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Margaret R. Grundy Memorial Library Institutional History Collection GA.BH.3

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English

Describing Archives: A Content Standard

Grundy Archive

680 Radcliffe Street

Bristol, PA 19007

archive@grundylibrary.org

URL: <http://grundylibrary.org/>

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Summary Information

| | |
|----------------------------------|--|
| Repository: | Grundy Archive |
| Title: | Margaret R. Grundy Memorial Library Institutional History Collection |
| ID: | GA.BH.3 |
| Date [inclusive]: | 1878-2019 |
| Physical Description: | 6.5 Linear Feet 11 boxes |
| Physical Description: | 2.95 Gigabytes Born-digital files |
| Language of the Material: | English |

Preferred Citation

[Item]: Margaret R. Grundy Memorial Library Institutional History Collection, Grundy Archive.

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Biographical / Historical

Bristol's first library was named the Bristol Free Library. The nineteenth-century repository was a subscription library, without a permanent location. With the backing of Margaret Grundy and other library supporters in 1916, the Bristol Free Library opened its doors to all, offering free services to the entire community. A large new collection of children's books was added and regular story-reading programs were conducted. The commitment of Margaret Grundy and her brother Joseph, both financially and personally, to the Bristol Free Library was readily evident through the years.

Upon his death in 1961, Senator Joseph R. Grundy established through his will and estate The Grundy Foundation, designating the Trustees of the Foundation to build and maintain a library. He specifically set aside funds for a new library building that would house a collection of current materials and information resources, and employ a knowledgeable staff for the purpose of enriching and empowering the public of Bristol. The new library was named after his sister Margaret and was dedicated on June 24, 1966 as the Margaret R. Grundy Memorial Library, replacing the Bristol Free Library.

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Scope and Contents

This collection is organized in original received order with subject based files. Items in folders remain in the original received order from the creator as they came into the Archive. Materials range from 1878 to present. The collection consists of various records pertaining to the Margaret R. Grundy Memorial Library and their activities including: correspondence, programs/services, photographs, and other records of the Library's general and administrative history. The collection also contains some records and histories of the Bristol Free Library that preceded the Grundy Library from 1878 until the dedication of the Grundy Library in 1966.

Additionally, this collection contains born-digital records, primarily consisting of digital photographs and digitized photographs that were received by the Archive in digital format. Dates of these photographs range from the 1970s through present. This consists of 2.95 GB of 763 files stored in the institutional network drives. Access copies can be viewed online through the Archive's Digital Collections website.

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Administrative Information

Publication Statement

Grundy Archive

680 Radcliffe Street
Bristol, PA 19007

archive@grundylibrary.org

URL: <http://grundylibrary.org/>

Conditions Governing Access

Contact Margaret R. Grundy Memorial Library (archive@grundylibrary.org) for information about accessing this collection.

Conditions Governing Use

Copyright interests for this collection belong to The Grundy Foundation. For more information, contact the Grundy Archivist (archive@grundylibrary.org).

Processing Information

Processed by Archivist Eric Walerko.

Accruals

Further accruals expected.

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Controlled Access Headings

- Margaret R. Grundy Memorial Library
- Grundy Foundation
- Bristol (Pa. : Borough)
- Bristol (Pa.)
- Bucks County (Pa.)

Physical Characteristics and Technical Requirements

Library Renovation records had carpet cut out samples, assumingly used while deciding on the newer carpeting designs. Some of these samples were removed from the collection for conservation purposes as they had adhesives on them that could damage the other records. Several photographs may be damaged from poor previous housing and from being previously taped on emulsion side.

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Collection Inventory

| Title/Description | Instances | |
|--|-----------|----------|
| Library Construction Documentation, 1964 October 12 - 1966 July 22 | box 3.1 | folder 1 |
| Library Construction [Photographs], 1965-1966 | box 3.1 | folder 2 |
| Book IV Grundy Library History, 2000-2007 | box 3.1 | folder 3 |
| Library Renovation, (1996-2005) | box 3.1 | folder 4 |

