: .1 Linear Feet 1 folder

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## 2. Benjamin Powell Papers, 1930-1974

Physical Description: 2 Boxes (Boxes 7-8)

### Scope and Contents

This series contains material documenting the service of Dr. Benjamin Powell, former chairman of the Board of Trustees of the Durham County Library, and includes correspondence, agendas, minutes, speeches, and budget material.

Title/Description	Instances	
Correspondence, 1948-1974 <u>Physical Description</u> : .25 Linear Feet 2 folders	box 7	folder 1-2
Bond issue print material, 1976 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 7	folder 3
Budget material, 1930-1949 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 7	folder 4
Board of Trustees: Minutes and agendas, 1960-1970 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 7	folder 5
Board of Trustees: Notebooks, 1959-1964 <u>Physical Description</u> : .25 Linear Feet 4 folders	box 7	folder 6-9
Board of Trustees: Minutes, 1960-1969 <u>Physical Description</u> : .25 Linear Feet 4 folders	box 7	folder 10-13
Board of Trustees: Minutes, 1970-1973	box 8	folder 1

<u>Physical Description</u> : .25 Linear Feet 1 folder		
Board of Trustees: Roster and library budget, 1966	box 8	folder 2
<u>Physical Description</u> : .15 Linear Feet 1 folder		
City Council meeting agenda and minutes, 1966-2-14	box 8	folder 3
<u>Physical Description</u> : .1 Linear Feet 1 folder		
Miscellaneous, 1970	box 8	folder 4
<u>Physical Description</u> : .1 Linear Feet 1 folder		
Emerson Greenway Study, "Library Service in Durham", 1963	box 8	folder 5
<u>Physical Description</u> : .1 Linear Feet 1 folder		
Scrapbook, 1940-1949	box 8	folder 6
<u>Physical Description</u> : .25 Linear Feet 1 folder		
New library, 1976	box 8	folder 7
<u>Physical Description</u> : .1 Linear Feet 1 folder		
State Library of North Carolina: Miscellaneous, 1960-1969	box 8	folder 8
<u>Physical Description</u> : .15 Linear Feet 1 folder		
State Library of North Carolina: State aid to libraries, 1940-1969	box 8	folder 9
<u>Physical Description</u> : .15 Linear Feet 1 folder		
Library related items from the desk of George Linden, 1920-1969	box 8	folder 10-11
<u>Physical Description</u> : .15 Linear Feet 2 folders		
Print material , 1974-1975, undated	box 8	folder 12
<u>Physical Description</u> : .15 Linear Feet 1 folder		
Speeches, undated	box 8	folder 13
<u>Physical Description</u> : .15 Linear Feet 1 folder		
Staff Manual notebook, 1945	box 8	folder 14-16
<u>Physical Description</u> : .25 Linear Feet 3 folders		

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### 3. Administrative Files, 1911-2012, undated

Physical Description: 90 Boxes (Box 9-93, 105, 145-149)

#### Scope and Contents

This series contains the bulk of the collection, documenting the scope of library operations from its earliest years to the present with some undated material. This series is divided into eight subseries: Board of Trustees, Committees, Directors Files, Departmental Files, Facilities Files, Statistics, Personnel Files, and Publicity Binders.

#### 3.1 Board of Trustees, 1911-2006

Physical Description: 10 Boxes (Boxes 9-18)

## Scope and Contents

The Board of Trustees subseries contains correspondence concerning appointments, term extensions, various financial matters and building proposals; rosters and by-laws; as well as reports issued by numerous committees including the Building Committee, the Committee on Facilities and Standards, and the Marketing and Development Committee.

Title/Description	Instances
Appointments, 1985-2001 <u>Physical Description</u> : .25 Linear Feet 1 folder	box 9
Committees: Building Committees, 1964-1968 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 9
Committees: Facilities and Standards Committee, 2003-2004 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 9
Committees: Marketing and Development Committee, 1999-2000 <u>Physical Description</u> : .25 Linear Feet 1 folder	box 9
By-laws, 1980-2009 <u>Physical Description</u> : .25 Linear Feet 1 folder	box 9
By-laws, open meeting laws, 1983, 1994 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 9
Correspondence, 1911-1990 <u>Physical Description</u> : .25 Linear Feet 8 folders	
Correspondence: 312 Liberty Street property, 1954 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 9
Minutes, 1911-1970 <u>Physical Description</u> : .25 Linear Feet 6 folders	box 9
Minutes, 1966-1977 <u>Physical Description</u> : .5 Linear Feet 8 folders	box 10
Minutes, 1976-1990 <u>Physical Description</u> : .5 Linear Feet 6 folders	box 11
Powell Memorial Fund, 1982 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 11
Minutes and correspondence, 1984-1990 <u>Physical Description</u> : .5 Linear Feet 6 folders	box 12
Minutes and correspondence, 1990-1996	box 13

<u>Physical Description</u> : .5 Linear Feet 6 folders	
Minutes and correspondence, 1995-1999	box 14
<u>Physical Description</u> : .5 Linear Feet 6 folders	
Minutes and correspondence, 1998-2001	box 15
<u>Physical Description</u> : .5 Linear Feet 5 folders	
Minutes and correspondence, 2000-2003	box 16
<u>Physical Description</u> : .5 Linear Feet 6 folders	
Minutes and correspondence, 2002-2006	box 17
<u>Physical Description</u> : .5 Linear Feet 6 folders	
House Bill #943, insurance and bonds, 1954-1962, undated	box 18
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Roster, undated	box 18
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Newspaper articles and pamphlets, 1966, 1972, 1976, undated	box 18
<u>Physical Description</u> : .1 Linear Feet 1 folder	

### 3.2 Committees and Durham County Library Association, 1968-2005

Physical Description: 2 Boxes (Boxes 18-19)

#### Scope and Contents

The Committees subseries contains material relating to the activities of various library committees, task forces, and associations including Library Council, the Staff Activities Committee, the Planning Task Force, and the Information Services Advisory Committee, among others.

Title/Description	Instances
Durham County Library Association, 1968-1981	box 18
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Durham County Library Humanities Council, 2004	box 18
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Directory of Durham County Librarians, 1972-1979	box 18
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Information Services Advisory Committee, 1997-1998	box 18
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Planning Task Force, 1988-1989	box 19
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Professional Librarians meeting minutes, 1973-1977	box 19

<u>Physical Description</u> : .1 Linear Feet 1 folder	
Senior Leadership Team, 2004-2005	box 19
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Special Library Committee: Library visits, 1976	box 19
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Special Library Committee: Correspondence, 1976	box 19
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Special Library Committee: Minutes and rosters, 1976	box 19
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Staff Activities Committee, 1984-1989	box 19
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Staff Activities Committee: Notebook, 1984-1989	box 19
<u>Physical Description</u> : .25 Linear Feet 1 folder	

### 3.3 Directors Files, 1943-2006

Physical Description: 23 Boxes (Boxes 20-42)

#### Scope and Contents

The Directors Files subseries contains materials relating to the automation of the library's catalog including feasibility studies, funding, corporate bids, and communication with library staff. The subseries also contains material on budgets, bond issues relating to the new main library building, various federal grant opportunities including Library Services and Construction Act (LSCA) and Library Services and Technology Act (LSTA) grants, reports, and subject files. There is also a small section of Dale Gaddis speeches and correspondence.

