

Simon Fairfield Public Library

Historical Archive

290 Main Street
Douglas, Massachusetts

Simon Fairfield Public Library Collection
2016.01

Processed by: Rebecca Lavalley
August 4, 2016

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Collection Information

Creator : Simon Fairfield Public Library

Title : Simon Fairfield Public Library Collection

Abstract : Collection contains items pertaining to the Simon Fairfield Public Library. Items include policies and procedures, Library Director reports and letters, newspaper articles, library events, anniversary items and items relating to the staff of the library.

Dates : Bulk 1954 - Present

Quantity : 1 – 5” Document box comprised of 20* Folders

Repository : Simon Fairfield Public Library, Historical Archive.

Finding Aid : Finding Aid in print form is available in the Repository.

Preferred Citation : [Box #, Item identification], Simon Fairfield Public Library Collection, Simon Fairfield Public Library, Historical Archive.

Provenance : Certain items were found in the Simon Fairfield Public Library Archival Cabinet in 2016 and the Simon Fairfield Public Library Attic in 2017. For these items, there is no further accession information available. Items starting in 2015 were collected by Rebecca Lavalley for historical purposes.

Processing Information : This collection was processed by Rebecca Lavalley on August 4, 2016.

MARC Access :

* This collection is a growing collection and the folder numbers will increase as the collection grows.

Historical/Biographical Notes

The Simon Fairfield Public Library currently provides the citizens of the Town of Douglas with access to books, magazines, audio books, CDs, DVDs, and children and adult programming.

Since 1770, the Town of Douglas was able to provide her citizens with a book collection, however that collection was housed in homes, businesses, and public buildings. It was not until 1850 that the first official library in East Douglas was founded and was comprised of 100 agricultural works. In 1879, public funding allowed for the creation of the Douglas Free Public Library, which provided access to 500 works that were housed in the old, long schoolhouse.

In 1903, James Marshall Fairfield made a generous donation in honor of his parents, Simon and Phoebe Churchill Fairfield. This donation would furnish the Town of Douglas with a fully-equipped public library building. The town accepted the donation for Fairfield with a provision that the control and government of the library and real estate be permanently vested in an eight member board of trustees. Three of the members are elected by the town voters for a term of three years. The remaining five members are appointed for life and are self-perpetuating.

On January 29, 1904, the Simon Fairfield Public Library was opened to the public. Along with the building, James Fairfield donated funds for the library to purchase 700 works to fill the shelves. Until his death in 1912, Fairfield continued to bestow various gifts to the town's library.

On July 17, 1954, the library celebrated its 50th Anniversary. This anniversary was highlighted with an exhibit displaying local memorabilia and essay, posters and program cover contests for the school children.

The Diamond Jubilee (75th Anniversary) of the Simon Fairfield Public Library was held on October 21, 1979. The 75th Anniversary was highlighted with the dedication of the Rosalie E. Williams Children's Room and the William J. Wallis Room. Rosalie Williams served as the town librarian for forty-five years. William J. Wallis was a life-trustee of the library and served the town in various aspects during his adult life.

On November 11, 1981, the Dr. Raymond H. Spooner Room was opened . The reference room was the chosen spot for the Spooner Room. Dr. Spooner was a trustee of the library.

Scope and Content

This collection is comprised of items regarding the Simon Fairfield Public Library. Included in this collection are Mission and Vision statements of the library, as well as the policies and procedures of the library. The reports and letters from Director Justin Snook are also included. Items also include newspaper articles regarding the library, events and anniversaries of the library and staffing events. There is also a series in the collection regarding the Friends of the Simon Fairfield Public Library.

Related Collections

Municipal Records can be found in the Simon Fairfield Public Library Municipal Records & Archive, collection RG_600, The Library Department.

2016.04, Town History consists of scrapbooks and clippings that include articles regarding the Simon Fairfield Public Library.

Series Descriptions

Series 1 : Library Policies and Procedures

Series Description : As of 2015, Simon Fairfield Public Library's Mission and Vision Statements, Patron Behavior Policy and Computer and Internet Use Policy.

Series 2 : The Director of the Library

Sub-Series 1 : Director's/Librarian's Reports

Sub-Series Description : Reports and letters from the director of the library to the patrons from June 23, 2015 until October 19, 2015.

Sub-Series 2 : The Douglas Way

Sub-Series Description : The Douglas Way is a Newsletter of the Simon Fairfield Public Library that provides patrons with library news, event scheduling and items of interest to the library.

Sub-Series 3 : Letters from the Director of the Library

Sub-Series Description : Mass mailings that are sent to the citizens of Douglas, and letters to representatives regarding funding.

Series 3 : Newspaper Articles

Series Description : Newspaper articles regarding the library.

Series 4 : Events at the Simon Fairfield Public Library

Sub-Series 1 : Guest Books

Sub-Series Description : Guest Books for events held at the Simon Fairfield Public Library.

Sub-Series 2 : Photograph and Scrapbook Albums

Sub-Series Description : Photograph and Scrapbook Albums for events held at the Simon Fairfield Public Library.

