

Peabody Institute Library Records, 1854-2018

Reference Code: MPeaI

Repository: Local History Resource Center, Peabody Institute Library, Peabody, Massachusetts

Call Number: PIL

Creator: Peabody Institute Library

Title: Peabody Institute Library Papers

Dates: 1813 to 2020; 1852 to 1920 (Bulk)

Size: 12.21 linear feet (21 boxes and 51 books, pamphlets and items)

Language(s): Collection materials are in English.

Abstract: The Peabody Institute Library Papers span the years from those of the Danvers Mechanical Institute, which was a model for the Peabody Institute, to present day. Included in the papers are correspondence, speeches, minutes, reports, prints, photographs, maps, plans, stereoscopic images, news clippings and scrapbooks recording the donation given by George Peabody to the town of Danvers in 1852 for the creation of the Peabody Institute; George Peabody's dealings with the trustees and librarians; the changes in the library over time, as well as any papers accumulated by librarians and trustees.

Organizational History

The Peabody Institute Library was begun with the June 16, 1852 donation from George Peabody.

George Peabody was born in South Danvers in 1795 and had sailed for London in 1837 to expand his import/export business. By 1843, Peabody became an investment banker. As he rose in prominence, and especially in the year 1851, he began to consider making a gift to his home town of South Danvers.

On January 5, 1852, the Danvers Mechanic Institute (DMI) named George Peabody an honorary member. This subscription based institute, located in South Danvers, was both a library and a lyceum. Though the committee appointed to inform Peabody of this honor waited until June 17, 1852—*after* the town had been informed of the donation from George Peabody—it is possible his awareness of this institution influenced Peabody in deciding the type of institution he wished to create.

Later that spring, the Danvers Centennial Committee issued an invitation to George Peabody, asking him to join the citizens in the celebration of the 100th anniversary of Danvers' separation from Salem. His response, sent on May 26, 1852, announced his intention to donate \$20,000 for the creation of the Peabody Institute. Though similar to the Danvers Mechanic Institute in that it would be both a library and a lyceum, the Peabody Institute would be open to everyone, free of charge. By the time of his death in 1869, George Peabody would have donated over \$217,000 just to the Peabody Institute.

The architect chosen for the Peabody Institute was Richard Bond (1797-1861), a well known New England architect. Franklin Merrill of Danvers and Russell & White of Salem were the contractors hired to build the library. The Peabody Institute opened on October 18, 1854.

Fitch Poole had been chosen as the first Librarian on January 3, 1854. His participation in founding the Danvers Mechanic Institute in 1841 and his work with it until it closed in 1855 made him a natural choice. He was instrumental in selecting many of the original books for the library, as well as organizing it. He resigned just before the library's opening on September 27, 1854. Eugene B. Hinckley was then elected Librarian and he served until May, 1856. Upon his resignation, Fitch Poole once more became Librarian, continuing his work with the Peabody Institute until his death in 1873.

Poole collected and organized many of the early documents of the library. He put together some of the scrapbooks containing news accounts regarding George Peabody, as well as created the *Reception of George Peabody, of the Children of South Danvers, October 15, 1866*.

In 1866, after consulting with George Peabody, Eliza Sutton, a prominent woman in the town, donated \$20,000 to the Peabody Institute. This gift, coinciding with George Peabody's October 15, 1866 visit to South Danvers, was made to create the Eben Dale Sutton Library. It was the first reference room of the library and was named in memory of Eliza Sutton's son who died at the age of 14. During the construction of the tower, a front portico was added on to the library. Alterations were also made to the Lyceum. The architect for this work was Gridley James Fox Bryant and the contractor chosen to complete the addition and renovations was Simeon Flint.

From 1841 until the early 1850's, the Danvers Mechanic Institute hosted yearly courses of lectures. These Lyceum speakers were part of a nationwide movement which sought to educate adults in a wide variety of subjects. They included topics of the days, such as mesmerism, as well as philosophy, literature, history and culture.