<b>Title/Description</b>	<b>Instances</b>
Automation Project Grant, 1986	box 20
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Automation Project: Pre-Dynix documents, 1984-1986	box 20
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Automation Project: Plans, timetables, and history, 1977-1989	box 20
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Automation Project: Feasibility study, 1984	box 20
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Automation Project: LAMBDA, 1982-1987	box 20
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Automation Project: LIBRIS, 1982-1984	box 20
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Automation Project: Bid evaluation, 1986	box 20

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Automation Project: Solinet contract, 1979-1984	box 20
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Automation Project: Request for bids, 1986	box 20
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Automation Project: Dynix contract, 1986-1992	box 20
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Automation Project: Telecommunication, 1986	box 20
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Automation Project: Item barcoding, 1986-1988	box 20
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Automation Project: Staff communication, 1987-1991	box 20
<u>Physical Description</u> : .15 Linear Feet 1 folder	
New Library: First proposed bond issue , 1966-1968	box 21
<u>Physical Description</u> : .25 Linear Feet 1 folder	
New Library: Second bond issue, 1968-1972	box 21
<u>Physical Description</u> : .15 Linear Feet 1 folder	
New Library: First bond election, 1963-1968	box 21
<u>Physical Description</u> : .25 Linear Feet 1 folder	
New Library: Third bond issue, 1976-1978	box 21
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Budgets, 1943-1979	box 22
<u>Physical Description</u> : .5 Linear Feet 8 folders	
Budgets, 1979-1985	box 23
<u>Physical Description</u> : .5 Linear Feet 6 folders	
Budgets, 1985-1989	box 24
<u>Physical Description</u> : .5 Linear Feet 6 folders	
Budgets, 1989-1992	box 25
<u>Physical Description</u> : .5 Linear Feet 5 folders	
Budgets, 1991-1994	box 26
<u>Physical Description</u> : .5 Linear Feet 5 folders	
Budgets, 1994-1996	box 27
<u>Physical Description</u> : .5 Linear Feet 5 folders	
Budgets, 1996-1998	box 28

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<u>Physical Description</u> : .5 Linear Feet 5 folders	
Budgets, 1999-2000	box 29
<u>Physical Description</u> : .5 Linear Feet 7 folders	
Budgets, 2001-2002	box 30
<u>Physical Description</u> : .5 Linear Feet 8 folders	
Budgets, 2001-2004	box 31
<u>Physical Description</u> : .5 Linear Feet 11 folders	
Budgets, 2003-2006	box 32
<u>Physical Description</u> : .5 Linear Feet 8 folders	
Capital Improvement Plan: General, 1985-2005	box 33
<u>Physical Description</u> : .25 Linear Feet 4 folders	
Capital Improvement Plan: Task force, 1993-1999	box 33
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Capital Improvement Plan: Joint CIP Committee, 1999-2002	box 33
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Capital Improvement Plan: Regional plan, 1998-2005	box 33
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Children's Project (Susie Wilde), 1995-1996	box 34
<u>Physical Description</u> : .1 Linear Feet 1 folder	
City of Durham, 1967-1971	box 34
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Cooperation with other schools, 1987-1994	box 34
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Durham County, 1967-1972	box 34
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Correspondence, 2006-2007	box 34
<u>Physical Description</u> : .1 Linear Feet 1 folder	
N.C. Library Correspondence, 1958-1972	box 34
<u>Physical Description</u> : .25 Linear Feet 2 folder	
Social Security Correspondence, 1956-1976	box 34
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Durham Human Needs Action Committee, 1992-1994	box 34
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Family literacy efforts, 1992-1994	box 34



Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Dale Gaddis Correspondence, 1983, 1987, 1994	box 34
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Speaker Introductions, 1984-2001, undated	box 34
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Speeches, 1983-2001	box 34
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: General, 1972-1994	box 35
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSCA MURL (FY 94), 1993-1994	box 35
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSCA MURL (FY 98), 1997-1998	box 35
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSCA Enrichment, 1993	box 35
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: FY 98 , 1997-1998	box 35
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: Raise-a-Reader, Smart Start (FY 98), 1997-1998	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: Raise-a-Reader, Smart Start (FY 99), 1998-1999	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: Raise-a-Reader, Smart Start (FY 00), 1999-2000	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: LSCA Technology, 1997-1998	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: LSTA (FY 99), 1998-1999	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: LSTA (FY 00), 1999-2000	box 35
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: Donations/Friends grants (FY 00), 1999-2000	box 35
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Grants: Aids to Public Libraries, 2000-2001	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, basic equipment, 2000-2001	box 36

Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, enhanced connectivity, 2000-2001	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, Hispanic services, 2001-2002	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, planning, 2001-2002	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, technology planning, 2001-2002	box 36
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: LSTA, powerful partners, 2000-2002	box 36
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Grants: Gates Initiative , 2000-2001	box 36
<u>Physical Description:</u> .25 Linear Feet 2 folders	
Grants: Welcome Baby, 1999-2001	box 36
<u>Physical Description:</u> .25 Linear Feet 2 folders	
Grants: Raise-a-Reader, Smart Start, 2000-2001	box 36
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: N.C. Humanities Council, 2001	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: WIA, 2000	box 36
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: LSTA, internet infrastructure improvement, 2002-2003	box 37
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Grants: LSTA, Hispanic services project, 2002-2003	box 37
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Grants: LSTA, Hispanic services, 2002-2004	box 37
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Grants: LSTA, basic equipment, 2003-2005	box 37
<u>Physical Description:</u> .25 Linear Feet 3 folders	
Grants: IMLS grants, 2003-2004	box 37
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: IMLS, library youth partnership, 2002-2003	box 37
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Grants: Miscellaneous grants, 2002-2005	box 37

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 2 folders	
Grants: Latino services program grants, 2004	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Grants: N.C. Humanities Council, 2003	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Grants: Durham County nonprofit agency funding, 2005	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Grants: Verizon literacy, 2004-2005	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Herald-Sun index, 1988-1989	box 37
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Issues facing the new director, 2006-7-10	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Merger: Stanford L. Warren and Durham Public Library, 1960-1966	box 37
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Merger: Stanford L. Warren and Durham Public Library deeds, 1966	box 37
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Council, 1998-2004	box 38
<u>Physical Description</u> : .25 Linear Feet 7 folders	
Library legislation, 1983-1999	box 38
<u>Physical Description</u> : .25 Linear Feet 5 folders	
State Library of North Carolina: Advisory Council, 1973-1974	box 38
<u>Physical Description</u> : .25 Linear Feet 1 folders	
State Library of North Carolina: Grant proposals , 1957-1975	box 38
<u>Physical Description</u> : .25 Linear Feet 2 folders	
North Carolina Wildlife Resource Commission, 1981-4-13	box 39
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Assistant director-annual reports, 1982-1990	box 39
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Director-monthly reports, 1983-1994	box 39
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Director-annual reports, 1984	box 39

<u>Physical Description</u> : .1 Linear Feet 1 folder	
Monthly reports: Division head meeting minutes, 1991-1993	box 39
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Monthly reports: Library Council meeting minutes, 1994-1997	box 39
<u>Physical Description</u> : .15 Linear Feet 1 folder	
State reports, 1978-1991	box 39
<u>Physical Description</u> : .25 Linear Feet 4 folders	
State reports, 1992-1997	box 40
<u>Physical Description</u> : .25 Linear Feet 4 folders	
State statistical report, 1970-1983	box 40
<u>Physical Description</u> : .25 Linear Feet 1 folder	
State and federal aid, 1942-1980	box 40
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Internet filters and censorship, 2001-2002, undated	box 40
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Planning: Community Analysis and Library Plan, 1977-1979	box 41
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Planning: Planning and role setting process, 1988-1989	box 41
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Planning: Strategic Planning Task Force, 1995-1996	box 41
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Proposal to combine public school and private library branch, 1970-1978	box 41
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Publicity, historical materials, 1983	box 41
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Durham Interagency Council on Community Education and Recreation (DICCER), 1976-1997, undated	box 41
<u>Physical Description</u> : .25 Linear Feet 3 folder	box 42
Durham County Library Association, 1977-1982	box 42
<u>Physical Description</u> : .15 Linear Feet 1 folder	

### 3.4 Departmental Files, 1967-2007

Physical Description: 25 Boxes 43-63, 105, 145-147

## Scope and Contents

Departmental Files are arranged alphabetically by department. The sub-series contains reports--annual and monthly, meeting minutes, correspondence, and policies and memoranda from departments across the library including research and reference services, technical services, outreach, and branch services.

