

# Eastern Townships Resource Centre

## Finding Aid - Bibliothèque Lennoxville Library fonds (P207)

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# Bibliothèque Lennoxville Library fonds

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## Summary information

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<b>Repository:</b>	Eastern Townships Resource Centre
<b>Title:</b>	Bibliothèque Lennoxville Library fonds
<b>ID:</b>	P207
<b>Date:</b>	[ca. 1900]-1918, 1937-2016 (date of creation)
<b>Physical description:</b>	1.246 m of textual records; 33 photographs: 31 col., 2 b&w; 2 CDs: photographs, col.; 3 artefacts: 1 t-shirt, 1 refrigerator magnet, 1 reflector light; 6 drawings; 16 posters.
<b>Note [generalNote]:</b>	Title based on contents of fonds. The fonds was donated in 2014 by the Bibliothèque Lennoxville Library. Most of the documents are in English, some in French.

## Administrative history / Biographical sketch

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### Note

Bibliothèque Lennoxville Library, a private non-profit library, began in 1912 as the Lennoxville Library Association. It established a library and reading room which was located on the ground floor of Town Hall. Over time the collection and numbers of users grew to the point that the facilities were too small. Thus in 1970, the Town of Lennoxville acquired the old post office on the corner of Queen and College Streets. After a few renovations, the library took up residence and when it was incorporated in 1993 the name was changed to Bibliothèque Lennoxville Library. It is an incorporated registered charity.

In addition to the use and maintenance of the Ville de Sherbrooke's building, the Library receives major financial support for its operations from the Ville de Sherbrooke. All residents of Sherbrooke have free membership in the library. Volunteers significantly assist the staff to assure the functioning of the Library. The Library is organized under a Board of Administrators, with the first President having been Dr. A. E. Robertson (1912). The Executive Committee of the Board has jurisdiction over all other Committees. It deals with the routine operation of the Library, including hiring and evaluating paid staff, specifying the duties of the staff and their level of remuneration and any other matters as directed by the Board. The Library administration also includes an English and a separate French committee to select and purchase necessary library materials (books, periodicals, audiobooks, etc.).

The Library not only makes books available to the community but also hosts activities throughout the year. Some of these activities consist of Books and Brown Bags (including an English and a French group), Children's Activities (such as Author Visits, Reading Circles and Arts & Crafts), and Canada Reads. They also offer a Books on Wheels service to the community members that are unable to visit the Library. The Library celebrated its centennial in 2012, hosting various activities at the Library and throughout the community.

The Library is a member of the Association des bibliothèques publiques de l'Estrie (ABIPE) which represents the interests of public libraries with the different levels of government and organizations and raises awareness of the importance of public libraries within communities. Since 2014, the Library's books and other material are catalogued with the Réseau Biblio de l'Estrie, which allows the Library to offer an interlibrary loan service with access to the collections of over 40 libraries in the region.

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## Scope and content

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The fonds contains primary source material on organization, activities, and finances for the Bibliothèque Lennoxville Library from the 1950s to 2016. It consists of meeting minutes, reports, budgets, collections, accession ledgers, activities, membership lists, correspondence and graphic material. The fonds is comprised of the following series: Administration ([ca. 1900]-1918, 1937-2013), Human Resources ([1980?]-2013), Financial Resources (1959-2016), Immoveable and Moveable Property ([195-?]-2012), Public Relations ([198-?]-2016), Membership ([198-?]-2012) and 100th Anniversary (2010-2012).

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## Notes

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### Title notes

### Restrictions on access

The following files are restricted: P207/002.03 Employee Files and Work Schedules.

### Accruals

Further accruals are expected.

### Other notes

- **Publication status:** Published
- 

## Access points

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- Multiple media (documentary form)

## Collection holdings

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### Series: P207-001 - Administration

Title: Administration

ID: P207-001

Date: [ca. 1900]-1918, 1937-2013 (date of creation)

Scope and content:

The series contains primary source material on the administration of Bibliothèque Lennoxville Library from the 1960s to 2011. It consists of documents on the history of the library, minutes, reports and committees. The series is comprised of the following subseries: Historical & Constituent Documents ([ca. 1900], [196-?]-2012), Annual General Meeting (1975-2013), Board of Directors (1912-2013), Reports (1980-2013), Committees (1982-2013).

