

AN INVENTORY OF THE RECORDS  
OF THE  
INDIANA STATE LIBRARY

April, 1975  
Archives Division  
Indiana State Library  
Indianapolis, Indiana



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## INDIANA STATE LIBRARY

The Constitutional Convention of 1816 by resolution, recommended to the General Assembly the establishment of a State Library, but no legislative action was taken until 1825 when an act was approved, providing that the books then in the office of the Secretary of state, together with such as might be added later, should constitute a State Library. The secretary of State was to act as Librarian, and the Governor, Auditor and Treasurer were to serve as a Board of Commissioners. (Acts 1825, Chapter 31).

The members of the Legislature, the Secretaries and Clerks of each House, the officers of the several branches of the Executive Department of the State, the Judge of the U.S. District Court, the U.S. District Attorney, the Judges of the Supreme and Circuit Courts, when at the seat of Government, were to have the use of the Library.

The books were to be delivered to the persons designated by law, for a term of ten (10) days. If kept longer the fine was to be 25¢ per day. If not returned in three (3) months, in place of the fine the borrower was to pay double the value of the book not returned.

An appropriation of \$50 was made for the binding of pamphlets and the purchase of books that year and thereafter there was to be an annual appropriation of \$30.

The Secretary of State acting as Librarian, was to keep a catalogue of books and a record of loans. He was to report annually the disposition of the funds appropriated and the additions to the Library. The Library was assigned quarters in the State Capitol (and elsewhere at times, prior to the completion of the present Capitol). In 1934, it moved into the State Library and Historical Building.

In 1827, the faculty of the State Library was authorized to subscribe for two copies of the Journals of the First American Congress, two copies of the Debates of the several States of the Union, on the adoption of the Federal Constitution, and two copies of the Reports of W. Strickland, Esquire.

By Acts 1830, Chapter 48, the faculty of the State Library was to prohibit any map, chart or book from being at any time taken from the Library room. All officers of State entitled to use the Library, were not restricted to use the books in the Library.

In 1831, Chapter 61, a Board of trustees for the Library was created consisting of the Governor, Secretary of State, Auditor of Public Accounts and Treasurer of State.

The trustees were authorized to procure the laws of other States of the Union, the laws and ordinances of the several Legislatures of the Territory of Indiana and the laws and journals of this state.

Acts 1831, Chapter 51, authorized the Secretary of State to purchase two of Tanner's maps of the United States, of the last edition for the use of the House and Senate. The maps between sessions were to be preserved in the Library.

In 1832, by a joint resolution, Chapter 185, the Secretary of State was authorized to purchase Gale's and Seaton's Register of Debates in Congress and other special books, and in 1833, by a joint resolution, Chapter 183, he was instructed to purchase a full set of Nile's Register and not to buy novels or romances. (Acts 1833, Chapter 197).



By a joint resolution, 1835, Chapter 11, the sum for buying and binding books for the Library was increased to two hundred dollars (\$200).

By Acts 1837, Chapter 59, the Superintendent of the State House was authorized to procure carpeting for the Library room and shelves, to procure for repairs of the roof and building, to keep the Library open with all accommodations during the session of the Legislature, the sitting of the Supreme Court of Indiana and District Court of the United States.

The Secretary of State-Librarian was to prepare a catalogue of all books and papers. He was to keep a catalogue of books belonging to the Library and add from time to time the lost or destroyed books.

He was also to report annually to the Legislature the condition of the Library, naming the books lost or destroyed, the costs of these books and the names of the individuals to whom they were charged, together with the collected fines and assessments.

In addition to the duties already described, the Librarian was to be ex-officio agent of the State for the town of Indianapolis and perform his duties. All books and papers concerning Indianapolis, now at the office of the present agent, were to be transferred to the State Librarian and keeper of the State House. He was also to report annually his doings as agent of the State.

The Librarian's annual salary for all these responsibilities was three hundred dollars to be paid quarterly.

Under the Acts of 1841, the Library was to receive four hundred dollars annually for the purchasing and binding of books.

The Librarian was authorized to collect annually and preserve duplicate copies of the messages of the President of the United States and of each of the Governors of the several States, as well as reports of the different heads of departments of the General and State Government, the committees of ways and means of the several States and reports of the committees of Congress on general subjects.

By 1842, Chapter 102, the privileges of the Library were extended to the editors of newspapers, clergymen, physicians, and attorneys of the Supreme Court. In 1847, its use was extended to the trustees and officers of the State Lunatic Asylum and the Institutions for the Deaf and Dumb and the Blind. By acts 1850, Chapter 6, the Librarian was to pay over to the Treasurer of State all fines and forfeitures collected, taking a receipt, which was to be filed in the Auditor's Office who was to charge the same to the account of the Treasurer for the use of the Library.

In 1846, the State Librarian was authorized to employ a person to do the necessary repairs to the State House, furniture, grounds and fences. He was also to prepare the Legislative halls for the annual meetings of the General Assembly and keep fire in the Senate Chamber and in the House of Representatives. His salary was increased to five hundred dollars annually and he was to be paid quarterly.

By a joint resolution approved February 12, 1848, the State Librarian was authorized by the Commission for the Librarian to see, exchange or dispose of any duplicate, imperfect or damaged book.

By Acts 1848, Chapter 75, another duty was given to the State Librarian. He was to record the names of the commissioned and non-commissioned Officers and Privates of Indiana who volunteered their services to the General Government in the War



with the Republic of Mexico.

By a joint resolution in 1848, the State Librarian was to procure a silver plate to be attached to the standard pole of the flag of the Third Regiment, Indiana Volunteers, which was deposited in the State Library.

