

## Library Records

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

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

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

Boxes 1 – 3 – Administration of William K. Harrison III  
Box 4 & 5 – Administration of Sarah Fenner  
Boxes 6 – Assistant Directors’ papers 1950 – 1999  
Box 7 – Secretary 1950 – 1999

#### Metal Cabinet #1, Shelf 1

Boxes 8 – 9 – Administration of Rhoda Friedland  
*\*DVD of 4/14/1991 Library rededication is included; when technology changes, this must be updated.*  
Boxes 10 – 12 – Administration of Gretchen Browne  
Box 13 – Administration of Maureen Chiofalo

#### Metal Cabinet #1, Shelves 1 – 3

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

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

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

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

Box 1 – Davison Memorial Fund & Sculpture Committee

#### Metal Cabinet #1, Shelf 3

Series 4: Library Centennial: These materials reflect planning, preparations and research for the Library Centennial. It is not clear if the series was created by the Library office or assembled in the Archives. However, it should be treated as part of the administrative records group. The records date from 1981 –1982 and also include historical materials dating from approximately the 1940s to the 1960s. The latter appear to have been assembled for

the centennial celebration. It is possible that these historical materials should be part of Record Group 3, and the processing archivist should study this issue. (Box 6)

**Cannot locate this box.**

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

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

Box 1 – July 1976 – June 1988  
Box 2 – July 1988 – June 2005  
Box 3 – July 2005 – November 2009

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

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

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

Box 1 – Includes but is not limited to: Program suggestions, Bicentennial Committee; NYS Bicentennial Commission, People's Bicentennial Commission, Johnny Horizon Program, RVC Bicentennial Commission, Local Bicentennial Planning  
Box 2 – Includes: Speakers, 1776 Gazette, Tombstone Epitaph

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

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

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

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

Box 1 – 1894 – 1940  
Box 2 – 1941 – 1951  
Box 3 – 1952 – 1955  
Box 4 – 1955 – 1957  
Box 5 – 1958 – 1962

#### **Metal Cabinet #1, Shelves 2 – 3**

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

*(Box list on next page)*

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

Box 1 – 1963 – 2003

Box 2 – 2004 – 2010

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

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

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

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

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

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

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

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

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

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

*(Please note: oversized items are in long cabinet drawers)*

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

Box 1 – Grant information

Box 2 – MARC records, correspondence, survey, original forms, & more

Series 6: Library/Circulation Policy Manuals

*(Box list on next page)*

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

Box 1 – Library Catalogues

Series 4 – Box 1 – Miscellaneous

Series 5 – Box 1 – Establishment of Archives

Series 6 – Box 1 – Library Policy Manual, 1966

Box 2 – Library Circulation Policy Manuals 1974, 1977 (with later addenda)

**Rolling Metal Shelves Unit 1A, Shelves 3 – 4**

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

Memorial Fund Lecture Book of Remembrance 2000 – 2011

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

Box 1 – Books of Remembrance 1970 – 1999; 2000 – 2011

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

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

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

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

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

Box 4B: RVCPL Newsletters 2015 – 2021

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

21<sup>st</sup> Century  
Ephemera

Box 6: Adult Reference & Youth Services Promotional Materials and Ephemera Late 20<sup>th</sup> and early 21<sup>st</sup> century; Includes Summer Soiree materials

*Includes CDs; when technology changes, these must be updated.*

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

Box 8 – Love Your Library Day Ephemera

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

Box 1 – 1950 – 1968

Boxes 2 & 3 – Library Centennial; New Library Building

Box 4 – Newsletters and Budget issues

Box 5 – Children’s Department

Box 6 – Adult and Youth Services program flyers file & calendars

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

Documentary

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

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

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

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

Series 1: Friends of the Library Scrapbooks: This series consists of the RVC and L.I. scrapbooks of Library, Rockville Centre and Long Island-related ephemera as well as materials set aside for inclusion in the scrapbooks dating from 1894 – 1985. This series may include the Archives Catalog. This appears to be a handwritten, item-level catalog that may be an index to the scrapbooks.