Physical description: 0.41 m of textual records; 1 drawing; 4 posters.

Note [generalNote]:

Most of the documents are in English, a few are in French.

Access points:

- Multiple media (documentary form)
- 

### Sub-series: P207-001-01 - Historical and Constituent Documents

Title: Historical and Constituent Documents

ID: P207-001-01

Date: ([ca. 1900], [196-?]-2012) (date of creation)

Scope and content:

The subseries contains primary source material on the historical and constituent documents of the Bibliothèque Lennoxville Library from around 1900 to 2012. It consists of the Library's historical information, a few by-laws and a few versions of the Library's constitution and how it has been revised, posters pertaining to the Library's centennial and its history, a t-shirt featuring the Library's logo, a drawing and a picture of the library. It also includes a contributions commitment document from around 1900 to establish a Free Reading Room in Lennoxville.

Physical description: 0,03 m of textual records; 1 artefact: t-shirt; 1 drawing; 4 posters.

Note [generalNote]:

Most of the documents are in English, some in French.

Access points:

- Multiple media (documentary form)
- 

### **Sub-series: P207-001-02 - Annual General Meeting**

Title: Annual General Meeting

ID: P207-001-02

Date: 1975-2013 (date of creation)

Scope and content:

The subseries contains primary information on the annual general meetings of the Bibliothèque Lennoxville Library from 1975 to 2013. It consists of the agendas and minutes from the meetings.

Physical description: 0,02 m of textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-001-03 - Board of Directors**

Title: Board of Directors

ID: P207-001-03

Date: 1912-2013 (date of creation)

Scope and content:

The subseries contains information on the board of directors of the Bibliothèque Lennoxville Library from 1975 to 2013. It consists of minutes, correspondence and lists of board members. The subseries is comprised of the following files: Minutes (1912-1918, 1937-1957, 1975-2013), Executive Minutes (1975-2013), Special Minutes (1991-2008, 2011-2013), Correspondence (1977-2013) and Lists of Board Members (1975-2006, 2012-2013).

Physical description: 0.26 m of textual records.

Language of the material:

Note [generalNote]:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-001-04 - Reports**Title: ReportsID: P207-001-04Date: 1980-2013 (date of creation)Scope and content:

The subseries contains primary source material on the various reports from the Bibliothèque Lennoxville Library from 1980 to 2013. It consists of executive reports, statistics and children's programming. Within the Ad Hoc file are documents pertaining to reports of computer and internet meetings, cultural development meetings, fund raising meetings and activity programs. The subseries is comprised of the following files: President's Reports (1987-2013), Treasurer's Reports (1980-2013), Librarian's Reports (1984, 2009-2011), Circulation Statistics (1984-2012), Children's Programming Reports (1994-2005), Enquête Annuelle (1995-1997), Ad Hoc (1993-2008, 2011-2012) Strategic Planning (1989-2010, 2012-2013) and Research Reports (2012).

Physical description: 0.1 m of textual records.Note [generalNote]:

Most of the documents are in English, some in French.

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-001-05 - Committees**Title: CommitteesID: P207-001-05Date: 1982-2013 (date of creation)Scope and content:

The subseries contains primary source material on the committees at the Bibliothèque Lennoxville Library from 1982 to 2013. It consists of minutes from the various committees and purchasing statements. Within the Ad Hoc file are documents pertaining to computer and internet correspondence, information ann meetings, budget meetings, and minutes from the centennial committee. The subseries is comprised of the following files: Adult English Book Committee (1982-2012), Children English Book Committee (1987-2013), Adult and Children French Book

Committee (1987-2013), Ad Hoc Committee (1995-2013) and Books on Wheels (2008-2009, 2011-2012).

Physical description: 0.049 m of textual records.

Note [generalNote]:

Most of the documents are in English, some are in French. The file Adult and Children French Book Committee is also in French.

Access points:

- Textual record (documentary form)
- 

## **Series: P207-002 - Human Resources**

Title: Human Resources

ID: P207-002

Date: [1980?]-2013 (date of creation)

Scope and content:

This series contains primary source material on the human resources of the Bibliothèque Lennoxville Library from the 1980s to 2013. It consists of employee information and volunteer information. The series is comprised of the following subseries: Procedures & Policies ([1980?]-2007, 2011-1012), Internship (1992, 2008-2009), Employee Files and Work Schedules (1989-1998, 2009-2013), Volunteers (1987-2011, [2012]-2013), Job Description (1988-2013), Hiring Committee (2011-2013) and Salary Registers (2005-2012).