The flag of the Second Indiana Regiment was accepted by the General Assembly and was to be deposited among the Archives of the State. (Joint resolution approved February 16, 1848).

By acts 1849, Chapter II, the State Librarian or his agent was to collect from engineers, formerly State employees, all surveying and engineer instruments and make a report to the General Assembly.

By a law approved in 1850, the State Librarian was authorized to hand over to the agent of the American Colonization Society a copy of any surplus document to be sent to Liberia.

The Librarian's salary in 1859 was increased to eight hundred dollars annually by an act approved March 4, 1859, but no extra money was allowed for an assistant Librarian or Clerk.

In 1867, the Law Library was separated from the General Library and it was organized into the Law Library under the control of the Supreme Court.

Acts 1889, Chapter 40, provided for a Purchasing Board to direct the expenditure of all appropriations for the purchase and binding of books. The members of this Board were the State Geologist, the Chief of the Bureau of Statistics, the State Superintendent of Public Instruction, one member to be appointed by the Indiana Historical Society and the State Librarian who acted as Secretary of the Board. The same Act provided for an appropriation of \$5,000 for the first year for the purchasing and binding of books and an annual sum thereafter of \$2,000. Of the first sum, the use of \$1,000 was permitted for the preparation of a card catalogue.

The Librarian's salary was raised to \$1,500 per year and his two assistants salaries were \$1,000 and \$900 respectively per year. The State Librarian was to appoint his two assistants. He was also directed to deliver to the Librarian of the Supreme Court all Laws of the other States and Territories, then in the State Library, except the Acts of the General Assembly of Indiana.

The distribution of House, Senate and Documentary Journals was transferred from the secretary of State to the State Librarian.

By Acts 1895, the management and control of the State Library was vested in the State Board of Education which was to serve as the State Library Board. The election of the Librarian after April 1, 1897 was removed from the Legislature and it was left to this Board. The term of office for the state Librarian was two years.

The State Library Board was empowered to remove, for cause, the State Librarian or any assistant employed in the Librarian's office. (State Library Board was repealed by Acts 1925, Chapter 58).

By Acts 1899, Chapter 103, the State Librarian was the ex-officio Secretary of the Public Library Commission, created by the same Act. The Act concerns Libraries and provides for the establishment of traveling and township libraries.

The Public Library Commission was a Department of the State Government created for the purpose of promoting and fostering



the interests of Libraries through Indiana and consisted of three members without salary, appointed by the Governor to serve for four years.

The Public Library Commission was to keep a complete record of Library associations and other organizations and persons entitled to borrow books of such traveling libraries and was to include in its biennial report a summary of the facts of public interest.

The books purchased by the commission were to be taken care of by the State Librarian, but he was to keep them separate from the books of the State Library.

The State Librarian and the Public Library Commission, were to supply any Library of this State with copies of official documents and publications of the State.

By the same Act, Chapter 149, the State Librarian was directed to compile, edit and direct the printing and distributing of Legislative and State Manuals for Indiana.

In Chapter 158, of the same Act, the State Librarian was to distribute all publications received from the Commissioners of public printing, binding and stationery except those needed for use in the State Library.

By Acts 1903, the Library was to be open from 8:00 A.M. to 5:00 P.M. every day except Sundays, legal holidays and other days the Governor would request all State Offices be closed.

The Librarian was to select from the Journals and Laws, whenever published, five copies for the Library. The State Library is primarily a reference Library and its functions include: to aid State Officers in their official business, to distribute information to citizens of the State; to collect and preserve all Indiana materials and documents of U.S. and to distribute Indiana documents.

In 1903 a new and very important function was added to the Library. A law passed allowing the books belonging to the State Library to be loaned to any citizen of the State. This Act provided for the circulation of books, other than reference that could be readily replaced in case of loss.

The salary of the State Librarian was raised to \$1800 per year. The Librarians was to appoint a Reference Librarian and a Cataloguer whose salaries were to be \$1100 per year and also an Assistant Cataloguer and Stenographer whose salaries were to be \$900 per year and a Messenger for \$720 per year.

In the 1906 meeting of the State Library Board the Department of Archives and History was established as a Department of the State Library. The work of the Department was not actively begun until the summer of 1907, and was legalized by the Act approved March 6, 1913 concerning the organization of the Departments of the State Library.

In 1906 a Legislative Reference Librarian had been provided for by the Library Board and was legalized by Acts 1907, Chapter 147, when a Legislative Reference Department was created in the Library and became a separate bureau in 1919. Its purpose was to collect information for the members of the General Assembly, relative to the subjects of Legislation.

The State Librarian was to appoint the Legislative Reference Librarian at a salary of \$1000 per year.



By Acts 1911, Chapter 53, the State Librarian was given, by the Battle Flags Commission, the custody of Battle Flags carried by Organizations of Indiana soldiers of the Mexican, Civil, Spanish-American Wars. The Commission created by the Governor was also authorized to collect any information or data concerning these Flags and Banners and deliver them to the State Librarian for preservation.

By Acts 1913, the State Library was organized into Departments as follows: Office, Reference, Catalogue, Indiana History and Archives. The State Librarian was to appoint a chief and assistants of each Department with the approval of the Library Board.

The purpose of the Department of Indiana History and Archives was to care for official Archives which come into the possession of the State Library, and the collection of materials concerning the History of the State.

The Department was to examine and classify the documents and records not of present use.

The Indiana History and Archives Department was responsible for the permanent preservation of any official books, records, documents, original papers or newspaper files turned over to them by any state, county or other official.

By Acts 1919, Chapter 34, a Legislative Reference Bureau was established to provide a special Legislative Reference Library for the use of members of the General Assembly, the Governor, Commissions, Institutions, etc.