Title/Description	Instances
Administrative officer-yearly reports, 1985 <u>Physical Description:</u> .1 Linear Feet 1 folder	box 43
Administrative: Monthly report guidelines, 2000-2001 <u>Physical Description:</u> .1 Linear Feet 1 folder	box 43
Administrative: Monthly reports, 1997-2002 <u>Physical Description:</u> .25 Linear Feet 3 folders	box 43
Adult Services: Meeting minutes, 1973-1981 <u>Physical Description:</u> .15 Linear Feet 1 folder	box 43
Adult Services: Monthly reports, 1975-06-1980-12 <u>Physical Description:</u> .15 Linear Feet 1 folder	box 43
Adult Services: Monthly reports, 1997-2002 <u>Physical Description:</u> .25 Linear Feet 3 folders	box 43
Adult Services: Budget, 2000-2006 <u>Physical Description:</u> .25 Linear Feet 1 folder	box 105
Adult Services: Friends funding requests, 2002-2005 <u>Physical Description:</u> .25 Linear Feet 1 folder	box 105
Adult Services: Stories work, 2006-2007 <u>Physical Description:</u> .15 Linear Feet 1 folder	box 105
Adult Services: Work plans and job descriptions, 1997-2007 <u>Physical Description:</u> .15 Linear Feet 1 folder	box 105
Audiovisual Department: Correspondence and meeting minutes, 1975-06-1980-12 <u>Physical Description:</u> .25 Linear Feet 1 folder	box 105
Audiovisual Department: Monthly reports, 1975-1991 <u>Physical Description:</u> .25 Linear Feet 2 folders	box 105
Audiovisual Department: Monthly reports, 1991-1999 <u>Physical Description:</u> .15 Linear Feet 2 folders	box 44
Audiovisual Department: Yearly reports, 1982-1991 <u>Physical Description:</u> .15 Linear Feet 1 folder	box 44
Branch Services: Monthly reports, 1991-1993	box 44

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Business Reference: The BID (Business Information for Durham), 1981-1992	box 44
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Business Reference: Resources, 1981, 1985, undated	box 44
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Business Reference: Monthly reports, 1981-1992	box 44
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Business Reference: Monthly reports (duplicates), 1981-1991	box 44
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Business Reference: Monthly reports, 1991-2002	box 44
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Children's Services: Early Childhood Resource Program, 1972-1977	box 44
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Children's Services: Early Childhood Resource Program, 1980-1984	box 45
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Children's Services: Early Childhood Resource Program, Play-N-Learn-quarterly reports, 1976-1979	box 45
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Children's Services: Study compiled by Kay Taylor, 1986-02	box 45
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Children's Services: Meeting minutes, 1975-1986, 1988-1990	box 45
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Children's Services: Miscellaneous, 1971-1985	box 45
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Children's Services: Monthly reports, 1972-1987	box 45
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Children's Services: Monthly reports, 1988-1997, 1999-2001	box 46
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Children's Services: Monthly reports (duplicates), 1977-1989	box 46
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Children's Services: Summer reading programs, 1970-1986	box 46
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Children's Services: Yearly reports, 1967-1991	box 46

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation Department: Policies and memorandum , 1980-1985	box 46
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation Department: Monthly reports, 1977-1989, 1994-2002	box 46
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Circulation Department: Yearly reports, 1982-1990	box 46
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: Aging Services: Grant proposals, 1970-1980	box 47
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Community Services: Aging Services: Yearly reports, 1971-1980	box 47
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: Aging Services: Miscellaneous, 1970-1980	box 47
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Community Services: Aging Services: Monthly reports, 1974-1983	box 47
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Community Services: OASIS: Monthly reports, 1981-1992	box 47
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Community Services: OASIS: Yearly reports, 1984-1987	box 47
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: OASIS: Miscellaneous, 1984	box 47
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: Public Relations and Programming: Monthly reports, 1987-1989	box 47
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Community Services: Public Relations and Programming: Monthly reports, 1990-1992	box 48
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: Public Relations and Programming: Miscellaneous , 1970-1980	box 48
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Community Services: Monthly reports, 1982-1992	box 48
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Community Services: Yearly reports, 1982-1989	

Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 1 folder	box 48
Community Services: Meeting minutes, 1982-1987	box 48
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Community Services: Miscellaneous, 1984-1988	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Community Services: Community information and referral, 1999-2001	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Department Heads: Meeting minutes, 1973-1975, 1988	box 49
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Extension/Branch Services: Development reports, 1982	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Meeting minutes, 1976-1986	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Meeting minutes, 1988-1991	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Monthly reports, 1975-1977	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Monthly reports, 1985-1991	box 49
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Monthly reports, 1993-1998	box 49
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Extension/Branch Services: Monthly reports, 1999-2002	box 50
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Yearly reports, 1983-1991	box 50
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Extension/Branch Services: Pamphlets, 1977-1990	box 50
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Carolina Collection: Collection guide, 1998	box 50
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Carolina Collection: Correspondence and collection policy, 1980-2002	box 50
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Carolina Collection: Monthly reports, 1980-1998	box 50



Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 4 folders	
North Carolina Collection: Monthly reports, 1999-2007	box 51
<u>Physical Description</u> : .25 Linear Feet 1 folder	
North Carolina Collection: Monthly reports, 1980-1998	box 51
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Outreach Services: Monthly reports, 1999-2002	box 51
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Periodicals: Monthly reports, 1999-2002	box 51
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Public Relations: Monthly reports, 1991-2002	box 52
<u>Physical Description</u> : .25 Linear Feet 4 folders	
Public Services: Monthly reports, 1999-2002, 2004	box 52
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Reference Department: Budget, 1996-1997	box 53
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reference Department: Electronic reference, 1999-2002	box 53
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reference Department: Foreign languages collection, 1994-2009	box 53
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reference Department: Hispanic services, 2003-2004	box 53
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reference Department: Meeting minutes, 1981-2008	box 53
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Reference Department: Meeting minutes (duplicates), 1997-2002	box 53
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reference Department: Miscellaneous, 1980-1990	box 53
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reference Department: Monthly reports, 1975-2002	box 54
<u>Physical Description</u> : .5 Linear Feet 6 folders	
Reference Department: Narrative reports, 1976-2005	box 55
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Reference Department: Yearly reports, 1982-1990	box 55
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Reference Department: New reference books list, 1977-1991	box 55

Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 3 folders	
Reference Department: Practicum papers, 1983-1990	box 56
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reference Department: Security committee, 1996	box 56
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Resources and Technology Services: Monthly reports, 1993-2002	box 56
<u>Physical Description</u> : .5 Linear Feet 7 folders	
Resources and Technology Services: Monthly reports, 2002-2003	box 57
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Technology: Cybrary N, 2003-2005	box 57
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: RFID, 2002-2005	box 57
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Library connectivity, 2004-2005	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Dynix maintenance, 2003-2004	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Dynix/Horizon conversion, 2005	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Bookmobile network access, 1996-1999	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Technology training room, 2001	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: DCL website, 1998	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: GIS, 1992-1996	box 57
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Early Learning Technology Centers, 1998	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Computer use policy, 1998-2005	box 57
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Technology planning, 1996-2004	box 57

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: PC placements, 2000-2002	box 58
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Gates program, 2003	box 58
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: Durham County imaging project, 2004	box 58
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technology: NC Live, 1997-2000	box 58
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Internet/PC management, purchasing process, 2002-2003	box 58
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: E-Rates, 1997-2004	box 58
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Technology: Children's Internet Protection Act, 2001-2002	box 58
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Technology: Youth access issues, 2000	box 58
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Public Access to the Internet and County Government Information Project, 1997-1999	box 59
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Technology: Printing options, 1998	box 59
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Dynix contract, 1993-1995	box 59
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Dynix upgrade, 1993	box 59
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Technology: Ameritech bid, 1998	box 59
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Technical Services: Monthly reports, 1983-1991	box 60
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Technical Services: Yearly reports, 1983-1990	box 60
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Technical Services: Meeting minutes, 1988-1989	box 60

Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Automation Coordinator: Monthly reports, 1989-1991	box 60
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Automation Coordinator: Yearly reports, 1989-1990	box 60
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Book Selection Committee, 1983-1989	box 60
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Cataloging and Processing: Monthly reports, 1983-1991	box 60
<u>Physical Description:</u> .25 Linear Feet 4 folders	
Technical Services: Cataloging and Processing: Meeting minutes, 1988-1989	box 61
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Cataloging and Processing: Policies and memorandum, 1983, undated	box 61
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Cataloging and Processing: Yearly reports, 1983-1990	box 61
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Meeting minutes, 1975-1991	box 61
<u>Physical Description:</u> .25 Linear Feet 2 folders	
Technical Services: Miscellaneous files, 1970-1987	box 61
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Technical Services: Monthly reports, 1975-1991	box 61
<u>Physical Description:</u> .25 Linear Feet 3 folders	
Technical Services: Procedural manual, 1970	box 61
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Technical Services: Recon Project: Monthly reports, 1983-1989	box 62
<u>Physical Description:</u> .25 Linear Feet 2 folders	
Technical Services: Recon Project: Yearly reports, 1983-1987	box 62
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Recon Project: Miscellaneous files, 1983-1984, 1986	box 62
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Technical Services: Yearly reports, 1972-1991	box 62

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<u>Physical Description</u> : .15 Linear Feet 1 folder	
Young Adult Services: Monthly reports, 1975-1987	box 62
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Young Adult Services: Yearly reports, 1982-1987	box 62
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Young Adult Services: Miscellaneous files, 1972-1981	box 62
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Youth Services: Monthly reports, 1993-1998	box 63
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Youth Services Network, 1997-1998	box 63
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Minutes of the Board of Lady Managers Annual Report, 1911-1917	box 145
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Minutes of the Board of Trustees, 1916-1934	box 145
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Minutes of the Board of Trustees, 1935-1958	box 145
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Enoch Pratt Free Library: Staff instruction book, 1935	box 145
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Monthly reports, 1976	box 146
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Monthly reports, 1977	box 146
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Carolina Collection: Monthly Reports, 1995-2002	box 146
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library Planning and Programming Final Report, 2009-03	box 146
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Board of Trustees, 1999-2004	box 146
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Board of Trustees Manual, 2005-2006	box 146
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Orientation Training Guide, 1999-05	box 146
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Employee Handbook, 1995	box 146

<u>Physical Description</u> : .1 Linear Feet 1 folder	
Meeting minutes, 1973-1975	box 147
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Meeting minutes, 1973	box 147
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Staff meeting notes, 1970-1973	box 147
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Staff minutes agenda, 1973	box 147
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Monthly reports, 1972-1975	box 147
<u>Physical Description</u> : .25 Linear Feet 4 folders	

### 3.5 Facilities Files, 1969-2008

Physical Description: 26 Boxes (Boxes 63-87, 148)

#### Scope and Contents

The Facilities Files subseries documents the operations of the various regional and branch libraries that compose the Durham County Library System. The subseries contains reports, budgets, and meeting minutes; materials relating to renovation and constructions projects such as the construction of East and South Regional, renovations to the Main Library, and the 1985 and 2005 renovation projects at the Stanford L. Warren Branch; and some materials relating to outreach, public relations, operations, and grand openings.

<b>Title/Description</b>	<b>Instances</b>
Bookmobile: Monthly reports, 1975-1991	box 63
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Bookmobile: Yearly reports, 1980-1987	box 63
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmobile: Registration and sale invoice, 1969-1970	box 63
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmobile: Miscellaneous files, 1974-1986, 1999	box 63
<u>Physical Description</u> : .25 Linear Feet 1 folder	
A Survey of Service in NC by Joanne Abel, 1986	box 63
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bragtown Branch: Monthly reports, 1977-1992	box 63
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Bragtown Branch: Monthly reports, 2000-2002	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bragtown Branch: Yearly reports, 1982-1991	box 64

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Bragtown Branch: Miscellaneous files, 1979-1989, 2004	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bragtown Branch: Expansion proposal, 1995-2005	box 64
<u>Physical Description</u> : .25 Linear Feet 2 folders	
East Regional: Branch construction: Groundbreaking, 2004	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
East Regional: Branch construction: Project budget, 2003-2004	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
East Regional: Branch construction: Supporters and public relations, 1999	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
East Regional: Branch construction: Site selection, 2001-2002	box 64
<u>Physical Description</u> : .25 Linear Feet 1 folder	
East Regional: Branch construction: Torrey Homes negotiations, 2001-2002	box 64
<u>Physical Description</u> : .15 Linear Feet 1 folder	
East Regional Branch: Fact sheet, grand opening, and miscellaneous, 2004-2006	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Forest Hills: Manual, 1971	box 64
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Forest Hills: Monthly reports, 1977-1981, 1990-1991	box 64
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Forest Hills: Yearly reports, 1981-1990	box 64
<u>Physical Description</u> : .15 Linear Feet 1 folder	
McDougald Terrace: Monthly reports, 1976-1980, 1991-1993, 1996, 1998	box 65
<u>Physical Description</u> : .1 Linear Feet 2 folders	
McDougald Terrace: Yearly reports, 1978-1982, 1989-1990	box 65
<u>Physical Description</u> : .1 Linear Feet 1 folder	
McDougald Terrace: Expansion of hours, 2004	box 65
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Library and development of East Durham corridor (ABC Durham), 2006-10	box 65
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Capital improvements, 1976-1999	

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	box 65
Main Library: Building program/design, 1967-1976	box 65
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Main Library: Site selection, 1973-1976	box 65
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Planning and construction, 1976-1980	box 65
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Architect's specifications, c.1, 1977	box 65
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Main Library: Architect's specifications, c.2, 1977	box 66
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Main Library: Furniture and equipment specifications, 1978	box 66
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Move, 1980-02	box 66
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Furniture and equipment, 1978-1980	box 66
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Main Library: Dedication, 1980-10-6	box 66
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Staff manual, 1970	box 67
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Main Library: Space Study: Building for Tomorrow, Building for Today, 1988-1990	box 67
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Main Library: Budgetary cost proposals, 1990	box 67
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Budgetary cost proposals-revised, 1991	box 67
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Miscellaneous improvements, 1988-1994	box 67
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Renovations and expansion planning, 1994	box 67
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Recarpeting, 1993-1994	box 67



Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Circulation renovations, 1989-1993	box 68
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Circulation renovations-project manual, 1993	box 68
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Main Library: Facilities survey, 1995, 1999	box 68
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Planning and Programming: Final report, 2009-03	box 68
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Services: Monthly reports, 1986-1991	box 68
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Services: Yearly reports, 1982-1990	box 68
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Main Library: Services: Unit heads meeting minutes, 1988-1989	box 68
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Services: Policies/memorandum, 1985-1989	box 68
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Services: Draft report, undated	box 68
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Main Library: Services: Monthly reports, 1993-1998	box 69
<u>Physical Description</u> : .25 Linear Feet 2 folders	
North Durham: Budget request, 1977	box 69
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Durham: Meeting minutes, 1991	box 69
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Durham: Miscellaneous files, 1979-1991	box 69
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Durham: Monthly reports, 1979-1991	box 69
<u>Physical Description</u> : .25 Linear Feet 4 folders	
North Durham: Monthly reports, 1991-2002	box 70
<u>Physical Description</u> : .25 Linear Feet 5 folders	
North Durham: Yearly reports, 1980-1990	box 70
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Durham: Initial planning, 1977-1980	box 70

Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 1 folder	
North Durham: Lease agreement, 1979-1989	box 71
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Durham: Lease agreement, 1999-2001	box 71
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Durham: Expansion, 1987	box 71
<u>Physical Description</u> : .1 Linear Feet 1 folder	
New Construction: Board of County Commissioners presentations, 2001-2004	box 71
<u>Physical Description</u> : .1 Linear Feet 1 folder	
New Construction: Project budget, 2002-2004	box 71
<u>Physical Description</u> : .1 Linear Feet 1 folder	
New Construction: Site evaluation, 1999, 2001, undated	box 71
<u>Physical Description</u> : .15 Linear Feet 1 folder	
New Construction: School site, 2002-2004	box 71
<u>Physical Description</u> : .25 Linear Feet 1 folder	
New Construction: Progress meetings, 2004-2005	box 71
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Parkwood: Lease agreements, 1975, 1988, undated	box 72
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Parkwood: Correspondence, 1974-1989	box 72
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Parkwood: History, 1975, 1987, undated	box 72
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Parkwood: Expansion, 1975-1988	box 72
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Parkwood: Monthly reports, 1976-1991	box 72
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Parkwood: Monthly reports, 1991-2002	box 73
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Parkwood: Yearly reports, 1980-1990	box 73
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Parkwood: Miscellaneous files, 1970-1980	box 73
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Salvation Army: Monthly reports, 1976-1981	box 73