Physical description: 0.082 m of textual records.

Note [generalNote]:

Most of the documents are in English, a few are in French.

Restrictions on access:

P207/002.03 Employee Files and Work Schedules.

Access points:

- Textual record (documentary form)
- 

## **Sub-series: P207-002-01 - Procedure and Policies**

Title: Procedure and Policies

ID: P207-002-01

Date: [1980?]-2007, 2011-2012 (date of creation)

Scope and content:

The subseries contains primary source material on the policies and procedure of the Bibliothèque Lennoxville Library from the 1980s to 2007 and from 2011 to 2012. It consists of the Library's job development, job descriptions, the procedure for 'weeding' out old books, donation and volunteer form and the Library's procedure manual.

Physical description: 0.009 m of textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-002-02 - Internship**

Title: Internship

ID: P207-002-02

Date: 1992, 2008-2009 (date of creation)

Scope and content:

The subseries contains a primary source material on internships at the Bibliothèque Lennoxville Library in 1992. It consists of a co-operation education work experience internship. It also includes a project proposal form for 2008-2009.

Physical description: 2 textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-002-03 - Employee Files and Work Schedules**

Title: Employee Files and Work Schedules

ID: P207-002-03

Date: 1989-1998, 2009-2013 (date of creation)

Scope and content:

The subseries contains primary source material on the employee files of the Bibliothèque Lennoxville Library from 1989 to 1998 and 2009 to 2013. It contains employee correspondence, employee resumes and work schedules.

Physical description: 0.03 m of textual records.

Note [generalNote]:

The documents are in English.

Restrictions on access:

The file is restricted for 100 years from the dates of creation.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-002-04 - Volunteers**

Title: Volunteers

ID: P207-002-04

Date: 1987-2011, [2012]-2013 (date of creation)

Scope and content:

The subseries contains primary source material on the volunteers at the Bibliothèque Lennoxville Library from 1987 to 2011, [2012] and 2013. It consists of volunteer lists, volunteer hours sheets and volunteer forms.

Physical description: 0.008 m of textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-002-05 - Job Description**

Title: Job Description

ID: P207-002-05

Date: 1988-2013 (date of creation)

Scope and content:

The subseries contains primary source material on the job descriptions at the Bibliothèque Lennoxville Library from 1988 to 2013. It consists of the librarian's job description, interview questions, job ads and correspondence.

Physical description: 0.008 m of textual records.

Note [generalNote]:

Most documents are in English, a few are in French.

Access points:

- Textual record (documentary form)
- 

### **Series: P207-003 - Financial Resources**

Title: Financial Resources

ID: P207-003

Date: 1959-2016 (date of creation)

Scope and content:

The series contains primary source material on the financial resources of the Bibliothèque Lennoxville Library from 1959 to 2016. It consists of financial and budget statements, donation and fundraising documents, correspondence and grant information. The series is comprised of the following subseries: Financial Statements (1959-2011), Budget and Accounting (1973-2014), Correspondence (1976-2011, 2013), and Grants (1986-2010, 2012, 2016).

Physical description: 0.023 m of textual records.

Note [generalNote]:

Most documents are in English, a few are in French.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-003-01 - Financial Statements**

Title: Financial Statements

ID: P207-003-01

Date: 1959-2011 (date of creation)

Scope and content:

The subseries contains primary source material on the financial statements of the Bibliothèque Lennoxville Library from 1959 to 2011. It consists of the yearly financial statements.

Physical description: 0.026 m of textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-003-02 - Budget and Accounting**

Title: Budget and Accounting

ID: P207-003-02

Date: 1973-2014 (date of creation)

Scope and content:

The subseries contains primary source material on the budgets and accounting of the Bibliothèque Lennoxville Library from 1973 to 2014. It consists of budget and donation information. The subseries is comprised of the following files: Budgets (1984-2014), Donations and Funding (1976-2013), Account Ledgers (1973-2004, 2008-2012) and Account Reports (2007).