The Bureau was under the control of an ex-officio Board consisting of the President of Indiana and Purdue Universities and the State Librarian. By Acts 1925, Chapter 58, the Indiana Library and Historical Department was created, whose management and control was vested in a Board to be known as the Indiana Library and Historical Board.

The Board was to consist of five members appointed by the Governor. At first, one of the members was appointed for one year, one for two, one for three and two for four years and thereafter all members were to be appointed for four years. The appointee was to be a citizen of high standing and have a known and active interest in Library and Historical work.

One member of the Library and Historical Board was to be appointed on recommendation of the State Board of Education, one of the Indiana Library Trustees Association, one of the Indiana Library Association, one of the Indiana Historical Society and one by the Governor.

The Indiana Library and Historical Department was to consist of three Divisions: the Library Division (State Library and Public Library Commission consolidation), the Historical Bureau and the Legislative Bureau, which were to have charge respectively of the State Library service, the State Historical and State Legislative service.

Whatever constituted the then State Library and the Public Library Commission, together with any additions, were to constitute the State Library now. Whatever constituted the then known as the Legislative Reference Bureau, was to constitute the Legislative Bureau of the Indiana Library and Historical Department as was established by this Act.

Additional duties were given to the Library: by Acts 1925 custody of all Official Archives of the State, the collection of materials relating to Indiana History, the examination and classification of documents and records not of present day use and



the preparation of lists of books for public and school Libraries. Any five or more citizens could organize a Library Association which, on furnishing security satisfactory to the Library and Historical Board, was to be entitled to the use of any traveling Libraries which the Board could establish.

The work the Public Library Commission did, was continued by the Extension Division, since the Indiana Library and Historical Department was created. The work of the Division centers around four definite pieces of work:

- a. The interpretation of Library Laws.
- b. The establishment, organization and re-organization of Libraries.
- c. Assistance in the planning of Library building.
- d. Improvement of Library service.

The Extension Division has no legal supervising powers over the Libraries of the State other than the requirement by Law of an annual report from each. Its duty however is to help the Libraries in anyway possible, by advice through correspondence and visits. One of the most important duties was providing courses of Library Instruction. Summer School for Librarians commenced in 1901 and ended in 1947 when this special training was integrated into the new Library Training Program of Indiana University. (September, 1947). In December, 1946 the traveling Libraries service was made a part of the Extension Division.

It was the duty of the Historical Bureau to edit and publish documentary and other material relating to Indiana History and to promote the study of Indiana History in cooperation with the Indiana Historical Society, to promote for the collection of Archaeological material.

The Historical Board may appoint an Advisory Committee of nine members to consult and advise with the Director of Historical Bureau concerning the publication of Historical material and the promotion of the interest of the Historical Societies of Indiana.

The Director of the Legislative Bureau was to be ex-officio revisor of the statutes and in this capacity he was to be a member of every Commission appointed by the Governor to codify or revise any statutes.

The Legislative Bureau was authorized to enter into a cooperative agreement with any Department of the U.S. Government for collecting, recording and publishing statistics, except Agricultural statistics, pertaining to Indiana.

The Director of the Legislative Bureau was to be ex-officio editor of the Indiana Year Book.

The Library and Historical Board was to appoint Directors of the Library, Historical Bureau, Legislative Bureau and the necessary assistants.

The three Directors to be appointed were to be College or University graduates and the Director of the Library was to have had special training in the technique and organization of Library service in addition to his College Degree.

Each of the Divisions of the Department was to be organized as the Board may prescribe and the duties of each subordinate Division were to be determined by the Board.

The Department or any of its Divisions may cooperate with any of the Educational Institutions of the State.

Any State, County or other Official is authorized to turn over



to the Department for permanent preservation any official books, records, documents, original papers and newspaper files.

Any person injuring or losing a book or document belonging to the Department was to be liable for three-fold damages. If the injured or lost book was one volume of a set, the person was to be liable for the whole set, though he was allowed to keep the broken set.

The Supreme Court was authorized to appoint the Director of the Law Library, as the Law Librarian, who was to have the general control and management of the Law Library.

After the members of the Board were appointed, they were to meet upon the call of the Governor and elect from among their number a President, and a Secretary to serve for one year.

By Acts 1929, Chapter 66, the State Library Building Commission was created, which consisted of nine members appointed by the Governor.

The Commission was authorized to acquire or select a suitable site in Indianapolis to erect a State Library and Historical building to house the State Library and Historical Bureau, the Archives and other public records of the State.

Four of the members were to be selected from the membership of the Library and Historical Board, one from the House of Representatives, one from the State Senate and three from the citizens of the State at large not serving the State in any capacity.

The members of the Commission were to elect a President and Vice-President from the Commission.

The Director of the State Library was to serve ex-officio as the Secretary of the Commission. His duty was to keep all minutes of the meetings of the Commission and all other proceedings and transactions of the Commission. He was to have the custody of all records, books and papers of the Commission.

The State Library Building Commission was endowed with the power of Eminent domain. The Commission was to procure and adopt a design for the erection and construction of the State Library and Historical Building.

After the dedication of the building, the custody management and maintenance of the State Library and Historical Building was to be turned over to and be vested in the Board of Public Buildings and Property. The State Library Building Commission was to be dissolved ipso facto. The dedication of the building took place December 7, 1934.

With the removal of the Library, a Genealogy Section in a separate room was organized in 1933-1934 in connection with the Division of Indiana History and Archives. Prior to that the Genealogy work had been carried on by both Reference and Indiana Division.