Upon its opening in 1854, the Peabody Institute mirrored the DMI by beginning its own yearly courses in adult education. As with the DMI, these Lyceum topics included philosophy, literature, travel and history. Among the speakers invited to the Lyceum were Ralph Waldo Emerson, Rufus Choate, Charles Sumner, Frederick Douglass, Josiah Quincy and Oliver Wendell Holmes.

The Peabody Institute would not expand again until the late 1970s. For the bicentennial of the United States the Library received a grant to clean and restore the Sutton Room. Also, the Library Trustee's realizing that the Library had out grown the original building looked to add an addition, which was constructed in 1977-1978. During the construction the lyceum was removed and the children's room was moved from the first floor to the second of the original building. A mezzanine was added to the original building. The children's room would remain on the second floor from 1978 until the early 1990s when it was moved to the basement level and the offices were moved to the second floor. The director's office would move to the area near the miniature of Queen Victoria. In 2013 a creativity lab was added in the former meeting space in the lower level of the Library.

Arrangement

Series 1: Library Trustees, 1854-2014

Subseries 1.1: Library Trustee Reports, 1854-1990

Subseries 1.2: Minutes of the Trustees, 1854-2014

Series 2: Library Papers

Subseries 2.1: Danvers Mechanics Institute, 1848-1855

- Subseries 2.2: Peabody Institute Library Papers, 1856-2014
- Subseries 2.3: Edward O’Conner Papers, 1951-1968
- Series 3: Sutton Room Papers, 1866-2015
- Series 4: Danvers Centennial Committee Papers, 1851-1854
- Series 5: George Peabody Papers 1813-2006
 - Subseries 5.1: George Peabody Papers 1813-1929
 - Subseries 5.2 Peabody Donation Papers 1890-2006
 - Subseries 5.3: George Peabody Anniversary Events 1895-1995
 - Subseries 5.4: George Peabody Anniversary Events 1995
- Series 6: Peabody Institute Library Oversized Materials, 1855-2010

Scope and Content Note

The Peabody Institute Library papers are broken into five major series and one series that relates to the others. The papers record the history of the Library and its relationship with the community. Included in the collection are the minutes of the Trustees; annual reports; Lyceum Committee records; blueprints; and ephemera.

Trustee & Director’s Papers

Included with the Trustee papers are the handwritten Library and Lyceum Committee Records, started in 1852 and which were continued until 1972. These provide a monthly and sometimes weekly perspective on the creation of the Peabody Institute and its operations. The minutes record all communications between the committee and George Peabody, their work to find a suitable site for the library, committee members’ efforts to purchase the proper books for the Institute, their efforts to catalog those volumes, as well as listing every person invited to speak at the Lyceum. Following these minutes are the Trustee Papers, which include the yearly and monthly minutes of their meetings. While they present a less detailed image of the library, the overview they provide allows one to follow the yearly changes within the Institute. Also included are paper and correspondence of the Library Director’s. The paper starts with Thomas Scully and remains current with the Library’s current director, Martha Holden.

Danvers Mechanic Institute Papers & Library Papers

The Danvers Mechanic Institute Papers contain the minutes of the Institute from its conception in 1841 until its dispersal in 1855. The decision to dissolve the DMI was in response to the creation of the Peabody Institute and the realization few people would continue sponsoring a fee based library. Included with the papers are treasurer accounts, a small broadside advertising the Institute, a listing of the speakers invited to the Institute, as well as the decision to donate most of the DMI’s books and belongings to the Peabody Institute.

Library Papers include anything collected or produced by trustees and librarians. Trustee correspondence include an 1856 letter from Henry W. Poole to the trustees regarding the possibility of George Peabody donating an organ to the library instead of a Chickering piano; an 1862 letter addressed to Dr. Andrew Nichols, receipts dealing with donations from Eliza Sutton and others; accounts and letters related to the purchase of new chairs for the Lyceum in 1886; 1890 letters from

Francis H. Appleton, one regarding his resignation, the other describing the Historical Extracts he has just completed; letters between committee members; papers concerning possible alterations to and construction on the Institute and lists of trustees and committee members.