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

Box 1 – Long Island Books #1, #2

Box 2 – Long Island #3

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

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

**Metal Cabinet #1 - Shelf 4**

Box 5 – RVC Book #5: 1953-1958; RVC Book #6: 1962-1969

Box 6 – RVC Book #7: 1970-1976; RVC Book #8: 1977-1979

Box 7 – RVC Book #9: 1980-1981; RVC Book #10: 1982-1983

Box 8 – RVC Book #11: 1984-1985; RVC Book #12: 1985

Box 9 – Index to Series

**Metal Cabinet #1, Shelf 5**

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

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

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

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

Series 3. Library Scrapbook, 1911 – 1952: The scrapbook appears to span the career of Mrs. Decker, a long-time librarian. This scrapbook includes a list of fiction holdings, a library bookplate, a 1927 letter regarding the Carnegie-funded Library, and a 1929 library catalog.

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

Box 1 – Library 1911 – 1952

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

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

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

Series 1: Boxes 1 -10 – 1900 – 1983

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

Box 1 – Aged to Gas Pipelines  
Box 2 – History to Juvenile Delinquency  
Box 3 – Molloy College to Recreation Center  
Box 4 – Schools to Urban Renewal  
Box 5 – Electric Water to Village Water

**Metal Cabinet #2, Shelf 1**

Box 6 – Aviation to Nassau County – Banking  
Box 7 – Nassau County – Data book to Nassau County – Hempstead Township  
Box 8 – Nassau County – Hempstead Township to Nassau County – Maps  
Box 9 – Nassau County – North Hempstead Township to Nassau County – Schools  
Box 10 – Nassau County – Villages to Nassau County – World's Fair 1964-1965

**Metal Cabinet #2, Shelf 2**

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

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

Box 1 - American Bicentennial Monthly through Liberty Call

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

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

Box 1 – Rockville Centre History – NY State History

#### Metal Cabinet #2, Shelf 2

### Record Group 7: Rockville Centre Public Library – Exhibits and Exhibit Materials

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

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

Box 1 – 3 – Programs and Exhibits

#### Rolling Metal Shelves Unit 1B, Shelf 4

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

This record group consists of artifacts relating to the history of Rockville Centre Public Library.

Artifacts

Series 1: Artifacts used by the Rockville Centre Public Library staff in conducting operations.

*Each item has a description tag*

**Item 1:** Two Card Sorters

**Item 2:** Electric Pencil Eraser

**Item 3:** Envelope Sealer

**Item 4:** Cassette Request Form

**Item 5:** Mailing Labels

**Item 6:** NLS AV request form

**Item 7:** Gaylord Fine Calculators (2)

**Item 8:** Standard Stamp Holder

**Item 9:** Card Pocket

**Item 10:** Stamps

**Item 11:** Biography sign

**Item 12:** Non-fiction (700s/800s) sign

**Item 13:** Ellen Berman nameplate

**Item 14:** Alene Scoble nameplate

#### Metal File Cabinet #4, Shelves 1 – 2

Series 2: Trowel gifted to RVCPL at the building of the Clinton Avenue Library, 1912

Series 3: Marker for donated tree in memory of Daniel M. Gilmartin, 1991

### Metal File Cabinet #4, Shelf 3

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

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

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

Box 1 – RVCPL Employee Facebook, Annually 2008 – 2013

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

## Manuscripts Collections

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

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

#### **Box List – De Mott Family Bible**

Box 1 – Family Bible

### Metal Cabinet #3, Shelf 1

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

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

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

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

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

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

Box 1 – Manuscript on Thrift

Box 2 – Series 2: Publications; Series 3: Home Savings Bank

Boxes 3 – Photo Negatives

Box 4 – Prints

*(Box list continued on next page)*

Box 5 – Glass Plate Negatives  
Box 6 – Assorted Negatives

**Metal Cabinet #3, Shelf 1**

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

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

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

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

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

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

Box 1 – Professional, Village Attorney, Community, Village Presidency, Church etc.  
Box 2 – Photographs  
Box 3 – Reports of Westchester County Park Commission 1923, 1928, 1924, 1929, 1930, 1931, 1932, 1933  
Box 4 – Reports of Long Island State Commission  
Box 5 – Long Island, RVC and Bank reports

**Metal Cabinet #3, Shelf 2**

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

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

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

Box 1 – Speeches, Court opinions, one deed

**Metal Cabinet #3, Shelf 2**

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

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

*(Continued on next page)*

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

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

**Metal Cabinet #3, Shelf 2**

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

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

**Box List – Manuscript Collection 6 – RVC War Memorial Library Association**

Box 1 – Executive Committee, Donations, Ephemera, Campaign Director

**Metal Cabinet #3, Shelf 3**

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

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

**Box List – Manuscript Collection 7 – Nassau County Historical Society Records**

Box 1 – Correspondence, meeting minutes, legal materials

**Metal Cabinet #3, Shelf 3**

**Manuscript Collection 8: Arthur Hodges Papers**

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

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

Series 2: “Cataloged info:” 18931 – 971 2.5 inches. These records appear to reflect the research and other activities of Hodges and Preston Bassett, village historians. The records include research notes, speech notes, and manuscripts regarding local businesses, families, and events.