Series 5 : Anniversaries of the Simon Fairfield Public Library

Sub-Series 1 : 50th Anniversary

Sub-Series Description : 1904-1954, Fiftieth Anniversary of the Simon Fairfield Public Library Scrapbook.

Sub-Series 2 : 75th Anniversary, Diamond Jubilee

Sub-Series Description : 75th Anniversary of the Simon Fairfield Public Library Guest Book, Souvenir Book and pictures.

Series 6 : The Staff of the Simon Fairfield Public Library

Series Description : Pictures of retirement parties for the staff.

Series 7 : Friends of the Simon Fairfield Public Library

Series Description : Annual newsletter and donation requests.

Simon Fairfield Public Library 2016.01 Series 1: Library Policies and Procedures			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_01.01	September 23, 2015 – Douglas Public Library Mission & Vision Statements
1	1	2016.01_01.02	2015 – Douglas Public Library Patron Behavior Policy
1	1	2016.01_01.03	2015 – Douglas Public Library Computer & Internet Use Policy
Simon Fairfield Public Library 2016.01 Series 2: The Director of the Library Sub-Series 1: Director's Report/Librarian's Letter			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_02.01.01	Douglas Public Library, Director's Report, June 23, 2015
1	1	2016.01_02.01.02	Douglas Public Library, Librarian's Letter, July 26, 2015
1	1	2016.01_02.01.03	Douglas Public Library, Librarian's Letter, September 23, 2015
1	1	2016.01_02.01.04	Douglas Public Library, Librarian's Letter, October 19, 2015
Simon Fairfield Public Library 2016.01 Series 2: The Director of the Library Sub-Series 2: The Douglas Way			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_02.02.01	October 5, 2015 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	1	2016.01_02.02.02	October 19, 2015 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	1	2016.01_02.02.03	November 5, 2015 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library

1	1	2016.01_02.02.04	December 3, 2015 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	1	2016.01_02.02.05	December 2015 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	1	2016.01_02.02.06	December 2015/January 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	2	2016.01_02.02.07	January 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	2	2016.01_02.02.08	March 15, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	2	2016.01_02.02.09	March 25, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	3	2016.01_02.02.10	April 5, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	3	2016.01_02.02.11	April 14, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	3	2016.01_02.02.12	May 10, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	3	2016.01_02.02.13	June 15, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.14	July 7, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.15	July 23, 2016 – The Douglas Way, Virtual Renovation
1	4	2016.01_02.02.16	August 1, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.17	August 11, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.18	August 19, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.19	September 14, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	4	2016.01_02.02.20	September 22, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library

1	5	2016.01_02.02.21	October 6, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	5	2016.01_02.02.22	October 11, 2016 – The Douglas Way: Our Email Address is Changing
1	5	2016.01_02.02.23	October 18, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	5	2016.01_02.02.24	November 9, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	5	2016.01_02.02.25	December 12, 2016 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	6	2016.01_02.02.26	February 14, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	6	2016.01_02.02.27	April 6, 2017 – The Douglas Way: Important Changes in Loaning Policies
1	6	2016.01_02.02.28	May 4, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	6	2016.01_02.02.29	May 18, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	6	2016.01_02.02.30	July 17, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	6	2016.01_02.02.31	September 13, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library : Pumpkin Spice Edition
1	6	2016.01_02.02.32	October 2, 2017 – Octoberfest!
1	6	2016.01_02.02.33	October 30, 2017 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.34	January 22, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.35	February 27, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.36	March 19, 2018 – Board of Selectmen Meeting Tomorrow
1	7	2016.01_02.02.37	April 2, 2018 – The Douglas Way, A Newsletter of the

			Simon Fairfield Public Library
1	7	2016.01_02.02.38	April 10, 2018 – Announcement Regarding Chess Club
1	7	2016.01_02.02.39	April 30, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.40	May 31, 2018 – Join Us For A Special Occasion
1	7	2016.01_02.02.41	June 27, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.42	September 11, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.43	October 15, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.44	November 6, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.45	November 29, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.46	December 19, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	7	2016.01_02.02.47	December 27, 2018 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.48	January 15, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.49	January 24, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.50	February 12, 2019 – The Library is Closing Early
1	8	2016.01_02.02.51	February 14, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.52	March 4, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.53	March 12, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.54	April 3, 2019 – The Douglas Way, A Newsletter of the

			Simon Fairfield Public Library
1	8	2016.01_02.02.55	June 25, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.56	July 25, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.57	August 26, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.58	October 10, 2019 – Bullet Journal Program Tuesday
1	8	2016.01_02.02.59	October 28, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	8	2016.01_02.02.60	November 27, 2019 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	9	2016.01_02.02.61	January 6, 2020 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	9	2016.01_02.02.62	January 30, 2020 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	9	2016.01_02.02.63	March 4, 2020 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	9	2016.01_02.02.64	March 14, 2020 – COVID-19 Pandemic Procedures
1	9	2016.01_02.02.65	March 17, 2020 – COVID-19 Update: Library Closed
1	9	2016.01_02.02.66	March 25, 2020 – Library Update: Lots to do Online
1	9	2016.01_02.02.67	April 14, 2020 – Library Update: Book Delivery is a Go!
1	9	2016.01_02.02.68	April 21, 2020 – Friends Annual Meeting & How to Use the Online Catalog
1	9	2016.01_02.02.69	April 30, 2020 – The Douglas Way, A Newsletter of the Simon Fairfield Public Library
1	9	2016.01_02.02.70	May 21, 2020 – Library Service Update
1	9	2016.01_02.02.71	June 9, 2020 – Library Service Update
1	9	2016.01_02.02.72	June 18, 2020 – Library Service Update