Physical description: 0.141 m of textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-003-03 - Correspondence**

Title: Correspondence

ID: P207-003-03

Date: 1976-2011, 2013 (date of creation)

Scope and content:

The subseries contains primary source material on the financial correspondence at the Bibliothèque Lennoxville Library from 1976 to 2011 and 2013. It consists of donation 'thank you' letters, donation letters, and request for financial information.

Physical description: 0.052 m of textual records.

Note [generalNote]:

Most of the documents are in English, few in French.

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-003-04 - Grants**

Title: Grants

ID: P207-003-04

Date: 1986-2010, 2012, 2016 (date of creation)

Scope and content:

The subseries contains primary source material on the grants from the Bibliothèque Lennoxville Library from 1986 to 2010, 2012 and 2016. It consists of grant applications at the federal, provincial and municipal levels and correspondence.

Physical description: 0.017 m of textual records.

Note [generalNote]:

Most of the documents are in French, few in English.

Access points:

- Textual record (documentary form)
- 

**Series: P207-004 - Immoveable and Moveable Property**

Title: Immoveable and Moveable Property

ID: P207-004

Date: [195-?]-2012 (date of creation)

Scope and content:

The series contains primary source material on immoveable and moveable property of the Bibliothèque Lennoxville Library from the 1950s to 2012. It consists of building information, collections, correspondence and computerization. The series is comprised of the following subseries: Building Information and Renovations ([1970?]-2006, [2010]), Correspondence (1980-2006, 2011-2012), Collections (French) (1970-2007), Collections (English) ([195-?]-2007) and Computerization (2011-2012).

Physical description: 0.32 m of textual records.

Note [generalNote]:

The documents are half in English and half in French.

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**Sub-series: P207-004-01 - Building Information and Renovations**

Title: Building Information and Renovations

ID: P207-004-01

Date: [1970?]-2006, [2010] (date of creation)

Scope and content:

The subseries contains primary source material on the building and renovations of the Bibliothèque Lennoxville Library from the 1970s to 2006 and 2010. It consists of municipal by-laws, lists of what needs to be repaired or added at the Library and correspondence.

Physical description: 0.008 m of textual records.

Note [generalNote]:

The documents are in English, except one in French.

---

**Sub-series: P207-004-02 - Correspondence**

Title: Correspondence

ID: P207-004-02

Date: 1980-2006. 2011-2012 (date of creation)

Scope and content:

The subseries contains primary source material on the immovable and movable property correspondence of the Bibliothèque Lennoxville Library from 1980 to 2006 and 2011 to 2012. It consists of correspondence between the Library and the town of Lennoxville about repairs, insurance, and renovations.

Physical description: 0.006 m of textual records.

Note [generalNote]:

Most of the documents are in English, some are in French.

---

**Sub-series: P207-004-03 - Collections (French)**

Title: Collections (French)

ID: P207-004-03

Date: 1970-2007 (date of creation)

Scope and content:

The subseries contains primary source material on the French collection at Bibliothèque Lennoxville Library from 1970 to 2007. It consist of lists of French books with the Library's collection. The subseries is comprised of the following files: Childrens ([198-?]-[200-?]), Adults ([198-?]-[200-?]), and Accession Ledgers (1970-2007).

Physical description: 0.199 m of textual records.

Note [generalNote]:

The documents are in French.

---

### **Sub-series: P207-004-04 - Collections (English)**

Title: Collections (English)

ID: P207-004-04

Date: [195-?]-2007 (date of creation)

Scope and content:

The subseries contains primary source material on the English book collection at the Bibliothèque Lennoxville Library from the 1950s to 2007. It consists of accession ledger. The subseries is comprised of the following files: Accession Ledgers ([195-?]-2007).

Physical description: 0.099 m of textual records.

Note [generalNote]:

The documents are in English.

---

### **Series: P207-005 - Public Relations**

Title: Public Relations

ID: P207-005

Date: [198-?]-2016 (date of creation)

Scope and content:

The series contains primary source material on the public relations of Bibliothèque Lennoxville Library from the 1980s to 2016. It consists of newspaper clippings, activities and inter-library correspondence. The series is comprised of the following subseries: Press Clippings ([198-?]-2012,

2016), Cooperation with Other Organizations (1996-2011), Activities ([1986?]-2009, 2011-2013), and Press Releases (1987-2009).