Included with the Library Papers is the correspondence of the first Librarian, Fitch Poole. Two letters sent to Poole came from a man in Newmarket, N.H. identified as Samuel Snipes. Poole is addressed as Bill Bighton. It would seem these are related to Poole's work as a local publisher, where letters were often sent to the editor under aliases. Other letters filed with these papers are Poole's requests for people to speak at the Lyceum or for them to send photographs of themselves to be included in the scrapbooks he assembled; a letter from Robert Winthrop regarding Poole's request for a copy of his speech given during George Peabody's visit; a letter from John W. Proctor in response to Poole's request for information about his grandmother; some information about the Poole genealogy and a copy of an epitaph of Poole's grandfather, Fitch Pool, who died in 1770.

Also included with the library papers are the 1872 plans drawn by members of the Boston Athenaeum, suggesting possible ways to shelve books and catalog them. Historical Extracts of the Peabody Institute were written in 1890 by Francis H. Appleton, one of the Trustees at the time. These present a yearly accounting of the events related to the Peabody Institute. There is also a scrapbook assembled, first by Fitch Poole, and later by Trustees, of any prints and photographs of George Peabody and the early Trustees of the Peabody Institute. Postcards of the library have been filed in Postcard Box 1 see Postcard Finding Aid.

The Lyman P. Osborn letters, which were buried with the Century Chest in 1902, are also included here. In his letter, Osborn addresses the Librarian of 2002, speaking of the methods he used as Librarian, along with speculations as to what the future might bring. The Edward O'Connor Papers include his correspondence, minutes and memorabilia of his time as a trustee.

All register books recording visitors to the library, canceled bank books, meeting room policies, dedication events, programs for events held at the library, renovation plans, program and event brochures, Library accounts, Lyceum logs and receipts for events held in the Lyceum, news clippings and library anniversary event papers are also included here. The 1869 register of visits includes the signatures of all the visitors who came July 16 of that year to join with George Peabody in his last tour of the library and Sutton Room. There is also a Registry for those wishing to apply for membership to the library from 1854 to 1880. Correspondence are the letters which came from any wishing to donate items or manuscripts to the library. Among the miscellaneous papers is an 1854 reference for a towns person to be allowed borrowing privileges, an envelope signed by J. Warren Upton, Librarian between 1881 and 1898, and various notes recording events. Library Ephemera include transcribed copies of Queen Victoria's letter to George Peabody, 1985 tickets from a Library ball, sketches done of the West Branch Library, old exhibit labels for the George Peabody exhibit case, mock-ups for various library logos, bookmarks and book cards. Also here is the photograph album of the Dedication of the New Wing of the Library on October 29, 1978.

All plans for proposed and actual renovations to the library and the Wallis House once owned by the library are filed in oversize boxes 1 and 2. Also found in oversize box 1 is a broadside advertising the opening of the Library on October 18, 1854.

Photographs of the library in 1953, 1968 and before, during and after the 1977-78 addition are filed in Photograph Boxes 1, 2, 4, 5, 6 and 8. There is also one photograph album of the Library's Dedication ceremony for the 1978 addition. This is located on the Photograph shelf.

Sutton Room Papers

The Sutton Room Papers contain any correspondence between Eliza Sutton and the Trustees, all receipts, plans and letters between the architect Gridley James Fox Bryant and the contractor selected for the construction, Simeon Flint. They also include correspondence between Ezra Abbott, assistant librarian at Harvard University, and the library trustees, as well as suggestions of likely acquisitions for the Sutton Library. Also filed here are any brochures produced through the years for the Sutton Room, accounts and reading room log and information regarding the Milton Shield donated to the library by Eliza Sutton.

Gridley James Fox Bryant's plans for the Sutton Room, as well as his sketches for changes to the Lyceum are filed in oversize boxes 1, 2 and 3. Stencils, drawings and plans for the restoration of the Sutton Room ceiling conducted in 2003 have also been included in these boxes. Also filed here are exhibit labels from Sutton Room events.

This series also includes the papers and correspondence of the archivist of the Library, Nancy C. Barthelemy and Erik R. Bauer.