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 1 folder	
Salvation Army: McDougald Terrace combined monthly reports, 1984-1991	box 73
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Salvation Army: Yearly reports, 1980	box 73
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Salvation Army: McDougald Terrace combined yearly reports, 1984-1989	box 73
<u>Physical Description</u> : .15 Linear Feet 1 folder	
South Regional Branch: Planning: Lowe's Grove site, 2002-2005	box 74
<u>Physical Description</u> : .25 Linear Feet 2 folders	
South Regional Branch: Planning: Barbee Road site, 2002-2005	box 74
<u>Physical Description</u> : .25 Linear Feet 2 folders	
South Regional Branch: Construction: Project Manual, 2008-06	box 74
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Southwest Regional Branch: Monthly reports, 1991-2002	box 75
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Southwest Regional Branch: Site selection and negotiations, 1989-1990	box 75
<u>Physical Description</u> : .25 Linear Feet 4 folders	
Southwest Regional Branch: Proposals for architectural services, 1990	box 76
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Southwest Regional Branch: Nicholson Associates, 1990-1991	box 76
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Southwest Regional Branch: Board of County Commissioners, 1988-1990	box 76
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Public support, 1987-1989	box 76
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: State construction grant, 1989-1994	box 77
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Construction, 1990-1993	box 77
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Southwest Regional Branch: Construction/initial budget, 1989-1992	box 77

Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 2 folders	
Southwest Regional Branch: Furniture and equipment, 1992	box 77
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Award entries, 1993	box 77
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Opening, 1989-1992	box 77
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Branch expansion, 2002-2005	box 78
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Regional Branch: Project manual index, 2008-08	box 78
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Southwest Regional Branch: Project manual volume 1, 2008-8-15	box 78
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Southwest Regional Branch: Project manual volume 2, 2008-8-15	box 78
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Southwest Regional Branch: Project manual volume 2, 2008	box 79
<u>Physical Description</u> : .25 Linear Feet 2 folders	
Southwest Regional Branch: Project manual volume 1, 2008	box 79
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Southwest Regional Branch: Signage-construction documents, 2009-4-30	box 79
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Bradley Collection, 1958, 1972, undated	box 79
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Correspondence and minutes, 1966, 1983	box 79
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Friends of the Stanford L. Warren Library, 1983-1988	box 79
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Budgets and audits, 1958-1967	box 80
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: 50th anniversary, 1990	box 80

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<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Historical materials, 1981-1985	box 80
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Meeting minutes, 1980-3-14	box 80
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Miscellaneous files, 1970-1979	box 80
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Monthly reports, 1975-1998	box 80
<u>Physical Description:</u> .25 Linear Feet 4 folders	
Stanford L. Warren Branch: Monthly reports, 1999-2002	box 81
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Yearly reports, 1982-1990	box 81
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Newspaper clippings, 1983-1986	box 81
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Print material, 1955-1999	box 81
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Programming fliers, 1950-2004	box 81
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Selena Warren Wheeler Collection, 1988-1990	box 81
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Capital Improvement plan, 1989-1992	box 81
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Planning meeting and renovations, 1983-1985	box 81
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Study report and recommendations, 1984	box 82
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Furniture and equipment, 1985	box 82
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: Hackney, Sears, and Associates report, 1984	box 82
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Stanford L. Warren Branch: 1985 Renovations, 1984-1985	

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<u>Physical Description</u> : .15 Linear Feet 1 folder	box 82
Stanford L. Warren Branch: 2005 Renovation: Building program, 2003	box 82
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: Construction and design plans, 2003-2004	box 82
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: Closing celebration, 2003-2004	box 82
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: Project budget and bids, 2003-2005	box 82
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: Progress meetings, 2002-2005	box 83
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: General files, 1994, 2002-2004	box 83
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: 2005 Renovation: Project manual, 2004-06	box 83
<u>Physical Description</u> : .25 Linear Feet 1 folder	
General Facilities files: Equipment inventories, 1975-1983	box 83
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Financial reports: Audits, 1950-1962	box 83
<u>Physical Description</u> : .15 Linear Feet 2 folders	
General Facilities files: Financial reports: Audits, 1963-1976	box 84
<u>Physical Description</u> : .25 Linear Feet 3 folders	
General Facilities files: Financial reports: Quarterly, 1930-1962	box 84
<u>Physical Description</u> : .15 Linear Feet 2 folders	
General Facilities files: Financial reports: Annual and semi-annual, 1941-1958	box 84
<u>Physical Description</u> : .15 Linear Feet 1 folder	
General Facilities files: Financial reports: Miscellaneous, 1965-1977	box 84
<u>Physical Description</u> : .15 Linear Feet 1 folder	
General Facilities files: System monthly reports, 1972-1975	box 84

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<u>Physical Description</u> : .25 Linear Feet 4 folders	
General Facilities files: System monthly reports, 1976-1980	box 85
<u>Physical Description</u> : .25 Linear Feet 5 folders	
General Facilities files: ADA compliance, 1993-1994	box 85
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Architects, 2002	box 85
<u>Physical Description</u> : .15 Linear Feet 1 folder	
General Facilities files: Freelon Group, 2002-2004	box 85
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Branch studies, 1995	box 85
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Facilities and standards subcommittee, 2004	box 85
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Regional branch planning, 1990-2005	box 86
<u>Physical Description</u> : .25 Linear Feet 1 folder	
General Facilities files: Durham prototype library images, 2003	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Library site selection, 2000-2001	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
General Facilities files: Joint use of public facilities, 1995, 2001	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Reports: Prototype Branch Planning: Design Development, 2003	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Reports: North and East Branch Prototype: Schematic Design Reports, 2003	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Reports: Building Program for Regional Library, 2nd draft, 2003	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Reports: Building Program for Regional Library, final report, 2003	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Studies: Facility study, 1995	box 86
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Studies: Resources and Technical Services space analysis, 1990-1993	box 86

<u>Physical Description</u> : .1 Linear Feet 1 folder	
Annual reports of divisions, branches and units, 1990-1993	box 87
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Correspondence regarding Main Library renovations, 2008	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Safe Child Policy, 2000-2001	box 148
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Retirement parties, 1982-2013	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Staff roster, 1986-2000	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Southwest Regional Library: Furniture and Furnishings: Construction documents, 2009-04-30	box 148
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Southwest Library Branch: Expansion and Renovation, 2006-12-18	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Addition and Renovations, 2003-11-20	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Annual report, 2017	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Memorial material, 2001-2002, 2007, 2011, 2014	box 148
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North and East Regional Branch: Proposal, 2004-05	box 148
<u>Physical Description</u> : .5 Linear Feet 1 folder	

### 3.6 Statistics, 1911-2002

Physical Description: 4 Boxes (Boxes 88-91)

#### Scope and Contents

The Statistics subseries contains registration, reference, and circulation statistics, including some bookmobile statistics. A more complete statistical record for the library can be found in the Ledgers series.