Physical description: 0.042 m of textual records.

Note [generalNote]:

Most of the documents are English, some in French.

---

### **Sub-series: P207-005-01 - Press Clippings**

Title: Press Clippings

ID: P207-005-01

Date: [198-?]-2012, 2016 (date of creation)

Scope and content:

The subseries contains primary source material on press clippings about the Bibliothèque Lennoxville Library from the 1980s to 2012 and 2016. It consist of articles discussing activities hosted by the Library, articles about the Library's possible closure and financial difficulties, articles on the new addition to the collection and a Good Reads column.

Physical description: 0.007 m of textual records.

Note [generalNote]:

Most of the documents are in English, a few are in French.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-005-02 - Cooperation with Other Organizations**

Title: Cooperation with Other Organizations

ID: P207-005-02

Date: 1996-2011 (date of creation)

Scope and content:

The subseries contains primary source material on the relations of the Bibliothèque Lennoxville Library with other libraries from 1996 to 2011. It consist of minutes, correspondence, and the structure of the organization l'Association des Bibliothèque publiques de l'Estrie (ABIPE).

Physical description: 0.019 m of textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-005-03 - Activities**

Title: Activities

ID: P207-005-03

Date: [1986?]-2009, 2011-2013 (date of creation)

Scope and content:

The subseries contains primary source material on the activities of the Bibliothèque Lennoxville Library from 1986 to 2009 and 2011 to 2013. It consists of activity notices, information on elementary visits from l'École St-Antoine, application for activities like National Book Week and information on the Library's Books on Wheels program and pictures of Pam Calabrses Macleans and Dr. Robert Moore.

Physical description: 0.017 m of textual records.

Note [generalNote]:

The documents are half in English and half in French.

---

**Sub-series: P207-005-04 - Press Releases**

Title: Press Releases

ID: P207-005-04

Date: 1987-2009 (date of creation)

Scope and content:

The subseries contains primary source material on the press release of the Bibliothèque Lennoxville Library from 1987 to 2009. It consists of advertisements on job postings, new additions to the collection, notices for activities, and the Library's website information.

Physical description: 0.011 m of textual records.

Note [generalNote]:

Most of the documents are in English, a few are in French.

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**Series: P207-006 - Membership**

Title: Membership

ID: P207-006

Date: [198-?]-2012 (date of creation)

Scope and content:

The series contains primary source material on the membership of the Bibliothèque Lennoxville Library from the 1980s to 2012. It consists of membership information, statistics and correspondence. The series is comprised of the following subseries: Newsletters (1984-2007), Member information ([198-?]-2010, 2012), Correspondence (1994-2006), and Notable Members ([1999?]).

Physical description: 0.03 m of textual records; 1 photograph: col.

Note [generalNote]:

The documents are in English.

---

### **Sub-series: P207-006-01 - Newsletters**

Title: Newsletters

ID: P207-006-01

Date: 1984-2007 (date of creation)

Scope and content:

The subseries contains primary source material on the Bibliothèque Lennoxville Library's newsletters from 1984 to 2007. It consists of both English and French newsletters that advertise upcoming activities, new employees, operational hours, and new books.

Physical description: 0.004 m of textual records.

Note [generalNote]:

The documents are half in English and half in French.

---

### **Sub-series: P207-006-02 - Member Information**

Title: Member Information

ID: P207-006-02

Date: [198-?]-2010, 2012 (date of creation)

Scope and content:

The subseries contains primary source material on membership information from the Bibliothèque Lennoxville Library from the 1980s to 2010 and 2012. It contains information about memberships, membership statistics and lists of members. The subseries is comprised of the following files:

Membership Statistics (1987-2010, 2012), Membership Lists (1987-2004) and Membership Information ([198-?]-2003).

Physical description: 0.017 m of textual records.

Note [generalNote]:

The documents are in English.

Access points:

- Textual record (documentary form)
- 

### **Sub-series: P207-006-03 - Correspondence**

Title: Correspondence

ID: P207-006-03

Date: 1994-2006 (date of creation)

Scope and content:

The subseries contains primary source material on the membership correspondence of the Bibliothèque Lennoxville Library from 1994 to 2006. It contains correspondence between members, board members and the Library's secretary.