Danvers Centennial Committee Papers

Danvers Centennial Committee Papers are those accumulated by the committee organized to celebrate the 100th anniversary celebration of Danvers' separation from Salem. They include correspondence, minutes of meetings, accounts for the parade and celebration held on June 16, 1852, hand-written speeches of the participants and concluding remarks of those present which were eventually published in the *Account of the Centennial Celebration in Danvers, June 16, 1852, Together With the Proceedings of the Town in Relation to the Donation of George Peabody, Esq. of London*.

Copies of letters sent to George Peabody are included, as well as letters addressed to the committee. These came from Andrew Bigelow, Robert Rantoul, James Savage, Thomas P. Field, Perley Putnam, Charles W. Upham, John Palfrey, Lilley Eaton, Charles Sewall, Milton Braman, John Webster, Ebenezer Hunt, Philemon Putnam, James Fletcher, Judith Dodge Peabody Russell, Charles Moses Endicott, Dr. Andrew White, William C. Endicott, George G. Smith, P. R. Southwick, John Tatlock, Allen Putnam, T. M. Dix and Sarah King. The hand-written speeches were sent in response to Fitch Poole's request for copies of them for the publication of the *Centennial Celebration* book. Filed here are the hand-written speeches of Allen Putnam, Alfred A. Abbott, P. R. Southwick, Robert S. Daniel, Judge White, Amasa Walker, Charles C. Sewall, Israel W. Putnam, Samuel P. Fowler, John Webster, Ebenezer Hunt and Rev. J. W. Hanson. There are fragments of the speech given by Rev. J. B. Felt. Also filed here are the committee's concluding Remarks written for the *Account of the Centennial Celebration in Danvers*.

George Peabody Papers

The George Peabody Papers include early letters from Peabody to his sister Judith and his partner Elisha Riggs, business letters to Riggs Hitchcock & Co., correspondence between him and Fitch Poole, Robert Daniels and others regarding his donation to the Peabody Institute, his pleasure that the building was completed and one to a Mrs. Adams. One is addressed to William Edward Mayhew regarding his hopes to do something for the City of Baltimore. Those addressed to Robert S. Daniels are filed here, one regarding Peabody's donation of Benjamin Franklin's walking stick to the Institute, another regarding his satisfaction with the report submitted to him on the condition of the Peabody Institute, his letter from Newport, Rhode Island accepting South Danvers's invitation to the celebration and parade to be held on October 11, the December 22, 1856 letter donation \$10,000 for the creation of a branch library in north Danvers and letters donating books to both the Institutes in Danvers and South Danvers. Three letters were purchased by the library at a later date from Goodspeed's of Boston. These are filed in a separate folder and are addressed to S. Wetmore, Sidney Bartlett and one to a photographer requesting a sitting. One incomplete undated letter contains his recollections of his life.

In conjunction with Peabody's visit to South Danvers in 1856, a series of sixteen prints were commissioned to record the parade. These were created for the publication *Proceedings at the Reception and Dinner in Honor of George Peabody, Esq., of London, by the Citizens of the Old Town of Danvers, October 9, 1856. To Which is Appended an Historical Sketch of the Peabody Institute, with the Exercises at the Laying of the Corner-Stone and at the Dedication.* While the unmated prints are filed with the manuscripts, sixteen prints, which were part of an exhibition, have been filed in the oversized box 4. All committee records for the Peabody's 1856 visit and Edward Everett's speech are filed here. George Peabody's address to the children on his October 15, 1866 visit to South Danvers is also to be found with these papers. Also here is the *Reception of George Peabody, of the Children of South Danvers, October 15, 1866* which was assembled and apparently hand written by Fitch Poole. An Autograph book assembled by Fitch Poole and others, mostly of letters from those accepting or declining the invitation to the Reception for George Peabody's Reception in South Danvers in 1856 is also with these papers, as well as *Mr. Peabody and His Friends*, a scrapbook of photographs and letters from those invited to join George Peabody at the Peabody Institute on July 16, 1869. Included with these is a letter and photograph of Robert E. Lee. The Autograph volume includes George Peabody's application for membership to the Peabody Institute, a telegraph from Charles Sumner declining the nomination for Massachusetts Governor and letters to trustees and librarians in the 1890's.