<b>Title/Description</b>	<b>Instances</b>
Annual statistical reports, 1911-1990, 1997-2002	box 88
<u>Physical Description</u> : .5 Linear Feet 12 folders	
Annual statistical reports, 2003-2005	box 89



Durham County Public Library Archives

<u>Physical Description</u> : .15 Linear Feet 3 folders	
Annual statistical reports-State, 1919-1982	box 89
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Accession numbers, 1985-1989	box 89
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmobile circulation statistics: Route 5, 1922-1923	box 89
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmobile circulation statistics: Trips to schools, 1924-1926	box 89
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmobile circulation statistics: General, 1928-1931	box 89
<u>Physical Description</u> : .25 Linear Feet 5 folders	
Books, periodicals, newspapers statistics, 1970-1979	box 90
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation records, 1920, 1925-1930	box 90
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation statistics, 1974-1975	box 90
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Comparative statistical reports, 1996-1999	box 90
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Film and ILL statistics, 1971-1979	box 90
<u>Physical Description</u> : .15 Linear Feet 1 folder	
NC Live statistics, 2000-2001	box 90
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Monthly statistical report: Processing Department, 1974-1996	box 90
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Monthly statistical report: Reference/ILL, 1985-01-1993-03	box 90
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Monthly statistical report: Reference/ILL, 1993-03-2002-09	box 91
<u>Physical Description</u> : .25 Linear Feet 1 folder	
Monthly statistics (totals): Reference, 2002-03-2003-05	box 91
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Registration statistics, 1929-1966	box 91
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Statistical profile, 1989	box 91

Physical Description: .1 Linear Feet 1 folder

Statistical summaries, 1937-1966 box 91

Physical Description: .1 Linear Feet 1 folder

Statistical summaries for schools, 1923-1942 box 91

Physical Description: .15 Linear Feet 1 folder

### 3.7 Personnel, 1940-2012

Physical Description: 3 Boxes (Boxes 92-93, 149)

#### Scope and Contents

The Personnel subseries contains budgets, documents outlining classification and salary, staff meeting minutes, personnel reports, staff memoranda, and staff development-related items. The general personnel files contain staff memoranda announcing reclassification of positions, promotions, position vacancies, and search updates, and some internal correspondence.

Title/Description	Instances
Employee questionnaire, 1941 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 92
Budget: Increases and temporary positions , 2008-7-8 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 92
Classifications/salaries, 1964-1965, undated <u>Physical Description</u> : .1 Linear Feet 1 folder	box 92
General staff meeting minutes, 1969-1989 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 92
General personnel, 1978-2001 <u>Physical Description</u> : .25 Linear Feet 5 folders	box 92
Library union, 1973 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 92
Salary schedule, 1990-07 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 92
Staffing, 1961-1994 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 92
Personnel and organizational charts, 1998, 2002-2003, undated <u>Physical Description</u> : .15 Linear Feet 1 folder	box 92
Personnel reports, 1955-1975 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 93
Print material, 2012, undated	box 93

Physical Description: .1 Linear Feet 1 folder

Staff development, 1973-1994

box 93

Physical Description: .1 Linear Feet 1 folder

Staff memorandum, 1976-1984

box 93

Physical Description: .1 Linear Feet 1 folder

Proposed budgets, 2003-2010

box 149

Physical Description: .5 Linear Feet 6 folders

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## 4. Library Outreach, 1974-2013, undated

Physical Description: 13 Boxes (Boxes 93-100, 133-135, 150, 161)

### Scope and Contents

The Library Outreach subseries contains material documenting various outreach efforts of the library and is divided into two subseries: (1) Projects and Programming and (2) Publications.

### 4.1 Projects and Programming

Physical Description: 6 Boxes (Boxes 93-98)

#### Scope and Contents

The Projects and Programming subseries contains reports, budgets, meeting minutes, photographs, and scrapbooks relating to numerous projects and educational programming efforts offered by the library such as the Great Plains Experience, Learning Information for Today (LIFT), Library Centennial, and the Sister Cities Program. The subseries also contains a substantial amount of advertising ephemera such as programs, fliers, and posters.

Title/Description	Instances
90th Anniversary, 1988-02 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 93
Isabel Allende, 2004 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 93
Bloomsbury, 1981 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 93
Branching Out: The Campaign for the Library, 2002 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 93
D.H. Lawrence Retrospective, 1980 <u>Physical Description</u> : .15 Linear Feet 1 folder	box 93
Domestic Policy Association teleconference, 1985	box 93

Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham Reads Together, 2005	box 93
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham Reads Together, Margaret Maron's North Carolina (fan), 2012	box 93
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Folklore and literature, 1982	box 93
<u>Physical Description:</u> .15 Linear Feet 1 folder	
General programming-print material, 1983-2009	box 93
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Great Plains Experience: Project reports, 1981	box 93
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Great Plains Experience: Project budget and accounting, 1981	box 93
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Great Plains Experience: Miscellaneous files, undated	box 93
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Great Plains Experience: Guide and itinerary, 2009	box 93
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Humanities Programs at DCL, 2009	box 94
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Brochures, undated	box 94
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): History, 1978-2009	box 94
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Miscellaneous files, 1977-1987	box 94
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Monthly reports , 1980-1989	box 94
<u>Physical Description:</u> .25 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Monthly reports, 1990-2008	box 95
<u>Physical Description:</u> .25 Linear Feet 3 folders	
Project LIFT (Learning Information for Today): Monthly reports-duplicates, 1989-2006	box 95

Durham County Public Library Archives

<u>Physical Description</u> : .25 Linear Feet 2 folders	
Project LIFT (Learning Information for Today): Photographs, undated	box 95
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Publicity, 1980-1994	box 96
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Project LIFT (Learning Information for Today): Yearly reports, 1981-1982	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Committees, 1997	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Exhibits, 1997	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Gala, 1997	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Library history, 1997	box 96
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Library Centennial: Photographs from library history publication, 1997	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Meeting minutes, 1997	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library Centennial: Scrapbook-recollections, 1997	box 96
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Project: The Lively Mind, 1982	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Project: Measure of Humanity, 1982-1983	box 96
<u>Physical Description</u> : .1 Linear Feet 1 folder	
The New Negro Renaissance, 1982	box 97
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Carolina Early Childhood Project, 1974-1980	box 97
<u>Physical Description</u> : .25 Linear Feet 3 folders	
North Carolina Early Childhood Project-supplies, 1974	box 97
<u>Physical Description</u> : .15 Linear Feet 1 folder	
North Regional-grand opening, 2007	box 97

Durham County Public Library Archives

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Photo Carolina, 1976-1982	box 97
<u>Physical Description:</u> .15 Linear Feet 2 folder	
The Presidency and the People, 1983-1985	box 97
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Sister Cities Program: General, 1988-1990	box 97
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma (U.S.S.R.), 1989-1990	box 97
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Introductory letter, 1990	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Postcards, 1990	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Photographs, 1990	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Poster, 1990	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Pamphlets, 1990	box 98
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Sister Cities Program: Kostroma Binder: Newspapers, 1990	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Sister Cities Program: Durham, England-reproductions of old prints, undated	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
South of Hester Street, 1987	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Southwest Regional dedication, 1982	box 98
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Summer Reading materials, 1988-1998	box 98
<u>Physical Description:</u> .15 Linear Feet 1 folder	
The Tie That Binds, 1989	box 98
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Tree planting ceremony (Durham Hadassah), 1987	box 98

Physical Description: .1 Linear Feet 1 folder

We the People, 1985 box 98

Physical Description: .1 Linear Feet 1 folder

WEE READ, 2013 box 98

Physical Description: .1 Linear Feet 1 folder

Write On!, 2006, 2009 box 98

Physical Description: .1 Linear Feet 1 folder

## 4.2 Publications

Physical Description: 4 Boxes (Boxes 99-100, 150, 161)

### Scope and Contents

The Publications subseries contains a number of publications produced by the library including Branching Out; the Salvation Army Branch's newsletter; and Season's Readings, an annual booklet of staff reading recommendations.