An Archivist was appointed October 1, 1934 and in January, 1936 the Archives, formerly under the Indiana History Division was organized as a separate Division. The Division became the official depository for non-current State Governmental records in 1935, when the Commission on Public Records was created (1935, Chapter 219). The Archives Division administers also the newspaper section.

By Acts 1937, Chapter 172, the Director of the State Library was authorized to make a copy by photography or in any other way of any official book, record, document, newspaper or printed book for preservation in the State Archives.



County, City and other Officials were to permit copies to be made of the documents, books, records and papers in their offices.

By Acts 1941, Chapter 195, the Library Certification Board was created. The Director of the State Library was a member of the Board, and its Executive Secretary. He was to have the custody of the records, papers and effects of the Board. The bill on certification of Librarians was introduced in 1935, it was passed, but not reported out of the Senate Committee.

By Acts 1947, Chapter 327, the Indiana Library and Historical Department were to consist of two Divisions, the Library and the Historical Bureau, which were to have charge respectively of the state Library service and the State Historical service.

By this Act, the Legislative Bureau was repealed. The assistants in the Library were to be appointed by the Director of the Library, with the consent of the Library and Historical Board. The assistants in the Historical Bureau were to be appointed by the Director of the Historical Bureau. In making such appointments, recognition was to be given to the fact that all certified Librarians were under the Library Certification Act, and other Staff Personnel under the State Personnel Act.

By Acts 1949, Chapter 172, the Library was authorized to install, equipment and operate a photographic laboratory for the reproduction by photographic process of library items and archival materials. The lab was to include the enlargement or diminution of size. Original records were not to be destroyed except by authority otherwise conferred by law.

The services of the laboratory were to be available to the agencies, instrumentalities and political subdivisions of the State.

By Acts 1967, Chapter 38, page 51, the Library Division which was to be known as the Indiana State Library, was to be responsible for providing Library service to State Government, its departments, officials, employees, as well as to the individual citizens. The State Library was to encourage and support the development of the Library Profession.

For these purposes the Indiana State Library was to maintain, develop and service a collection of books, periodicals, newspapers, maps, manuscripts, audio-visual material and other Library material.

The other duties of the State Library were to prepare, collect, edit, publish and distribute information bulletins, periodicals, statistical compilations, catalogs or other publications, concerning the Indiana State Library or its collections, materials or service and to inform the citizens of Indiana about the Library materials and services of the State Library.

The Indiana State Library was to care and administer any Archives of the State which were to be transferred to the Library's custody for preservation according to approved Archival standards. The Library was to provide Advisory and Consultant service regarding Archives and records management to the Officials and Agencies of the political subdivisions of the State.

No member of the Library and Historical Board Director or other employee was to solicit contributions for any political party or purpose or be forced in anyway to make contribution to or participate in any form of political activity.

The Indiana State Library is a depository for the Indiana Academy of Science, established in December 29, 1885, whose purpose was to encourage scientific work and bring together all the scientific men of the State. The initiative in the



establishment of the Academy of Science was taken by members of the Brookville Society of Natural History, established in 1881.

The collection of the academy consists of books, pamphlets and maps.



ACTS RELATING TO THE INDIANA STATE LIBRARY

February 11, 1825, Chapter 31, Page 47

An Act to establish a STATE LIBRARY.

January 27, 1827, Chapter 109, Page

A joint resolution relative to the STATE LIBRARY.

January 4, 1830, Chapter 48, Page

An Act to amend an Act entitled "An Act to amend an Act to establish a STATE LIBRARY, approved February 4, 1825."

February 10, 1831, Chapter 61, Page 366

An Act to establish a STATE LIBRARY.

January 26, 1832, Chapter 185, Page

A joint resolution concerning the purchasing of certain books for the use of the STATE LIBRARY.

February 2, 1833, Chapter 183, Page 232

A joint resolution authorizing the Secretary of State to purchase a complete set of Niles' Register.

February 2, 1833, Chapter 198, Page 240

A joint resolution concerning the STATE LIBRARY.

February 6, 1835, Chapter 11, Page 267

A joint resolution concerning the STATE LIBRARY.

February 5, 1837, Chapter 59, Page 103

An Act for the preservation of the State House and other purposes.

February 17, Chapter 65, Page 405

An Act concerning the STATE LIBRARY.

January 24, 1839, Chapter 309, Page 351

A joint resolution concerning the STATE LIBRARY.

February 2, 1841, Chapter 32, Page 114

An Act to provide for keeper of the State House and Library.

January 29, 1842, Chapter 102, Page 119

Act supplemental to the act entitled "An Act to provide for a keeper of the State House and Library.

Article 7, Chapter 6, Page 173, 1843

Of the State Librarian and STATE LIBRARY.

January 15, 1846, Chapter 66, Page 76

An Act to amend the several Acts providing for the preservation of the State House, State Library and Legislative papers.



January 27, 1847, Chapter 82, Page 109

An Act to extend the privileges of the STATE LIBRARY to the benevolent institutions of the State.

February 12, 1848, Chapter 15, Page 15

A Act concerning the STATE LIBRARY.

February 15, 1848, Chapter 75, Page 72

An Act authorizing the State Librarian to procure a suitable book in which to record the names of volunteers from the State of Indiana.

February 16, 1848, Chapter 19, Page 115

A joint resolution accepting the colors of the Third Regiment of Indiana Volunteers.

January 15, 1849, Chapter 10, Page 157

A joint resolution to authorize the purchase of a picture of the Tippecanoe Battle Ground.

January 15, 1849, Chapter 11, Page 157

A joint resolution in relation to State Instruments.

January 19, 1850, Chapter 32, Page 250

A joint resolution to extend the privileges of the STATE LIBRARY.