Two prints, either from *The Illustrated London Times* or *Harper's Illustrated*, donated by James E. Farley, of George Peabody's statue and of him in London are filed in oversize box 4. There are also menus of Peabody's London dinners; a copy of Queen Victoria's letter to him telling of her intention to present him with the miniature portrait of herself; a scrapbook assembled by Fitch Poole of any newspaper clippings dealing with George Peabody; a copy of *The Peabody* Scottisch, a copy of the *Illustrated London News* from July 18, 1863 describing George Peabody's Donation to the poor of London and a song by James Magruder about Peabody; Mortuary Honors for the late George Peabody in Portland, Maine; the Eulogy given at his funeral in Peabody in 1870; and the scrapbook assembled on the occasion of his death. Various clippings from *Harper's Weekly* and the *Illustrated London News* regarding the Peabody funeral are filed here. Also included here is one oversized print of George Peabody.

Any postcards of the gravesite or of George Peabody himself have been placed in Postcard Box 1. Stereoscopic views of the funeral are filed in Photograph box 1, the negatives of these images are in

oversized box 5 with other views of the gravesite. Two oversize prints of the removal of Peabody's body from England onto the Monarch is filed in oversized box 2. An uncut galley of the first few pages of publication *Proceedings at the Reception and Dinner in Honor of George Peabody, Esq., of London, by the Citizens of the Old Town of Danvers, October 9, 1856* is filed here, as well as a calligraphy card with Peabody's motto, "Education—a debt due from present to future generations." Two prints of Peabody, one as he looked in 1814 and another later in his life are filed in this box, as well. The carte-de-visite of Frederick A. Tilt, the artist responsible for the miniature portrait of Queen Victoria is filed in Photograph Box 2. Lastly, notes of the Peabody Genealogy written by Carrie Upton and Helen Murray Peabody Pennington are included here.

Prints of George Peabody's other donations—to Yale, Harvard, the Peabody Museum of Salem, the George Peabody College for Teachers in Nashville, and the Peabody Trust Homes for the Poor in London—can also be found with these papers. Also to be found here is the vellum acknowledgement from the Mayor of London for George Peabody's donation of \$150,000 pounds for housing for the poor. Annual reports of the Peabody Donation Fund, which created the College for Teachers, as well as Peabody Trust Bulletins, have been filed with these papers. Prints taken from the *Illustrated London News* of the Peabody Trust are filed here. Three prints of the London Trust, donated by James Farley, are in oversized box 4. Photographs of the Peabody Trust of London, taken between 1940 and 1960, are filed in Photograph Box 1.

Lastly, the George Peabody Papers include any and all menus, brochures and programs related to centennial celebrations of Peabody's birth. These include those held by the Library, the town of Peabody, as well as those held by the London Trust and those in Baltimore. Included here are any correspondence between Franklin Parker, the author of *George Peabody: A Biography*, and librarians, as well as letters regarding efforts for a George Peabody stamp and information on Peabody Glass. There are also correspondence and contracts exchanged with the Peabody Trust of London in 1995 for the *Prophetic Eye*, the exhibit they held for the bicentennial celebration of George Peabody's birth. Also included are the graphics and design for the exhibition, as well as photographs and a video made of the exhibition. Any news clippings collected from the Bicentennial Celebration of Peabody's Birth are filed in oversized box 4. Lastly, all documents related to the City's efforts to have a commemorative George Peabody stamp made are also here.