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|--|---------|-----------|
| Library Renovations (Before), 2004-2005 | box 3.1 | folder 5 |
| Library Renovations (After), 2004-2005 | box 3.1 | folder 6 |
| Library Desk/Table/Shelving Blueprints, 1966 | box 3.1 | folder 7 |
| Event Calendars, 1985-2013 | box 3.1 | folder 8 |
| Flyers/Programs, 1969-2017 | box 3.1 | folder 9 |
| [Newspaper Articles], after 1968 | box 3.1 | folder 10 |
| [Library Plot Maps], 1965-1971 | box 3.1 | folder 11 |
| Margaret R. Grundy Memorial Library Feasibility Study, 1991 May | box 3.1 | folder 12 |
| Library Bags, undated | box 3.1 | folder 13 |
| Bristol Free Library, 1878 April 2 - 1966 | box 3.1 | folder 15 |
| "Friends of the Bristol Library" Official Records, 1960-1961 | box 3.1 | folder 16 |
| "Paint Rendering" Accessory Pieces, undated | box 3.1 | folder 17 |
| Library Anniversaries, 1966-1996 | box 3.1 | folder 18 |
| Grundy Library 50th Anniversary, 2016 | box 3.1 | folder 19 |
| [Dining Events], 1997-2012 | box 3.1 | folder 20 |
| Library Cards, after 1960 | box 3.1 | folder 21 |
| Miscellaneous Grounds Photos, circa 1990s | box 3.1 | folder 22 |
| Annual Reports, 1998-2007 | box 3.1 | folder 23 |
| Library Dedication [Photographs], 1966 | box 3.1 | folder 24 |
| Service History Part I of II, 1878-1966 | box 3.2 | folder 1 |
| Service History Part II of II, 1977-1998 | box 3.2 | folder 2 |
| Library in External Publications, 1987-2007 | box 3.2 | folder 3 |
| Staff Notes/Materials, 1985-2017 | box 3.2 | folder 4 |
| Wells Fargo, 2010 October 14 | box 3.2 | folder 5 |
| Grounds Maintenance, circa 1975-1984 | box 3.2 | folder 6 |
| "Outlook" Lower Bucks County Chamber of Commerce Publications, 2011-2012 | box 3.2 | folder 7 |
| BCHF Materials, 1996-2010 | box 3.2 | folder 8 |
| Bristol Borough in Pictures [Calendar], 2017 | box 3.2 | folder 9 |
| Correspondence, 1948-2013 | box 3.2 | folder 10 |
| Library Exhibits, 2009 | box 3.2 | folder 11 |
| 50th Anniversary Congressional Commemoration, 2016 September | box 3.3 | folder 1 |

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|---|---------|------------|
| 30th Anniversary PA Senate and Bristol Borough Commemorations, 1996 October 8-15 | box 3.3 | folder 2 |
| 50th Anniversary Bucks County Commissioners' Proclamation , 2016 September 15 | box 3.3 | folder 3 |
| 50th Anniversary PA Senate Congratulations Document, 2016 July 13 | box 3.3 | folder 4 |
| 50th Anniversary PA House of Representatives Citation, 2016 August 1 | box 3.3 | folder 5 |
| Bucks County Board of Commissioners Renovation Commemoration, 2005 June 4 | box 3.3 | folder 6 |
| Library Floor Plans (oversized), 2004 | box 3.3 | folder 7 |
| Blue Prints, 1971-2002 | box 3.3 | folder 8 |
| [Large] Photographs and Articles, 1917-1977 | box 3.3 | folder 9 |
| Bristol Free Library Expenses, 1949-1966 | box 3.3 | folder 10 |
| National Library Symbol Sign Designs, undated | box 3.3 | folder 11 |
| Roof Paving Design, 1991 April 25 | box 3.3 | folder 12 |
| Bristol Free Library Ledger, 1941-1944 | box 3.3 | folder 13 |
| Bristol Free Library Ledger, 1918-1941 | box 3.3 | folder 14 |
| Bristol Free Library Collection Book, circa 1950-1966 | box 3.3 | folder 15 |
| Bristol Free Library Visitors Register, 1978-1985 | box 3.3 | folder 16 |
| Bristol Free Library Visitors Register, 1973-1976 | box 3.3 | folder 17 |
| [Lafayette Elementary School Recognition Plaque to Library for Special Education Program Support], 1989 June 14 | box 3.3 | folder 18 |
| Congressional Commemoration and Flag in recognition of the exhibit opening reception for "Answering the Call: Bristol's First Responders", 2019 October 4 | box 3.3 | folder 19a |
| Corresponding United States Flag [housed separately in its own container], 2019 October 4 | box 3.3 | folder 19b |
| Miscellaneous Photographs (2 folders), 1966-2011 | box 3.4 | folder 1 |
| Children Events Photographs (2 folders), 1980-1999 | box 3.4 | folder 2 |
| [General Ephemera], 1985-2011 | box 3.4 | folder 3 |
| Budgeting/Administrative Records, 1959-2012 | box 3.5 | folder 1 |
| Circulation Record Books, 1950-1964 | box 3.5 | folder 2 |
| Library Operations Photos, after 1966 | box 3.5 | folder 3 |
| Copies of Employers' Quarterly F, 1959-1966 | box 3.5 | folder 4 |
| Borrowers' Register, 1969 | box 3.5 | folder 5 |