January 21, 1850, Chapter 147, Page 118

An Act authorizing the State Librarian to send surplus copies of public documents to Liberia.

May 27, 1852, Chapter 60, Page 348

An Act regulating the election and duties of State Librarian.

May 27, 1852, Chapter 89, Page 140

An Act regulating the election and duties of State Librarian.

March 5, Chapter 55, Page 97

An Act to provide for taking the sense of the qualified voters of this State, on calling a convention to alter, amend or revise the Constitution of the State (duties of Librarian).

May 4, 1859, Chapter 74, Page 125

An Act to fix the amount of the salary of the State Librarian and repealing all former laws conflicting therewith, and to dispense with an Assistant Librarian and Clerk.

June 4, 1861, Chapter 66, Page 112

An Act to amend the 11th and 24th sections of an Act entitled "An Act regulating the election and duties of State Librarian" approved May 27, 1852.

December 20, Chapter 75, Page 177

An Act to amend an Act entitled "An Act to fix the amount of the salary of the State Librarian, . . . and dispense with an Assistant Librarian and Clerk, approved March 4, 1859."



February 19, 1867, Chapter 76, Page 154

An Act to amend an Act entitled "An Act to amend an Act entitled 'An Act to fix the amount of the salary of the State Librarian' . . . approved March 4, 1859."

March 1, 1889, Chapter 40, Page 58

An Act providing for the regulation and support of the State Library. . . increasing the duties of the Librarian and repealing all laws. . .

March 11, 1895, Chapter 115, Page 234

An Act to establish a State Library Board, providing for the administration of the Library, the election of a State Librarian and the appointment of his Assistants.

March 2, 1897, Chapter 69, Page 111

An Act to provide for the printing, indexing the Session Acts. . . .the House, Senate, Documentary Journals to be distributed by the State Librarian.

February 24, 1899, Chapter 103, Page 134

An Act concerning Libraries, providing for the establishment of Traveling Libraries and Township Libraries.

February 28, 1903, Chapter 80, Page 152

An Act to establish a State Library Board, providing for the administration of the STATE LIBRARY, the election of State Librarian, the appointment of his assistants.

March 9, 1907, Chapter 147, Page 236

An Act to create a Legislative Reference Department in the STATE LIBRARY.

February 27, 1911, Chapter 116, Page 303

An Act providing for the incasing, custody, collecting and preserving the Histories of Battle and Regimental Flags.

March 5, 1913, Chapter 116, Page 303

An Act concerning the organization of the Departments of the STATE LIBRARY.

March 8, 1915, Chapter 109, Page 455

An Act creating a State Historical Commission. . . .

March 1, 1919 Chapter 34, Page 82

An Act to establish a Legislative Reference Bureau and to prescribe its powers and duties.

March 5, 1925, Chapter 58, Page 190

An Act to establish a Library and Historical Department and a Library and Historical Board.

March 9, 1929, Chapter 66, Page 210

An Act providing for the selection and improvement of a site for and the construction and equipment of a STATE LIBRARY and Historical Building.



March 9, 1937, Chapter 172, Page 878

An Act to amend section 30 of an Act entitled "An Act to establish a Library and Historical Department and a Library and Historical Board . . ." Approved March 5, 1925.

March 11, 1941, Chapter 195, Page 591

An Act creating the Indiana Library Certification Board . . and providing for the certification of Libraries.

March 14, 1947, Chapter 327, Page 1311

An Act to amend sections 2,3,4,5,12,14,23,24,25,27,31,34 and repeal sections 16,17,18,19,20,21,22 of an Act entitled "An Act to establish a Library and Historical Department and a Library and Historical Board." Approved March 5, 1925.

March 8, 1949, Chapter 172, Page 583

An Act to amend an Act entitled "An Act to establish Library and Historical Department and a Library and Historical Board." Approved March 5, 1925.

February 12, 1957, Chapter 5, Page 5

An Act to amend section 2 of an Act entitled "An Act prescribing the duties of Secretary of State." Approved May 20, 1852.

March 3, 1967, Chapter 38, Page 51

An Act to amend an Act to establish a Library and Historical Department and a Library and Historical Board, approved March 6, 1925.



The records of the Indiana State Library

1.	Correspondence of the State Librarian <i>Acc. 1975002</i>	1860-1938
2.	Borrowers Book (Records) (8 volumes)	1825-1899
3.	Journal: Borrowers Book (1 volume)	1838-1852
4.	Journal (1 volume)	1845-1852
5.	Catalogue: Miscellaneous Book (1 volume)	1845
6.	Borrowers Record (Law Library) (1 volume)	1854-1864
7.	Ledger: Indiana Library (1 volume)	1861-1885
8.	Stationery Account (1 volume)	1863
9.	Journal of Library Expenditures (3 volume)	1869-1881
10.	Visitors Register (1 volume)	1871-1875
11.	Records: Account of Books purchased and donated	1871-1889
12.	Record of keeping account of books received from other states and territories (3 volumes)	1881-1896
13.	Salaries and Expenses Book (1 volume)	1881-1885
14.	List of Books Received, List of Visitors (1 volume)	1884-1887
15.	Journal (1 volume)	1889-1903
16.	Records (State Library Board) (Contains Minutes and reports of Wm. Henry to State Library Board)	1895-1902
17.	Invoices for Books (1 volume)	1896-1905
18.	Letters Sent (4 volumes) (Wm. Henry)	1896-1897
19.	Bindery Record (1 volume)	1903-1905
20.	State Library Accounts (5 volumes)	1905-1923
21.	Financial Records (4 volumes)	1923-1937
22.	Loan Desk Manual (2 volumes)	1939
23.	Indiana State Library Log Book (1 volume)	1940-1960
24.	General Appropriations Record (1 volume)	1945-1947
25.	Purchase Order Register	1949-1952



1. STATE LIBRARIANS' CORRESPONDENCE. 1860-1938, arranged alphabetically by year, 22 manuscript boxes.

1975002 This incoming and outgoing correspondence is related to Library matters and covers a wide range of questions. It includes requests for books and newspapers, recommendation letters, rules and regulations of the Library, positions available, the qualifications of a librarian; letters from different publishers promoting their books or magazines and asking for subscriptions; and letters from librarians, asking how to organize their local libraries. There is also correspondence concerning the new Indiana State Library building and correspondence with other states concerning library matters.