Administrative Information

Preferred Citation: [Identify the item], Date (if know), [Box, and, or Folder Number], Peabody Institute Library Collection, Local History Resource Center, Peabody Institute Library

Provenance: In the early years of the Peabody Institute, the papers were collected by Fitch Poole, the first Librarian. Later volumes and records were accumulated by trustees and subsequent librarians. The print of George Peabody done in 1814 was donated by his sister Judith Dodge Peabody Russell. The facsimile letters of Queen Victoria's letter Alfred Donnett of Birmingham, England. The picture of Frederick A. Tilt, the artist responsible for the miniature portrait of Queen Victoria was donated by Mrs. Hackett-Jones, Tilt's great-granddaughter. The stereoscopic images of George Peabody, lying-in-state, in the Peabody Institute; of the portrait of Queen Victoria and of the Lyceum Hall draped in mourning were donated by Mrs. Osborne Palmer. Several letters from George Peabody to Robert S. Daniels, one of the original trustees of the library, were donated in

1908 by Daniels' son. Several letters found in the Autograph Scrapbook were donated in 1913 by Kirk Manahan of Lowell, Massachusetts. Several prints from *Harper's Illustrated* and *The Illustrated London News* of George Peabody receiving awards and of his statue in London were donated in the mid-1960's by James E. Farley, an attorney living in Peabody at the time. In 2002, the Peabody Historical Society donated papers placed in the 1902 Century Chest by Peabody Institute Librarian Lyman P. Osborn. These included letters addressed to the Librarian of 2002, as well as some papers to demonstrate librarianship at the time he lived. In 2004, Edward O'Connor, a trustee from 1950 to 1972, donated the papers he accumulated during his terms as trustee. These include his correspondence and some trustee minutes.

Acquisition Information: 1854 to current.

Processing: Nancy C. Barthelemy, archivist, 2006; reprocessed Erik R. Bauer, archivist, 2013-2014.

Access Rights: Collection is open for research.

Physical Access Restriction: None.

Tech Access Restrictions: The Peabody Institute Library does not own the playback equipment required for use of audio recordings.

Copyright: Copyright has been assigned to the Peabody Institute Library. All requests for permission to publish or quote from manuscripts or other materials must be submitted in writing to the archivist. Permission is given on behalf of the Peabody Institute Library as the owner of the physical items and as the owner of the copyright in items created by the donor. Although copyright was transferred by the donor, copyright in some items in the collection may still be held by their respective creator(s).

Conservation Notes: All staples and paperclips were removed. Most maps and plans were unfolded and placed within acid free folders and stored in map boxes. Papers were filed in acid-free folders and organized in document boxes. Fragile volumes had boxes created for them and any pages or documents viewed as particularly acidic had acid-free tissue placed between them. Photographs were stored in melinex envelopes and filed in photograph boxes. Prints were filed in folders or matted and placed in oversized storage boxes. Some surface cleaning was done and tears were mended.

Related Collections: Photograph collection has photographs of the Library and public programs. Postcards of the Library can be found in the postcard collection and stereoviews in the stereoview collection. Also see the video collection for public programs that the Library as sponsored and the Audio Collection has the audio of the Trustee meetings for 1983-1991.

Subject Headings

Peabody (Mass.)--History
South Danvers (Mass.)--History
Danvers (Mass.) - History
Danvers Mechanic Institute (South Danvers, Mass.)--History
Danvers Centennial Celebration, 1852
Danvers (Mass.)--Anniversary celebrations, etc.

Peabody, George, 1795-1869

Poole, Fitch, 1803-1873

Tilt, Frederick A.

Peabody Institute (Peabody, Mass.)

Peabody Institute (Peabody, Mass.)--Children's Department

Peabody Institute (Peabody, Mass.)--Construction or Blueprints

Peabody Institute (Peabody, Mass.)--History

Peabody Institute (Peabody, Mass.)--Library Trustee's

Collection Inventory

Series 1: Reports & Minutes of the Library Trustees, 1855-2014

The Library Trustees were required to give an annual report on the state and health of the library including the lyceum and later the Sutton Room. These reports include the names of speakers and how much they were paid and books purchased for the collection. Also included are the minutes of the Library Trustees.

Subseries 1.1: Peabody Institute Library Annual Reports, 1855-1978

This subseries has the Annual Reports of the Peabody Institute Library. Because the Library was a separate entity of the City of Peabody, they were required print an annual report on the state and health of the library including the lyceum and later the Sutton Room. These reports include the names of speakers and how much they were paid and books purchased for the collection.