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|---|---------|-----------|
| Friends of Bristol Free Library, 1960 | box 3.5 | folder 6 |
| Board Officer's [sic] Managers and Shareholders, 1962 | box 3.5 | folder 7 |
| Bristol Free Library Financial Records (2 folders), 1960-1966 | box 3.5 | folder 8 |
| Correspondence, 1962-1966 | box 3.5 | folder 9 |
| Treasurer's Reports, 1962-1966 | box 3.5 | folder 10 |
| National Library, 1988 | box 3.5 | folder 11 |
| Library Processes, A Functions Chart, circa 1990s | box 3.5 | folder 12 |
| Patron Record Book, 1967 | box 3.6 | folder 1 |
| Weekly Appointment Book, 1996 | box 3.6 | folder 2 |
| Weekly Appointment Book, 1997 | box 3.6 | folder 3 |
| Weekly Appointment Book, 1998 | box 3.6 | folder 4 |
| Circulation Reports, 1977-1994 | box 3.6 | folder 5 |
| Circulation Records, 1947-1948 | box 3.6 | folder 6 |
| Circulation Records, 1948-1949 | box 3.6 | folder 7 |
| Circulation Records, 1951-1952 | box 3.6 | folder 8 |
| Circulation Records, 1952 June - 1953 June | box 3.6 | folder 9 |
| Circulation Records, 1954-1955 | box 3.6 | folder 10 |
| Circulation Records, 1955-1956 | box 3.6 | folder 11 |
| Circulation Records, 1956-1957 | box 3.6 | folder 12 |
| Circulation Records, 1957-1958 | box 3.6 | folder 13 |
| Circulation Records, 1958-1959 | box 3.6 | folder 14 |
| Circulation Records, 1959-1960 | box 3.6 | folder 15 |
| Circulation Records, 1961-1962 | box 3.6 | folder 16 |
| Circulation Records, 1962 | box 3.6 | folder 17 |
| Circulation Records, 1963 | box 3.6 | folder 18 |
| Circulation Records, 1966 | box 3.6 | folder 19 |
| Circulation Records, 1967 | box 3.6 | folder 20 |
| Circulation Records, 1968 | box 3.6 | folder 21 |
| Circulation Records, 1969 | box 3.6 | folder 22 |
| Circulation Records, 1970 | box 3.6 | folder 23 |
| Circulation Records, 1971 | box 3.6 | folder 24 |
| Circulation Records, 1972 | box 3.6 | folder 25 |

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| Circulation Records, 1973 | box 3.6 | folder 26 |
| Circulation Records, 1974 | box 3.7 | folder 1 |
| Circulation Records, 1975 | box 3.7 | folder 2 |
| Circulation Records , 1976 | box 3.7 | folder 3 |
| Circulation Records, 1977 | box 3.7 | folder 4 |
| Circulation Records, 1978 | box 3.7 | folder 5 |
| Circulation Records, 1979 | box 3.7 | folder 6 |
| Circulation Records, 1980 | box 3.7 | folder 7 |
| Circulation Records, 1981 | box 3.7 | folder 8 |
| Circulation Records, 1982 | box 3.7 | folder 9 |
| Circulation Records, 1983 | box 3.7 | folder 10 |
| Circulation Records, 1984 | box 3.7 | folder 11 |
| Circulation Records, 1985 | box 3.7 | folder 12 |
| Circulation Records, 1986 | box 3.7 | folder 13 |
| Visitor Register 25th Anniversary Exhibit on Historic Bristol Day, 1991 October 19 | box 3.7 | folder 14 |
| Annual Reports, 1982-2007 | box 3.7 | folder 15 |
| [Staff Binder], 1976-1992 | box 3.7 | folder 16 |
| Library Opening Documents, 1966 | box 3.8 | folder 1 |
| Afterschool Academic Assistance for Bristol Children Draft, 1997 August | box 3.8 | folder 2 |
| Historic Records Preservation & Processing Needs Analysis, 1995-1996 | box 3.8 | folder 3 |
| Library Service Reports and Mission, 1994-1996 | box 3.8 | folder 4 |
| Strategic Plan, 2003-2006 | box 3.8 | folder 5 |
| Strategic Plan, 1995 | box 3.8 | folder 6 |
| Consultation Report, 1981 | box 3.8 | folder 7 |
| Salaries, 1993-2001 | box 3.8 | folder 8 |
| Black History Month / Grundy Underground, 1993-1998 | box 3.8 | folder 9 |
| Library Director Reports / Budgets, 1980-2003 | box 3.8 | folder 10 |
| Borough Proclamation for Library Rededication, 2005 June 5 | box 3.8 | folder 11 |
| Foundation Employee Handbook, 2001 | box 3.8 | folder 12 |
| Schedules, Staff Budgets / Benefits, 1970-2000 | box 3.8 | folder 13 |