Physical description: 7 textual records.

Note [generalNote]:

The documents are in English.

---

### **Sub-series: P207-006-04 - Notable Members**

Title: Notable Members

ID: P207-006-04

Date: [1999?]-[200-?] (date of creation)

Scope and content:

The subseries contains primary source material on notable members from the Bibliothèque Lennoxville Library from 1999. It consists of an obituary and eulogy of Benedictine Brandt Carruthers and a photograph of Barbara Gosselin and Esther Cowhard.

Physical description: 2 textual records. - 1 photograph : col.

Note [generalNote]:

The documents are in English.

---

### **Series: P207-007 - 100th Anniversary**

Title: 100th Anniversary

ID: P207-007

Date: 2010-2012 (date of creation)

Scope and content:

The series contains primary source material on the centennial year (2012) of the Bibliothèque Lennoxville Library. It consists of general administration and planning for the 100th anniversary of the library, reports, documents on cooperation with Bishop University's HIS450 class students, human resources, financial resources and public relations. The series is comprised of the following sub-series: Administration (2010-2012), Planning (2010-2011), Reports (2010-2013), Cooperation with other organizations (2010-2012), Human Resources (2011-2012), Financial Resources (2011-2012) and Public Relations (2010-2012).

Physical description: 0.131 m of textual records; 28 photographs: 27 col., 1 b&w; 2 CDS: photographs, col.; 2 artefacts: 1 refrigerator magnet, 1 reflector light; 12 posters; 5 drawings.

Language of the material:

Access points:

- Multiple media (documentary form)
- 

### **Sub-series: P207-007-01 - Administration**

Title: Administration

ID: P207-007-01

Date: 2010-2012 (date of creation)

Scope and content:

The sub-series contains primary source material on the library's board meeting history and the 100th celebrations committee. There is two documents pertaining the library's history of board meetings and their minutes. The sub-series also contains agendas and minutes from the 100th celebrations committee.

Physical description: 12 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-007-02 - Planning**

Title: Planning

ID: P207-007-02

Date: 2010-2011 (date of creation)

Scope and content:

The sub-series contains primary source material on the planning of the 100th anniversary celebrations of the library. It consists of six (6) exercise books with notes, calendars, documents on a workshop, documents on the history of the library, five (5) drawings, and documents for the planning of the following activities: Author's Brunch, A Literary Evening on the Titanic, Miscellaneous, Mystery Dinner fundraiser, Open House Gala, Tea and Tales and Town and Gown.

Physical description: 0.048 m of textual records; 5 drawings.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-007-03 - Reports**

Title: Reports

ID: P207-007-03

Date: 2010-2013 (date of creation)

Scope and content:

The sub-series contains primary source material on the 100th celebrations committee. It consists of the committee's reports.

Physical description: 14 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-007-04 - Cooperation with other organizations**

Title: Cooperation with other organizations

ID: P207-007-04

Date: 2010-2012 (date of creation)

Scope and content:

The sub-series contains primary source material on a cooperation with Bishop's University for the library's centennial. It consists of documents about a cooperation with students for HIS450 class, such as speech notes and interview documents, as well as photographs. It also consists of documents regarding a Bishop's University student's internship at the library, among which is the final report.

Physical description: 0.012 m of textual records; 16 photographs: col.

Language of the material:

Access points:

- Multiple media (documentary form)
- 

### **Sub-series: P207-007-05 - Human Resources**

Title: Human Resources

ID: P207-007-05

Date: 2011-2012 (date of creation)

Scope and content:

The sub-series contains primary source material on library's centennial's human resources. The sub-series is comprised of the following files: Procedures and Policies (2011), Job Descriptions (2012) and Contact Lists (2011).

Physical description: 0.009 m of textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **File: P207-007-05-001 - Procedure and Policies**

Title: Procedure and Policies

ID: P207-007-05-001

Date: 2011 (date of creation)

Scope and content:

The file consists of a correspondence regarding the procedures and policies about the usage of the library's photos, as well as the archives classification scheme of the Bibliothèque Lennoxville Library.

Physical description: 2 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **File: P207-007-05-002 - Job Descriptions**

Title: Job Descriptions

ID: P207-007-05-002

Date: 2012 (date of creation)

Scope and content:

The file consists of a job description document for teen helpers during the Murder Mystery Dinner.