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

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

Box 1 – Book and manuscripts by Hodges and more

Box 2 – Correspondence; news articles; more

Box 3 – RVC Photos, RVC Illustrated; Histories

**Metal Cabinet #3, Shelf 3**

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

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

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

Box 1 – Museum shop consignment agreements; publicity

**Metal Cabinet #3, Shelf 4**

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

Friends of the Library Scrapbook, 1955 – 1957, containing clippings, the “Quarterly” newsletter, programs, and photographs.

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

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

Box 2 – Constitution, local authorities, purpose, scrapbook

**Metal Cabinet #3, Shelf 4**

**Collection 11: Irish Land Grant**

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

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

**Collection 12: Richard Harriman Comstock Papers**

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

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

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

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

**Box 1** – contains Series 1 – 4

**Metal Cabinet #3, Shelf 4**

### Collection 13: Robert Erwin Maurer Papers

Series 1: Little League Scrapbook. Chronicling four years of RVC Little League Baseball starting in 1951, as well as other events in Maurer's life

**Box 1** – contains Series 1

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

### Collection 14: Al Velocci Papers [Collector, Long Island History]

Series 1: Vintage RVC Items: Collection of 50 vintage Rockville Centre matchbooks; Ethel George's 1913–1914 RVC Schools report card; 20-page Real Estate Developer's Booklet (circa 1909); five vintage RVC Postcards

Series 2: Books: *Long Island Today* by Frederick Ruther (1909); *Long Island Bibliography* (1840)

**Box 1** – contains Series 1 & 2

**Metal Cabinet #3, Shelf 4**

## Document Type Collections

### Document Collection 1: Newspapers and Newsletters

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

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

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

**Box 1** – 1943 – 1951

**Box 2** – 1952 – 1958

**Box 3** – 1959 – 1964

**Box 4** – 1965 – 1971

**Box 5** – 1972 – 1978

**Box 6** – 1979 – 1985

**Box 7** – 1972 – 1998 with gaps / 2004 – 2011 (with gaps)

**Box 8** – 2012 – 2019 (with gaps)

**Metal Cabinet #2, Shelf 3**

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

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

**Box 1** – Rockville Centre, NY Annual Report – 1986 – 2016 (with gaps)

**Box 2** – Rockville Centre Almanac & Newcomers Guide – 1995 – 2019 (with gaps)

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

Series 3: “Long Island Forum”: Dates from approximately 1956 – 58 and 1961 – 1966.

**Metal Cabinet #2 - Shelf 4**

Series 3 – Box 1 – Long Island Forum, 1956 – 1958, 1961 – 1966 with gaps

**Metal Cabinet #2, Shelf 4**

Series 4: Misc. Rockville Centre Newspapers: Several local newspapers.

Boxes 1A & 1B – 19<sup>th</sup> Century newspapers with gaps

Box 2 – 20<sup>th</sup> Century newspapers with gaps

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

Series 5 – Vintage Newspapers on Microfilm – Microfilm Cabinet

*The Picket*: 1868 – 1870

*South Side Observer*: 1870 – 1920

*The Owl*: 1917

*Long Island News & the Owl*: 1914 – 1994

**Microfilm Cabinet, Drawer 1**

*Long Island News & the Owl*: 1995 – 1997

*Nassau Daily Review*: 1921 – 1932

**Microfilm Cabinet, Drawer 2**

*Nassau Daily Review*: 1932 – 1937

*Nassau Daily Review Star*: 1937 – 1939

*(Microfilm list continued next page)*

### Microfilm Cabinet, Drawer 3

*Nassau Daily Review Star*: 1940 – 1946

### Microfilm Cabinet, Drawer 4

*Nassau Daily Review Star*: 1946 – 1953

*Rockville Centre Herald*: 1994 – 1998

### Microfilm Cabinet, Drawer 5

*Rockville Centre Herald*: 1999 – 2018

*Rockville Centre Record*: 2000 – 2001 (interfiled)

### Microfilm Cabinet, Drawer 6

*Date ranges contain gaps.*

## Document Collection 2: Publications

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

Series 1: *"The Nassau County Historical Journal"* 1946 – 1966, 1995.