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|--|----------|-----------|
| Programs, 1970s | box 3.8 | folder 14 |
| [Library], 1978 | box 3.8 | folder 15 |
| [Library], 1980 | box 3.8 | folder 16 |
| [Library], 1982 | box 3.8 | folder 17 |
| [Library], 1983 | box 3.8 | folder 18 |
| [Library], 1984 | box 3.8 | folder 19 |
| [Library], 1990 | box 3.8 | folder 20 |
| Comments Book on Library Renovations, 2005 | box 3.9 | folder 1 |
| Raphael Architects, 2005-2006 | box 3.9 | folder 2 |
| Renovation Articles, 2004-2005 | box 3.9 | folder 3 |
| Library Renovation Floor Plans, 2004-2005 | box 3.9 | folder 4 |
| Building Maintenance, 1993-1998 | box 3.9 | folder 5 |
| Construction Meetings and Correspondence, 2004-2005 | box 3.9 | folder 6 |
| General Contractor, 2004-2005 | box 3.9 | folder 7 |
| Invoices / Packing Slips, 2004-2005 | box 3.9 | folder 8 |
| Bristol Borough Partnership, 2004-2005 | box 3.9 | folder 9 |
| Publicity / Marketing, 2004-2005 | box 3.9 | folder 10 |
| Office Movers, 2004-2005 | box 3.9 | folder 11 |
| Buckstaff Co., 2004-2005 | box 3.9 | folder 12 |
| Workspace Technologies, 2004-2005 | box 3.9 | folder 13 |
| Rededication, 2004-2005 | box 3.9 | folder 14 |
| Beam Lighting, 2004-2005 | box 3.9 | folder 15 |
| [Equipment], 1971 | box 3.10 | folder 1 |
| Renovation / Rededication Photos, 2004-2005 | box 3.10 | folder 2 |
| Photos Other Libraries / Furniture, 2004-2005 | box 3.10 | folder 3 |
| Furniture Catalogues, 2004-2005 | box 3.10 | folder 4 |
| Temporary Locations, Hetherington / Grundy Rec. Center, 2004-2005 | box 3.10 | folder 5 |
| Workspace Technology Inc., 2004-2005 | box 3.10 | folder 6 |
| What Goes Where in New Building, 2004-2005 | box 3.10 | folder 7 |
| Report on Existing Mechanical and Electrical Systems, 1997 July 8 | box 3.10 | folder 8 |
| Furniture, 2004-2005 | box 3.10 | folder 9 |
| Renovation Samples, 2004-2005 | | |