Physical description: 1 textual record.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **File: P207-007-05-003 - Contact Lists**

Title: Contact Lists

ID: P207-007-05-003

Date: 2011 (date of creation)

Scope and content:

The file consists of a list of volunteers and contacts, as well as a list of names and contact information on members of the 100th celebrations committee and past and present board members.

Physical description: 2 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-007-06 - Financial Resources**Title: Financial ResourcesID: P207-007-06Date: 2011-2012 (date of creation)Scope and content:

The sub-series contains primary source material on the library's centennial year's financial resources. It mainly contains correspondence and budget and financial statements. The sub-series is comprised of the following files: Donations and Fundraising (2011-2012), Budgets (2011-2012), Income Statements (2012), and Grants (2011).

Physical description: 0.009 m of textual records.Language of the material:Access points:

- Textual record (documentary form)
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**File: P207-007-06-001 - Donations and Fundraising**Title: Donations and FundraisingID: P207-007-06-001Date: 2011-2012 (date of creation)Scope and content:

The file contains correspondences, two (2) "thank you" letters, a funding application form, an informational document on donating to the library and a letter from Townshippers' Association for approval of funding.

Physical description: 9 textual records.Language of the material:Access points:

- Textual record (documentary form)
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**File: P207-007-06-002 - Budgets**

Title: Budgets

ID: P207-007-06-002

Date: 2011-2012 (date of creation)

Scope and content:

The file consist of two (2) budgets for the centennial year.

Physical description: 2 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **File: P207-007-06-003 - Income Statements**

Title: Income Statements

ID: P207-007-06-003

Date: 2012 (date of creation)

Scope and content:

The file contains four (4) income statements for the centennial year.

Physical description: 4 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

### **File: P207-007-06-004 - Grants**

Title: Grants

ID: P207-007-06-004

Date: 2011 (date of creation)

Scope and content:

The file contains correspondence and a grant proposal to the Borough of Lennoxville for the centennial year.

Physical description: 2 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
- 

**Sub-series: P207-007-07 - Public Relations**

Title: Public Relations

ID: P207-007-07

Date: 2010-2012 (date of creation)

Scope and content:

The sub-series contains primary source material on the library's public relations for the centennial year and its 100th anniversary celebrations. It consists of the following files: Communication and promotional objects (2010-2012), Activities (2011-2012) and Press Clippings (2011-2012).

Physical description: 0.03 m of textual records; 12 photographs: 11 col., 1 b&w; @ CDs: photographs, col.; 2 artefacts: 1 refrigerator magnet, 1 reflector light; 13 posters.

Language of the material:

Access points:

- Multiple media (documentary form)
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**File: P207-007-07-001 - Communications and promotional objects**

Title: Communications and promotional objects

ID: P207-007-07-001

Date: 2010-2012 (date of creation)

Scope and content:

The file consists mainly of a French Media list and a list of the library's exposure in the Record, a document on wandering books, "thank you" documents and a press release for the Mystery Story contest winners. It also consists of two (2) promotional objects : one (1) magnet and one (1) reflector light about the library's centennial year and its activities in 2012.

Physical description: 14 textual documents; 2 artefacts: 1 refrigerator magnet, 1 reflector light.

Language of the material:

Access points:

- Multiple media (documentary form)
-

**File: P207-007-07-002 - Activities**

Title: Activities

ID: P207-007-07-002

Date: 2011-2012 (date of creation)

Scope and content:

The file consists mainly of informational documents on the centennial year's activities such as Murder on the Menu, Author's Brunch, Teddy Bear's Picnic and Creatively Yours, as well as brochures, a guest list for the Volunteer Evening, photographs and posters for the centennial's various activities.

Physical description: 0.037 m of textual records; 12 photographs: 11 col., 1 b&w; 2 CDs: photographs, col.; 12 posters.

Language of the material:

Access points:

- Multiple media (documentary form)
- 

**File: P207-007-07-003 - Press Clippings**

Title: Press Clippings

ID: P207-007-07-003

Date: 2011-2012 (date of creation)

Scope and content:

The file consists of press clippings regarding the library's events and activities about the centennial year.

Physical description: 10 textual records.

Language of the material:

Access points:

- Textual record (documentary form)
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