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

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

Series 1: Box 1 – Nassau County Historical Journal 1946 – 1958

Box 2 – 1959 – 1966, 1995 and more

Series 2: Box 1 – History of Nassau County

### Metal Cabinet #2, Shelf 4

Series 3: *Rockville Centre Yellow Book*

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

Phone  
Books

Box 1 – Rockville Centre telephone directories: **1923-1924, 1938, 1946-1947, 1947-1948, 1948-1949, 1950-1951, 1951-1952, 1952-1953, 1954-1955, 1955-1956, 1956-1957 both regular & special; 1962-1963 special, 1966-1967, 1978 regular & special.** CD of digitized telephone directories included in box.\*

*\*When technology changes, these must be updated.*

**Bold** indicates scanned & uploaded on New York Heritage (nyheritage.org)

### Rolling Metal Shelves Unit 2A, Shelf 3

*(Continued next page)*

Box 2 – Rockville Centre telephone directories: 1982, 1983, 1994, 1995, 2009, 2011, 2012

### Rolling Metal Shelves Unit 2A, Shelf 3

Series 4: Miscellaneous (see also: printed histories)

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

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

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

Printed  
Histories

#### Document Collection 3: Printed Histories

This collection consists of miscellaneous histories.

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

Box 1A: Rockville Centre (all scanned & uploaded on NYHDC)

### Rolling Metal Shelves Unit 2A, Shelf 2

Box 1B: Rockville Centre

Box 2: Long Island; Nassau County; Miscellaneous

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

Box 4: Other LI Communities; State Parks

### Rolling Metal Shelves Unit 2A, Shelf 4

#### Document Collection 4: Reports

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

Series 1: Miscellaneous Reports

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

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

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

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

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

(Continued next page)

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

Box 1 – Annual reports dating from 1946 – 2016 with gaps from 1983 – 1995.

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

Series 3: Rockville Centre Master Plan

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

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

**Metal Cabinet #2, Shelf 4**

Series 4: Rockville Centre Union Free School District Reports

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

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

Box 2 – Reports 1980- 1985

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

**Document Collection 5: Ephemera**

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

**Box List – Document Collection 5 Ephemera**

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

**Metal Cabinet #2, Shelf 4**

**Document Collection 6: Photographs and Images**

*Please note: Most of these photos are in binders. They have been scanned and uploaded on nyheritage.org.*  
The collection includes 12 inches of photographs and other images of local, Long Island and New York State subjects dating from approximately 1893 to the 1990s. Most of the photographs are already organized into subject categories, although some photos do document more than one subject. The collection also includes miscellaneous photographs and negatives. Photographs should be arranged by subject and, thereunder, chronologically.  
Box 1 – folders labeled: Street, Residence, Fire department, 1976 celebration (negatives)  
Box 2 – folders labeled Library, Church, Business, Organizations

*(Continued next page)*

Box 3 – folders labeled People, Village, Railroad

**Metal Cabinet #2, Shelf 5**

Box 4 – loose miscellaneous photos

Box 5 – schools

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

Box 8 – Unarranged photos from Youth Services 2001 forward

Please note that most photos from boxes 1 – 3 are actually in binders from digitization project.

**Metal Cabinet #3, Shelf 5**

**Document Collection 7: Manuscripts**

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

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

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

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

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

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

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

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

Box 1: Series 1 & 2

Box 2: Series 3, 4 & 5

**Rolling Metal Shelves Unit 2B, Shelf 3**

**Document Collection 8: Miscellaneous Letters and Documents**

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

**Cannot locate box.**

### Document Collection 9: Maps

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

Maps

#### Box List – Document Collection 9 – Maps

Box 1 – Historical maps of RVC

**Rolling Metal Shelves Unit 2B, Shelf 3**  
**Long Metal File Cabinet, Drawer 1 (Oversized maps)**

### Rockville Centre Public Schools Yearbooks

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

Yearbooks

*Tower (SSHS) 1926, 1932, 1933, 1934, 1936, 1938, 1940, 1942, 1945, 1951*

*Colonnade (SSHS) 1972, 1973, 1974, 2001, 2002, 2003, 2008, 2009, 2011, 2012, 2015*