Folder Headings:

Box 1. Correspondence (relating to Terrell's newly published reports on Civil War, letters relating to Battle Flags and letters containing names of persons served in the War of the Rebellion) (1867-1871)  
Correspondence American  
Correspondence A--  
Correspondence BA  
Correspondence BE - BEL

Box 2  
Correspondence HA - HD  
Correspondence HE - HN  
Correspondence HO - HZ  
Correspondence I  
Correspondence Illinois  
Correspondence Ind - Imp

Box 3  
Correspondence Indiana (2 folders)  
Correspondence Indiana University  
Correspondence Indianapolis  
Correspondence Iowa  
Correspondence J

Box 4  
Correspondence KA - Ki (2 folders)  
Correspondence LA - LH  
Correspondence LI - LZ

Box 5  
Correspondence Library of Congress  
Correspondence MA - MB (2 folders)  
Correspondence MC - MD  
Correspondence ME - MN (3 folders)

Boxes 6 to 22 ?



2. BORROWERS BOOK (records): 8 volumes, chronologically arranged 1825-1899.

Volume 1: 350 pages, 1825-1841, chronologically arranged.

The volume, besides being a borrowers' book listing books borrowed by Senators and Representatives, also contains lists of laws sent to other states and received from other states, lists of books belonging to the Library since 1825, additions made by purchase or donations.

Volume 2: 1841-1848

Volume 3: 1848-1856

Volume 4: 1854-1873

Volume 5: 1881-1890

Volume 6: 1890-1894

Volume 7: 1895-1897

Volume 8: 1897-1899

3. JOURNAL: (List of borrower's books, books received, books found by libraries, catalogue of books in Indiana State Library, bills presented). 1 volume, 554 pages, chronologically arranged, indexed. 1838-1842.

4. JOURNAL. 1845-1853, one volume, 500 pages (18 pp used)

The first entry of the volume is of J.B. Dillon, commencing the performance of his duties as State Librarian, the 15th of January, 1845. Further on, the State Librarian registers chronologically books, bills, laws from other states, and legislative reports, received by the State Library. He also registers amount of money given to people for their personal services around the State House. The information given is the date the books were received, number of volumes, price and title of book.

5. CATALOGUE OF MISCELLANEOUS BOOKS. Arranged by subject, one volume, 50 pages, 1845.

The different categories of books in this volume are: Biography, History, Journals, Travels, Theology and Church History, General Literature and others. In each category, the title of the book is given, the number of volumes, the size and shelf number.

6. BORROWERS RECORD. Indiana Law Library. February 4, 1854 - September 17, 1864, one volume, arranged chronologically.

This volume is a record of books borrowed from the Indiana Law Library. The information given is the date borrowed, the borrower's name, title of the book, the number of volumes borrowed, the numbers of these books borrowed and if the book was returned.



7. LEDGER. One volume, 550 pages, chronologically arranged, indexed, 1862-1885.

Books, documents and pamphlets received from other states, books exchanged, purchased or donated, expenditures for the State House, orders from Senate Chambers for stationery returned, duplicates of bills, documents, books received for deposit, expenditures for State Library, trophies. Flags deposited in State Library, books rebound for Library, seats taken in Senate Chambers and House of Representatives, appropriations for salary of State Librarian and staff.

8. STATIONERY ACCOUNT. January 9, 1863-March 7, 1863. Indiana State Library, one volume, 200 pages, indexed.

In this volume an account of the stationery given to members of the Indiana House, Senators and Clerks of the House is kept. The information given is the person's name, the quantity and kind of stationery and the date it was delivered.

9. JOURNAL. Three volumes, 1869-1881, 360 pages, arranged by letter chronologically and indexed.

The volumes contain account of expenditures for the State Library. The information given is the company's name, the date, the amount paid and the reason for which the money was paid. In volume 1, 1869-1879, incidental expenses are given for the fiscal year ending October 1877-1879, in volume 2, for fiscal year 1877-1879. In volume 3, 479 pages, 1871-1879, there is also a list of State officers for Indiana, Wisconsin and Ohio for 1880, bills approved during fiscal year 1874-1879 and appropriations for new books, binding, and salaries.

10. INDIANA STATE LIBRARY CATALOGUE. 1869. 1 volume.

As it is stated in the beginning of the volume "this is the only complete catalogue, a corrected catalogue for assistant librarian's desk." All new purchases are added in pencil.

The volume is preceded by Rules II and Regulations of the Indiana State Library and a table of contents arranged by subject. It contains the holdings of the library arranged by alphabetically within the subject. The given information includes title of work, number of volume range, and shelf number.

11. VISITOR'S REGISTER. One volume, 1871-1875, 500 pages.

Information given is the date, the visitor's name, residence and remarks.



12. RECORDS. List of books purchased, donated, received by exchange, list of books and newspapers bound and rebound, sent as exchange or donations, list of newspapers furnished by subscription, list of July 22, 1871-April 30, 1881. Chronologically arranged, 480 pages.
13. RECORDS. Appropriations for new books and binding, books from other states, appropriations for salaries, list of Indiana senators and legislators. Three volumes, 355 pages, chronologically arranged and indexed.
14. SALARIES AND EXPENSES BOOK. 1881-1885, one volume, indexed, 336 pages.