Title/Description	Instances
"Dare to Share Your Favorite Recipe", 1999 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 99
Kids' Curriculum, 1986 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 99
Reaching Out (Salvation Army Branch), 2000 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 99
Season's Readings, 1980-1998 <u>Physical Description</u> : .25 Linear Feet 4 folders	box 99
Season's Readings, 1998-2013 <u>Physical Description</u> : .5 Linear Feet 4 folders	box 100
Resolutions for Reading, 1987 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 100
A Few of Our Favorite Things, 2004-2006 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 100
Early Childhood Library Project Training Kit, 1980-02 <u>Physical Description</u> : .1 Linear Feet 1 folder	box 150
Play 'N Learn Parent Child Program cassette , undated <u>Physical Description</u> : .1 Linear Feet 1 cassette tape	box 150
Play 'N Learn Program: NCCU and DCL, 1973-1980	box 150

Physical Description: .1 Linear Feet 1 folder

Newsletters, 1982-2003	box 150
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Pamphlets and Publications, 1993-2000, undated	box 150
<u>Physical Description</u> : .15 Linear Feet 2 folders	
Branching Out and Summer Reading booklets, 2004-2009	box 161

### 4.3 News Releases and PSAs, 2005-2006

Physical Description: 3 Boxes (Boxes 133-135)

Title/Description	Instances
News releases and PSAs, 2005-02-2005-06	box 133
<u>Physical Description</u> : 1 Linear Feet 1 binder box	
News releases and PSAs, 2005-02-2005-08	box 134
<u>Physical Description</u> : 1 Linear Feet 1 binder box	
News releases and PSAs, 2006-01-2006-11	box 135
<u>Physical Description</u> : 1 Linear Feet 1 binder box	

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## 5. Historical Material, 1897-1999, undated

Physical Description: 3 Boxes (Boxes 101-103)

### Scope and Contents

The Historical Materials series contains documents, reports, resolutions, artifacts, and photographs that represent the library's earliest years and pivotal points in its history. The series also contains several histories of the Durham County Library and its branches authored by contemporary writers. Noteworthy items include a copy of the 1897 Act to Incorporate the Durham County Library, a dedication program and brochure from the opening of the Stanford L. Warren Branch, and a small hand-colored albumen portrait of Lillian Baker Griggs, the library's first professional librarian in 1911.

Title/Description	Instances
Act to Incorporate Durham Public Library, 1897-03-05	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bank passbook, 1930-1945	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Board of Lady Managers, 1896-1909, 1913	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Bookmark, undated	box 101



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<u>Physical Description:</u> .1 Linear Feet 1 folder	
Book accounts pocket ledger, 1942-1959	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Borrower density map, 1930	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Carnegie Corporation grants, 1905, undated	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Circulation tickets (by subject), 1958-02-1959-12	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Cornerstone box (photocopies), 1897, 1940	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Clara Crawford, biography and letter, 1930-1938	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Clara Crawford, Early History of the Library (manuscript), undated	box 101
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Durham Public Library annual reports, 1916-1923	box 101
<u>Physical Description:</u> .15 Linear Feet 1 folder	
Durham Colored Library: Deed, 1966	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham Colored Library: Annual report, 1919-1920, 1938-1939	box 101
<u>Physical Description:</u> .15 Linear Feet 2 folders	
Fines-pocket ledger, 1944-1954	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
History of the Durham Public Library 1895-1940, 1977	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Kiwanis Club benefit for Durham County Library truck program, 1923	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
George Linder retirement, 1982	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Library cards, 1942	box 101
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Library deed (photocopy), 1897	box 101

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<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library-early history, 1980-1989	box 101
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Library Recollections by Mena Webb, 1990-1999	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
George Linder address to Durham Lions Club, 1971	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Negro Braille Magazine, 1969-1981	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
North Carolina Collection inventory, 1920	box 101
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Ed Phillips-speech typescript, 1970	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Report: Post-WWII plans for library, 1946	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Resolution: Merging Stanford L. Warren branch and DCPL, 1966-2-14	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Resolution providing for the operation of the DCPL by the County of Durham, 1973	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Resolutions in Memory of Thomas B. Fuller, 1923	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: Bradley Collection catalog cards, undated	box 102
<u>Physical Description</u> : .25 Linear Feet 3 folders	
Stanford L. Warren Branch: Dedication program and brochure, 1940, 1947	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch: History, 1950-1979	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stiles, C.W. letter to mayor of Durham regarding public health work, 1916	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Tribute to Benjamin Powell-program and newsletter, 1981-1982	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Umstead, Mrs. W.B. library card, 1937-1942	

<u>Physical Description</u> : .1 Linear Feet 1 folder	box 102
Vacation Reading Club certificate, 1936	box 102
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Stanford L. Warren Branch printing plates, undated	box 103
<u>Physical Description</u> : .15 Linear Feet 1 folder	
First bookmobile printing plates, undated	box 103
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Library skeleton keys, undated	box 103
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Portrait of Lillian Baker Griggs in a case, undated	box 103
<u>Physical Description</u> : .1 Linear Feet 1 folder	

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## 6. Ledgers, 1893-2004

Physical Description: 7 Boxes (Boxes 106-110, 151, 153)

### Scope and Contents

The Ledgers Series is a collection of bound manuscript record books that document accessions, deaccessions, circulation, registration, and cataloging statistics from the late nineteenth century. Other ledgers document salary disbursements, circulation of specific collections such as juvenile literature, and circulation statistics of various branches including Bragtown, Forest Hills, and Y. E. Smith.

<b>Title/Description</b>	<b>Instances</b>
Circulation record (vol. 1), 1905-1944	box 151
Circulation record (vol. 2), 1927-1965	box 106
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 3), 1917-1934	box 151
Circulation record (vol. 4), 1932	box 106
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record (vol. 5), 1933-1934	box 106
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record (vol. 6), 1935-1936	box 106
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record (vol. 7), 1937-1942	box 106
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 8), 1955-1960	

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<u>Physical Description</u> : .15 Linear Feet 1 folder	box 106
School's and Children's Department Circulation Record (vol. 9), 1940-1950	box 108
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 10), 1961-1970	box 106
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 11), 1979-1981	box 106
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 12), 1982-1984	box 106
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 13), 1985-1987	box 107
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 14), 1988	box 107
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record (vol. 14a), 1968-12-1978-08	box 107
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 14b), 1978-09-1984-06	box 107
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 14c), 1984-07-1988-06	box 107
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record (vol. 14d), 1994-11-2004-10	box 108
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Circulation record-Forest Hills Branch (vol. 15), 1946	box 108
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record-YE Smith Branch (vol. 16a), 1944	box 108
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record-YE Smith Branch (vol. 16b), 1945	box 108
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record-YE Smith Branch (vol. 17), 1946	box 108
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record-YE Smith Branch (vol. 18), 1947	box 108
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Circulation record-YE Smith Branch (vol. 19), 1948	box 108

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<u>Physical Description</u> : .1 Linear Feet 1 folder	
Juvenile circulation record (vol. 9a), 1950-1953	box 108
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Juvenile circulation record (vol. 9b), 1956-1964	box 108
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Juvenile circulation record (vol. 9c), 1965-1970	box 108
<u>Physical Description</u> : .15 Linear Feet	
Accession record (vol. 20), 1893-1915	box 153
Accession record (vol. 21), 1898	box 153
Accession record (vol. 22), 1898-1903	box 153
Accession record (vol. 23), 1915-1921	box 153
Accession record: Bragtown Branch (vol. 24), 1927-1928	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Additions and withdrawals-juvenile (vol. 25), 1941-1965	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Processing record (vol. 26), 1967-07-1969-12	box 109
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Processing record (vol. 27), 1970-1972	box 109
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Processing and withdrawals record (vol. 28), 1973-1975	box 109
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Processing and withdrawals record (vol. 29), 1976-1978	box 109
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Additions and withdrawals-juvenile (vol. 30), 1965	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Victory Tax Record (vol. 31), 1943-01-1943-09	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Salaries (vol. 32), 1949-1953	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Salaries (vol. 33), 1954-1959	box 151
Salaries (vol. 34), 1960-1963	box 151
Salaries (vol. 35), 1964-1965	box 151
Registration (vol. 36), 1937-1952	box 109

<u>Physical Description</u> : .1 Linear Feet 1 folder	
Registration (vol. 37), 1953-1957	box 109
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Transient registration (vol. 38), 1947-1948	box 110
<u>Physical Description</u> : .15 Linear Feet 1 folder	
Reference-book stock records (vol. 39), 1939-1956	box 110
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Cataloging record (vol. 40), 1936-1959	box 110
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Cataloging record (vol. 41), 1960-1965	box 110
<u>Physical Description</u> : .1 Linear Feet 1 folder	
Receipts and disbursements (vol. 42)	box 153

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## 7. Clippings, 1975-2013

Physical Description: 23 Boxes (Boxes 111-132, 137)

### Scope and Contents

The Scrapbooks Series is composed of fourteen scrapbooks. The first eight scrapbooks contain mostly newspaper clippings, but also some photographs and documents marking pivotal moments in the history of the library; scrapbooks documenting public programming events at the North Durham Branch; and several scrapbooks dedicated to the library's Centennial Celebration in 1997.