1	9	2016.01_02.02.73	July 7, 2020 – Summer Reading Challenge
1	9	2016.01_02.02.74	July 9, 2020 – The Douglas Way – Library Reopening!
Simon Fairfield Public Library 2016.01 Series 2: The Director of the Library Sub-Series 3: Letters from the Director			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_02.03.01	September 2015 – Mass Mailing "Simon Fairfield Public Library" regarding maintenance and renovations (mailing sponsored by the Friends of The Simon Fairfield Public Library)
1	1	2016.01_02.03.02	February 23, 2016 – Letter "To Representative McKenna from Justin Snook, Director of Simon Fairfield Public Library" regarding funding for the library (presented to McKenna at the February 23, 2016 Trustee Meeting)
Simon Fairfield Public Library 2016.01 Series 3: Newspaper Articles			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_03.01	Reed, Barbara Van. "Ann D. Carlsson retires after 29 years." <i>The Yankee Xpress</i> . April 15, 2015.
1	1	2016.01_03.02	Barlow, Gregg. "An intellectual communication center: New director has big plans for library." <i>Blackstone Valley Tribune</i> . July 3, 2015.
1	1	2016.01_03.03	Barlow, Gregg. "Library keeps the events coming: Snook: 'Give the town what it needs'." <i>Blackstone Valley Tribune</i> . September 4, 2015.
Simon Fairfield Public Library 2016.01 Series 4: Events at Simon Fairfield Public Library Sub-Series 1: Guest Books			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_04.01.01	Simon Fairfield Public Library Guestbook May 24 – June 1, 1971: Art Showing at S.F.P. Library, 1st Art Show, Mr. Edward Phelps, Art Teacher.

			May 13 – May 25, 1972: Art Showing at Simon Fairfield Public Library, 2nd Year, Mr. Edward Phelps, Art Class.
Simon Fairfield Public Library 2016.01 Series 4: Events at Simon Fairfield Public Library Sub–Series 2: Photograph and Scrapbook Albums			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
OS Shelf		2016.01_04.02.01	November 11, 1981 – Photograph & Scrapbook Album of the Official Opening of the Dr. Raymond H. Spooner Room in the Simon Fairfield Public Library
Simon Fairfield Public Library 2016.01 Series 5: Anniversaries of the Simon Fairfield Public Library Sub–Series 1: The 50th Anniversary			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_05.01.01	Table of Contents for Fiftieth Anniversary Scrapbook
1	1	2016.01_05.01.02	1904 to 1954, Fiftieth Anniversary of the Simon Fairfield Public Library, July 17, 1954 (Pages from "In Honor of: Two Hundredth Anniversary and Welcome Home For Veterans, World War II" Scrapbook #1)
1	2	2016.01_05.01.03	Simon Fairfield Public Library, 50th Anniversary, June 7–12, 1954 Souvenir Booklet (2 Copies)
1	3	2016.01_05.01.04	Handwritten "Verses for Library Dedication, Jan. 28, 1904." (This item was found tucked into one of the 50th Anniversary Souvenir Booklets.
Simon Fairfield Public Library 2016.01 Series 5: Anniversaries of the Simon Fairfield Public Library Sub–Series 2: The 75th Anniversary			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_05.02.01	Simon Fairfield Public Library, 75th Anniversary, 1904–1979, Guestbook
1	2	2016.01_05.02.02	October 21, 1979 – Program "Simon Fairfield Public Library, 75th Anniversary, Diamond Jubilee, 1904–1979, October 21, 1979"

1	3	2016.01_05.02.03a	October 1971 – Photo Album Index for the "Simon Fairfield Public Library, 75th Anniversary, Diamond Jubilee, 1904–1979" Celebration.
1	4	2016.01_05.02.03b	October 1971 – Photo Album from the "Simon Fairfield Public Library, 75th Anniversary, Diamond Jubilee, 1904–1979" Celebration.
Simon Fairfield Public Library 2016.01 Series 6: The Staff of the Simon Fairfield Public Library			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_06.01a	1994 – Pictures from Retirement Party of Anthony Russo (Custodian) from the Simon Fairfield Public Library
1	1	2016.01_06.01b	Photo Index for Pictures from Retirement Party of Anthony Russo
Simon Fairfield Public Library 2016.01 Series 7: Friends of the Simon Fairfield Public Library			
<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	2016.01_07.01	2015 Newsletter and Donation Request