The volume contains an account of salary and expenses of the state librarian, assistant librarian, janitor, night watchman, incidental expenses, expenditures for light, fuel, water, and telephone (utility expenses). Information given is date, name of person receiving salary, amount paid.
15. LIST OF BOOKS RECEIVED. (List of books received, visitors at the State Library). 1 volume, 226 pages, arranged alphabetically.

Information given is the name of author, title of book, size, place of publishing and date. The second part contains list of visitors at the State Library daily. The total number of visitors and how many transient visitors there were for every week.
16. JOURNAL. 1 volume, 1889-1903, arranged chronologically.

The volume contains purchase fund account, incidental expenses of State Library building, office expenses and distribution of documents, office expenses and distributions of funds, warrants drawn on purchase fund, books and binding fund, seat taken in senate and house, binding ordered from C. Hollenbeck Company.
17. RECORDS: STATE LIBRARY BOARD. 1 volume, 1895-1902, chronologically arranged, indexed, 500 pages.

Contains Library Law, May 11, 1895; Minutes of the meetings of the Library Board, 1895-1902 (decisions of the board concerning the library, state librarian, his duties, laws, financial problems, increase of the staff, care of books and the library in general, how to improve the library conditions and the service provided.)

List of Books in the Library by subject.

Librarian W.E. Henry: Reports to the State Library Board. 1895-1899. In his reports, the librarian gives an account of what has been done concerning the library material, catalogues prepared, lists of books made, books added and suggests new ways to improve the present method of distribution of documents.



18. INVOICE FOR BOOKS. One volume, 1896-1897.

The volume contains the actual invoices pasted on the pages of the volume. The titles of the books are given, number of volumes, price, the firm's name and date.

- 18, BIBLIOGRAPHY, TAXATION. 1 volume, 1898

The volume contains bibliography of works on taxation in the Indiana State Library and the Indiana bibliography bulletin of the State Library, published quarterly which gives a select bibliography of Indiana historical material in the library. The information contained includes author of general history, title, number of volumes, date, and place of publication.

19. LETTERS SENT. Four volumes, February 25, 1896 - June 28, 1905.  
Arranged chronologically and indexed.

The volumes contain the outgoing correspondence in answer to letters received from individuals requesting publications, books and information concerning libraries. There are also letters addressed to companies furnishing supplies for the library and to individuals donating magazines or government documents.

20. BINDING RECORD. One volume, chronologically arranged, 1903-1905.

The volume is a record of books sent for binding, rebinding or mending. The information given is the name of the firm, the date sent and returned, the author and title of the book, number of volumes, cost and remarks.

21. INDIANA STATE LIBRARY ACCOUNTS. Five volumes, 1905-1923, arranged chronologically and indexed.

Each volume is arranged in eight parts: Salaries fixed by law, books and binding fund, cabinet fund, office expense, supplies and distribution, additional service and reorganization, copyist fund, legislative reference fund and traveling fund.

22. FINANCIAL RECORD. Four volumes, 1923-1937, arranged chronologically.

The volumes contain expenses for salaries, for services performed, supplies, equipment purchased. The information given in date, appropriations, person or company name, amount paid and warrant number.

23. LOAN DESK WORK MANUAL. October 25, 1939.

The volume is composed of three parts: an outline of procedures for the Loan Desk Division; Mending Manual (Special mending for archives, newspapers, etc.); reference division manual.



6. Financial Record. One volume, chronologically arranged, October 1915-August, 1926.

This volume of financial records of the Public Library Commission list chronologically the names of persons or companies making or receiving payments from the commission. These payments are listed under various accounts of the commission. Also given is the amount of the payments and the amount of money remaining in each account.

7. Traveling Libraries Reports. 1908-1914 Arranged by county.

8. Traveling Libraries Reports. 1914-1924.

24. SUMMER SCHOOL FOR LIBRARIANS. 1901-1948. Four manuscript boxes, arranged chronologically.

Library boards everywhere were demanding better qualifications and more thorough training on the part of their librarians. In response to this demand, several library schools were established in various parts of the country offering excellent one and two year courses. The requirements of these schools were were high and the time, expense and preliminary training required for admission prevented many librarians in smaller libraries from attending them. To increase the efficiencies of such library workers and provide better service for the public, the Public Library Commission of Indiana conducted summer schools for library workers.

Each folder contains the year's list of students, group photographs of the training class for librarians, reports on expenses, mailing lists, grades of students, programs, correspondence and miscellaneous materials.

Box 1

Summer School 1901 - 1925

Box 2

Summer School 1926 - Finance, Programs, Grades  
Summer School 1927 - Programs, Grades, Register of Students  
Summer School 1928 - Programs, Finance, Grades  
Summer School 1929 - Programs, Correspondence, Grades, Review, Register of Students  
Summer School 1930 - Register and pictures, program, grades  
Summer School 1931 - Review, Grades, Finances  
Summer School 1932 - Review, Grades, Programs  
Summer School 1934 - Grades, programs, Review, finance  
Summer School 1935 - Financial records, review, register of students, grades, program



Box 3

Summer School 1937 - Programs, grades, list of students, supplies, announcements  
Summer School 1939 - For librarian  
Summer School 1940 - Announcements, program, financial, list of students, final grades and letters.  
Summer School 1942 - Miscellaneous, programs, review questions, supply list, announcements, grades  
Summer School 1943 - material, announcements, checked reading lists, supply list, review, programs, grade sheets  
Summer School 1944 - Correspondence  
Summer School 1945 - Announcements, programs, grades applications, pictures  
Summer School 1946 - no summer school  
Summer School 1947 - Summer training course, students supplies, financial report and record, supply order, summer course announcements, suggested readings, application for admission, application blanks, correspondence, revision of reading lists made for 1947 course by library staff members  
Summer School 1948 - students suggestions on anticipated use of the course, summer school course

Box 4

Summer Course in Library Service - 1942  
Summer Course in Library Service - 1943  
Summer Course in Library Service - 1945  
Summer Course in Library Service - 1947  
Summer Course in Library Service - no date  
Summer Course in Library Service - handwritten notes

NOTE: The material contained in these six folders bearing the heading "Summer Course in Library Service" appears to be acquired by Miss Margaret Pierson while teaching in the summer school for librarians.