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|---|----------|-----------|
| | box 3.10 | folder 10 |
| ADA Accessibility Guidelines, 2002-2004 | box 3.10 | folder 11 |
| Re-opening All Past FTE / Vendors / Community Leaders, 2005 | box 3.10 | folder 12 |
| Budget [Renovations], 2004-2005 | box 3.11 | folder 1 |
| Library Renovations Floor Plans, 2004-2005 | box 3.11 | folder 2 |
| [Pack Slips / Delivery Notices], 2004-2005 | box 3.11 | folder 3 |
| Eventive Productions, 2004-2005 | box 3.11 | folder 4 |
| Signage , 2005 | box 3.11 | folder 5 |
| [Renovation Proposals], 2004 | box 3.11 | folder 6 |
| "Archival", 2004-2005 | box 3.11 | folder 7 |
| Library Inventory, 2004 | box 3.11 | folder 8 |
| Carpeting, 2004-2005 | box 3.11 | folder 9 |
| Board Presentation, 2004-2005 | box 3.11 | folder 10 |
| Kite Displays, 1974 | box 3.11 | folder 11 |
| Bristol Free Library Minutes Book, 1908-1943 | box 3.11 | folder 12 |
| Old Library / Red Cross [Bristol Free Library / Red Cross Photographs], circa 1918-1965 | box 3.11 | folder 13 |
| Grundy Museum Golden Anniversary, 2017 | box 3.11 | folder 14 |
| Grundy Library Floor Plans, 1963 June 4-18 | box 3.12 | folder 1 |
| Grundy Library Furniture Plans, 1965 | box 3.12 | folder 2 |
| Paint Labels, 2004-2005 | box 3.12 | folder 3 |
| [Renovation Binder 1] (2 folders), 2004-2005 | box 3.12 | folder 4 |
| [Renovation Binder 2], 2004-2005 | box 3.12 | folder 5 |
| [Library or O'Boyle Film Reel], circa 1980s-2000s | box 3.12 | folder 6 |
| Volunteer Handbook & Forms, undated | box 3.12 | folder 7 |
| Dana Knauff-Barber, after 1998 | box 3.12 | folder 8 |
| Our Voices Newsletters [TAB Youth Services], 1995-2002 | box 3.12 | folder 9 |
| Library Programs, 1999 | box 3.12 | folder 10 |
| Youth Program Announcements, 1989 January - 1990 August | box 3.12 | folder 11 |
| Youth Program Photographs, circa 2003 | box 3.12 | folder 12 |
| Youth Services Articles, 1993-2011 | box 3.12 | folder 13 |
| Grundy Library Conceptual Drawing, undated | box 3.13 | folder 1 |
| Grundy Library Conceptual Drawing [Framed], undated | box 3.13 | folder 2 |

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|---|----------|-----------|
| Publicity 1973 Through 1976 [Youth Services], 1973-1976 | box 3.14 | folder 1 |
| Publicity 1977 [Youth Services], 1977-1980 | box 3.14 | folder 2 |
| Programs-PR-Announcements-Calendar [Youth Services], 1983 | box 3.14 | folder 3 |
| Programs-PR-Announcements-Calendar [Youth Services], 1984 | box 3.14 | folder 4 |
| Program Announcements [Youth Services], 1985-1988 | box 3.14 | folder 5 |
| Program Announcements [Youth Services], 1990-1993 | box 3.14 | folder 6 |
| Program Announcements [Youth Services], 1993-1995 | box 3.14 | folder 7 |
| Program Announcements [Youth Services], 1996-1997 | box 3.14 | folder 8 |
| (Children's Program PR, Announcements, and Correspondence), 1997-1999 | box 3.14 | folder 9 |
| PR for Children 200 [Youth Services], 2001 | box 3.14 | folder 10 |
| Children's PR [Youth Services], 2001 | box 3.14 | folder 11 |
| Children's PR [Youth Services], 2002-2003 | box 3.14 | folder 12 |
| PR [Programs Calendar/Flyer] [Youth Services], 2005-2009 | box 3.14 | folder 13 |
| Library 20th Anniversary, 1986 | box 3.14 | folder 14 |
| 40th Anniversary The Grundy Foundation, 2006 | box 3.14 | folder 15 |
| "Library People": CD-R of Digital Photos Donated by Tim Hufnell , 2018 May - 2019 July | box 3.14 | folder 16 |
| "Answering the Call" Exhibit Opening Night, "Star Party," and David Wintz Photograph: CD-R's of Digital Photos Donated by Tim Hufnell, 2019 October 4-5 | box 3.14 | folder 17 |
| Youth Services Department [317 MB, 480 files], 2004, 2007-2008 | 3.BD | folder 1 |
| Children's Department Photos, 2004 | 3.BD | folder 1a |
| Children's Department Photos, 2007-2008 | 3.BD | folder 1b |
| Staff Digital Photos [66MB, 38 files], circa 1970s-2014 | 3.BD | folder 2 |
| Dana Knauff Barber, 2014 | 3.BD | folder 2a |
| Shirley Hickey, circa 1970s-2006 | 3.BD | folder 2b |
| Digital Photos Donated by Bristol amateur photographer Tim Hufnell, 2018-2019 | 3.BD | folder 3 |
| "Library People" [98MB, 9 files], 2018 May - 2018 July | 3.BD | folder 3a |
| "Answering the Call: Bristol's First Responders" Exhibit Opening Night Reception [1.45 GB, 150 files], 2019 October 4 | 3.BD | folder 3b |
| Library "Star Party" for International Observe the Moon Night [1.02 GB, 86 files], 2019 October 5 | 3.BD | folder 3c |