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

*Covert Elementary School – 1995*

*Riverside Elementary School – 2006, 2007, 2008, 2012, 2013, 2015*

#### Box List – Rockville Centre Public Schools Yearbooks

##### **Boxes 1 – 2 = *Tower* (SSHS)**

Box 1 – 1926, 1932, 1933, 1934, 1936

Box 2 – 1938, 1940, 1942, 1951

##### **Boxes 3 – 5 = *Colonnade* (SSHS)**

Box 3 – 1972, 1973, 1974

Box 4 – 2001, 2002, 2003, 2008

Box 5 – 2009, 2011, 2012, 2015

##### **Box 6 = *Tower* (SSMS)**

Box 6 – 1991, 1992, 1994, 1995, 1998, 1999

##### **Box 7 = *Riverside & Covert Elementary Schools***

Box 7 – *Riverside*: 2006, 2007, 2008, 2012, 2013, 2015; *Covert*: 1995

Box 8 – CDs containing all digitized yearbooks as of 7/2020\*

*\*When technology changes, these must be updated.*

*Please note: All yearbooks have been digitized as of 7/2020. **Years in bold** have been uploaded on NY Heritage Digital Collections.*

*CDs containing the images are available in the Archives for patrons to view in the Library. CDs are not to be taken from the Library.*

**Rolling Metal Shelves Unit 3A, Shelves 1 – 2**

## Unarranged Items and Oversized Storage

### ☐ Donated Artwork

Three drawings donated to RVCPL: Pen & Ink by P. Patrick; Pencil by P. Patrick; Charcoal by Karen J. Schening (Schening lithograph donated September 1984)

**Rolling Metal Shelves Unit 3A, Shelf 4**

### ☐ Framed 1893 Article

July 14, 1893 South Side Observer article on the incorporation of Rockville Centre.

**Metal Cabinet #4, Shelf 3**

### ☐ Miscellaneous Local Newspapers

Box 1 – Not microfilmed or scanned. 1971 – 1990

**Rolling Metal Shelves Unit 3A, Shelf 4**

### ☐ Maps & More

1906 Upper RVC Map  
1906 Lower RVC Map  
1888 map of RVC  
1851 map of RVC  
1940 NY State map  
1981? Town of Hempstead Waterways Chart  
1957 School district map

Document Collection 9:  
(Oversized) Maps

List of RVCPL purchases from Jackson & Hovendon, 1899

(Library Record Grp. 3, Series 4)

Painting of Library Trustee George Steele Skilton (1843–1921)

Canvas of Library Trustee George Skilton

(2) 1993 RVC Centennial cartoon maps

1917 Graduation diploma of Simon Philip Leder (item not found)

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

### ☐ RVCPL & More

1961 37 1/2" x 20" rendering of new library at 221 N. Village Ave. (Architect: Walter D.

Spelman; Printer: Elliott Glushak

9/11 Newspapers

1988? First floor expansion plans

Irish Land Grant

9/11 Newspapers

Repro of 1985 RVC

Matted color photo of 1962 RVCPL

Old RVCPL Banner

Key to and description of 2012 mural by Diana Corvelle

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

#### ☐ 1962 – 2002

Then and Now Display  
Vote Yes poster 1961  
February 4, 1991 Arthur Ashe Display  
April 14, 1991 Rededication Ceremony Display  
1989 Check to RVCPL  
Voters Approve New Library LINO  
New building proposal 1961  
2002 Newspaper clipping – Anita LaSpina Librarian Award winner  
1987 *RVC Herald* summer reading spread  
Pen and ink logo of RVCPL/Rhoda Friedland's Admin

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

#### ☐ Posters & Banners

Check it Out! The History of the Rockville Centre Public Library Poster – 2012  
RVCPL 130 – 2012 Anniversary Banner  
Gelston Art Collection Sign in use from 2010 – 2019  
June 28, 2000 Giant check from Senator Dean Skelos  
May 16, 2000 giant check for Homework Center (now the Independent Study Room)  
Ann Hood poster and banner Friday, March 27 Year?  
Christina Alger Banner – 2012  
Assorted oversized RVCPL signs

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

#### ☐ Proclamations & More

Assorted proclamations/citations  
B/W retrospective of old RVC, date unknown  
Undated aerial photo of RVC  
1972 Nassau Library System Atlas

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

#### ☐ Rockville Centre Millennium Committee Files

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

### Rolling Metal Shelves Unit 3B, Shelf 4

*Books on next page.*

**Books**

See attached Excel spreadsheet.

Updated January 2026  
Patricia Lindstrom