Title/Description	Instances
Newspaper and online publication clippings, 2005-02-2005-06 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 111
Newspaper and online publication clippings, 2005-02-2005-08 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 112
Newspaper and online publication clippings, 2006-01-2006-04 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 113
Newspaper and online publication clippings, 2006-05-2006-08 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 114
Newspaper and online publication clippings, 2006-07-2006-09 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 115
Newspaper and online publication clippings, 2006-10-2006-12 <u>Physical Description</u> : 1 Linear Feet 1 binder box	box 116
Newspaper and online publication clippings, 2007-01-2007-03	

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<u>Physical Description:</u> 1 Linear Feet 1 binder box	box 117
Newspaper and online publication clippings, 2007-04-2007-06 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 118
Newspaper and online publication clippings, 2007-07-2007-12 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 119
Newspaper and online publication clippings, 2008-01-2008-03 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 120
Newspaper and online publication clippings, 2008-04-2008-06 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 121
Newspaper and online publication clippings, 2008-07-2008-09 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 122
Newspaper and online publication clippings, 2008-10-2008-12 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 123
Newspaper and online publication clippings, 2009-01-2009-04 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 124
Newspaper and online publication clippings, 2009-05-2009-12 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 125
Newspaper and online publication clippings, 2010-01-2010-08 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 126
Newspaper and online publication clippings, 2010-09-2011-01 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 127
Newspaper and online publication clippings, 2011-02-2011-04 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 128
Newspaper and online publication clippings, 2011-05-2011-12 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 129
Newspaper and online publication clippings, 2012-01-2012-04 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 130
Newspaper and online publication clippings, 2012-05-2013-01 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 131
Newspaper and online publication clippings, 2013-02-2013-11 <u>Physical Description:</u> 1 Linear Feet 1 binder box	box 132
Newspaper clippings, 1975-1976, undated <u>Physical Description:</u> .1 Linear Feet 1 folder	box 137
Newspaper clippings, 1980, 1993, undated	box 137

Physical Description: .1 Linear Feet 1 folder

Newspaper clippings, 1976-1977, 1993, undated box 137

Physical Description: .1 Linear Feet 1 folder

Newspaper clippings, 1976, 1982, 2000-2001, 2008-2009 box 137

Physical Description: .1 Linear Feet 1 folder

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## 8. Audiovisual Material, 1979-2008

box 138

Physical Description: 1 Boxes (Box 138)

### Scope and Contents

The Audiovisual Series contains several videocassettes of the Centennial Celebration including broadcast highlights and the Centennial Gala Dinner. The series also contains reel-to-reel audio of the presentation of the portrait of State auditor Henry L. Bridges.

One document box contains 9 tapes including: 1. WTVD Reports: "Durham County Library-Past, Present, Uncertain Future", July 22, 1976 2. Heart of Carolina Library Week Promo on WTVD, April 18, 1988 3. Original Durham County Library History Preservation 90th 4. Durham County Library Centennial celebration, 1977 5. Storytelling at S.L. Warren branch 6. National Library Coverage, WTVD, Homeless, Parkwood Black History Celebration 7. Library Week Program, Night of Thousand Stars, April 17, 1991 8. Unlabeled 9. Durham County Library Opening Day, May 23, 1988

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## 9. Photographs, undated

Physical Description: 7 Boxes (Boxes 136, 139-144)

### Scope and Contents

The Photographs Series contains photographs documenting library facilities, construction and renovation projects and various library events.

Title/Description	Instances
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Volume 1, 1920-1950	box 139
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Physical Description: 1 Linear Feet 1 binder box

Volume 2, 1960-1990	box 140
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<u>Physical Description:</u> 1 Linear Feet 1 binder box	
Construction/Renovation, 1994, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Durham County Library, 1972	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Various, 1997, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Carousel slides-Main Library, 1980-1989	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Dewey Decimal Dames, 1980-1989	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Carousel slides-Anne Berkely genealogical research in the Durham County Library, 1990	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Linda Thomsen farewell (with Director Dale Gaddis and with Head of Reference Peter Neal), 1998-09	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Book selection meeting, 1990-05	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Miscellaneous Library photographs, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Fiction move, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Buildings, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Internet/Computer, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Facilities: East Regional and Stanford L. Warren, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
South West branch dedication picture, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Miscellaneous , undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Bookmobile, undated	box 141

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<u>Physical Description:</u> .1 Linear Feet 1 folder	
Carousel slides: Main Library-staff and events, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
NC historic plaque unveiling (Dale Gaddis with Library Board), undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Dale Gaddis retirement, 2002-05	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
New Harry Potter book launch party, 2003-06-21	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Staff Day, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Anne Berkley retirement, undated	box 141
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Photographs, 1920-1929	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Photographs, 1950-1959	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Photographs, 1960-1969	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Photographs, 1970-1979	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Going away party, 1970	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
George Linder retirement celebration, 1982	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
All-American city celebration, 1983	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
County Commissioners luncheon with library board and staff members, 1983-05-23	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Director portraits, 1984	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
George Linder portrait, 1984	box 142

<u>Physical Description:</u> .1 Linear Feet 1 folder	
Staff day, 1988	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Staff day, 2000-2009	box 142
<u>Physical Description:</u> .25 Linear Feet 3 folders	
S.L. Warren, undated	box 142
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Miscellaneous, undated	box 142
<u>Physical Description:</u> .1 Linear Feet 2 folders	
Various, 1980, undated	box 143
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Dedication, undated	box 143
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Early Learning Center-School Library Science slides, undated	box 143
<u>Physical Description:</u> .1 Linear Feet 1 folder	
Miscellaneous, 1948, undated	box 144
<u>Physical Description:</u> 1 Linear Feet 1 binder box	
Centennial photographs, 1997	box 136
<u>Physical Description:</u> 1 Linear Feet 1 binder box	

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## 10. Scrapbooks, 1897-2004

Physical Description: 7 Boxes (Boxes 154-160)

<b>Title/Description</b>	<b>Instances</b>
Scrapbook 1, 1897-1937	box 154
Scrapbook 2, 1938-1965	box 154
Scrapbook 3, 1966-1970	box 155
Scrapbook 4, 1971-1975	box 155
Scrapbook 5, 1976-1978	box 156
Scrapbook 6, 1978-1982	box 156
Scrapbook 7, 1982-1987	box 157
Scrapbook 8, 1987-1996	box 157
North Durham, 1984-1989	box 158

North Durham, 1990-1996	box 158
North Durham, 1980-2004, (1980-1986), (2003-2004)	box 158
Centennial, 1997	box 159
Centennial, 1997	box 160
Centennial Book of Letters, 1997	box 160

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## 11. Oversized Materials, 1955-2013

Physical Description: 1 Boxes (Box 162)

### Scope and Contents

This series contains portraits of past librarians, a reproduction of a drawing of the original public library in Durham, proclamations from the County Commissioners and Mayor Sylvia Kerckhoff, and posters from library bulletin boards and kiosks.

Title/Description	Instances	
Information and Referral Awareness Week Proclamations , 1996-05-1999-04	box 162	folder 1
Centennial Celebration of Public Library Service Proclamation, 1997-02	box 162	folder 2
Bulletin board and kiosk posters, 2012-2013	box 162	folder 3
Selena Warren Wheeler Portrait	box 162	folder 4
<b>Biographical / Historical</b>		
Selena Warren Wheeler was a librarian at the Durham Colored Library from 1932-1940. When it became the Stanford L. Warren Public Library, she continued as a librarian from 1940-1945.		
Hattie B. Wooten Portrait	box 162	folder 5
Onnie Ray Nichols Moore Portrait	box 162	folder 6
Audrey J. Cushman Portrait	box 162	folder 7
<b>Biographical / Historical</b>		
Audrey J. Cushman was a librarian at the Durham Public Library from 1959-1964.		
Original Public Library drawing reproduction	box 162	folder 8
Lillian Baker Griggs Portrait	box 162	folder 9
Lillian Baker Griggs Portrait and Obituary, 1955	box 162	folder 10

George Linder Portrait, 1984

box 162

folder 11

**Biographical / Historical**

George R. Linder was director of the Durham County Library from 1965-1982.

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