24. WORK MANUAL: GENEALOGY SECTION. 1941-1942 1 folder.

Part one deals with the general operation of the section and part two with the technical work of the section.

25. LOG BOOK. One volume, 1940-1960, arranged chronologically.

The volume contains account of daily happenings concerning library affairs, the employees' hours of work and holidays, staff meetings, memos to the heads of the divisions, announcements, vacation leave, etc.

26. GENERAL APPROPRIATION RECORD. One volume, July 12, 1945-June 25, 1947. Arranged chronologically.

The record gives the charged amounts against the appropriations made for the Indiana State Library. Given is account, appropriations and receipts available, total vouchers and available balance..

27. PURCHASE ORDER REGISTER. One volume, arranged chronologically, 1949-1952.

The volume registers the purchase orders for the library. Given is date, name of vendor, requisition number, purchase order number, amount paid, explanation and warrant number.

28. PUBLIC LIBRARY COMMISSION:

1. Minutes: Public Library Commission. May 1, 1899 - March 24, 1925. Two volumes, chronologically arranged.

The commission was created in 8999, with the state librarian as ex-officio secretary. It was discontinued in 1925 upon the creation of the Indiana State Library and Historical Board. The commission was to provide for the establishment of traveling and township libraries. The minutes include the by-laws, rules and regulations of the public library commission, reports to the commission, information on visits to public libraries and traveling libraries that were sent out.



2.. Letters Sent, Public Library Commission. One volume, arranged chronologically, Spril 18, 1899 - June 21, 1902 and indexed.

Letters that were sent by the State Librarian W.E. Henry as ex-officio secretary of the Public Library Commission. Most of the letters concerned the traveling libraries, specifically the purchase of books for them, receipt of applications to receive a traveling library and the arrangements for loaning the traveling libraries. Other letters were to commission members to announce the date of a meeting or to send warrants for travel expenses.

3. Expense Account: Public Library Commission. One volume, arranged chronologically, 1899-1905, 1919-1923.

Monthly reports on the expenses of the Public Library Commission. Total expenses are given for the following categories: office, traveling libraries, instruction and organization. Also given are accounts of the following funds: Books and equipment fund 1899-1901, books and organization fund 1901-1903 and traveling library fund 1919-1923. These accounts give the amounts spent from each fund, who the money was paid to and for what reason.

4. Ledger. One volume, arranged chronologically, October 27, 1911-June 22, 1920.

The folume is a ledger which records the accessions of the Public Library Commission. The information given is the date accessioned, the person or company from which the books were purchased, the number and the cost. Several of the accounts of the commission in 1903 are included at the end of this volume. Also given are the total number of volumes and the number of volumes that were discarded.

5. Financial Record. For year 1914, one volume, arranged by account, October 1, 1914-September 30, 1915.

The complete financial record of the Public Library Commission for the fiscal beginning october 1, 1914. The amounts received are given in total and per each account.



INDIANA STATE LIBRARY MISCELLANEOUS CORRESPONDENCE  
1952-1977 (In Manuscript Boxes)

Box 1

- "A" Miscellaneous correspondence 1967-1972  
Annual reports (letters to public libraries RE:)  
ALSA planning committee coordinators *coordinators*
- "B" Miscellaneous correspondence
- "C" Miscellaneous correspondence  
CIALSA (central Indiana Alsa) newsletters  
Community Service Council of Metropolitan Indianapolis, Inc.  
Consultants - Management counsels (plans for a study of ISL)
- "D" Miscellaneous correspondence
- "E" Miscellaneous correspondence, 1970-1976
- "F" Miscellaneous correspondence, 1969-1972
- "G" Miscellaneous correspondence, 1969-1974

Box 2

- "I" Miscellaneous correspondence 1969-1976  
Indiana Association of community Council-Legislative memos
- "K" Miscellaneous correspondence 1968-1970
- "M" McDaniel miscellaneous correspondence
- "N" Miscellaneous correspondence
- "P" Miscellaneous correspondence
- "R" Miscellaneous correspondence
- "S" Miscellaneous correspondence
- "T" Miscellaneous correspondence 1968-1977
- "U" Miscellaneous correspondence
- "V" Miscellaneous correspondence
- "W" Miscellaneous correspondence

Box 3 District Meetings, 1977

ILA-ILTA Conferance, correspondence 1966-1976  
ILTA correspondence 1965-1974  
ILA-ILTA executive board meetings  
FOCUS correspondence  
ILA-ILTA Legislative committee correspondence 1969-1976  
ILA-ILTA service to older adults 1958-1959  
ILA intellectual freedom 1966-1972  
ILA planning committee 1958-1975  
ILA recruitment committee 1963-1969  
Scholarship and loan fund 1953-1959  
Trustee citation committee 1952-1968  
ALA Intellectual freedom 1975-1976  
ALA correspondence 1976