Box	Folder	File Title	Dates (if know)
1		Reports of the Trustees, 1855-1900	
	1	Reports of the Trustees	1855-1861
	2	Reports of the Trustees	1862-1866
	3	Reports of the Trustees	1868-1873
	4	Reports of the Trustees	1874-1879
	5	Reports of the Trustees	1880-1886
	6	Reports of the Trustees	1887-1893
	7	Reports of the Trustees	1894-1900
2		Reports of the Trustees, 1901-1933	
	8	Reports of the Trustees	1901-1907
	9	Reports of the Trustees	1908-1910
	10	Reports of the Trustees	1910-1914
	11	Reports of the Trustees	1915-1921
	12	Reports of the Trustees	1922-1924
	13	Reports of the Trustees	1926-1927
	14	Reports of the Trustees	1928-1931
	15	Reports of the Trustees	1932-1933

3 Reports of the Trustees, 1934-1978

16	Reports of the Trustees	1934-1935
17	Reports of the Trustees	1936-1938
18	Reports of the Trustees	1939-1940
19	Reports of the Trustees	1941-1942, 1945
20	Reports of the Trustees	1945, 1974, 1976-1978
21	Reports of the Trustees	1953, 1970, 1990
22	Library Trustee Handbook	1983

4 Reports of the Trustees, 1853-1904

23	Reports of the Trustees	1853-1855, 1858, 1860, 1862
24	Reports of the Trustees	1862-1869
25	Reports of the Trustees	1870-1875
26	Reports of the Trustees	1876-1881
27	Reports of the Trustees	1882-1888
28	Reports of the Trustees	1889-1894
29	Reports of the Trustees	1895-1900
30	Reports of the Trustees	1901-1904
Book	Peabody Institute Reports	1853-1888
Book	Peabody Institute Reports	1889-1908

Subseries 1.2: Minutes of the Peabody Institute Library Trustees, 1852-2017

This subseries included are the minutes of the Library Trustees. Many of these minutes were written and bound in a book until they were typed out in the late 1990s.

On Shelf

Book	Minutes of the Peabody Institute Trustees	1852-1926
Book	Minutes of the Peabody Institute Trustees	1926-1969
Book	Minutes of the Peabody Institute Trustees	1969-1984
Book	Minutes of Peabody Institute Trustees	1984-1998
Book	Minutes of Peabody Institute Trustees	1999-2017

Series 2: Library Papers, 1848-2011

The Danvers Mechanics Institute was a subscription based library located in South Danvers, MA. George Peabody was made on January 5, 1852. The papers in this series relate to the Danvers Mechanics Institute and its disbandment in 1855. The Peabody Institute Library papers include Trustees correspondence; Library plans; brochures along with staff reports, ephemera and newspaper clippings. This subseries has items relate to Edward O'Connor who was a long time Library Trustee who donated his papers as they related to the Library.

Subseries 2.1: Danvers Mechanics Institute Paper, 1848-1855

The Danvers Mechanics Institute was a subscription based library located in South Danvers, MA. George Peabody was made on January 5, 1852. The papers in this series relate to the Danvers Mechanics Institute and its disbandment in 1855.

Box	Folder	File Title	Dates (if know)
1	Danvers Mechanics Institute Papers & Peabody Institute Library Papers 1848-1998		
	31	Danvers Mechanics Institute Papers	1848-1855
	32	Trustee Correspondence	1856-1868
	33	Trustee Meeting from February 28, 1881	1881
	34	Trustee Correspondence — February to May 1886	1886
	35	Trustee Correspondence — June to July 1886	1886
	36	Trustee Correspondence — August 1886	1886
	37	Trustee Correspondence — Month Unknown 1886	1886
	38	Trustee Correspondence — 1888-1895	1888-1895
	39	Trustee Correspondence — 1925, 1936	1925, 1936
	40	Trustees and Committees — 1938-1998	1938-1998
	41	Letters Address to Fitch Poole	1852-1869
	42	Lyman P. Osborn Letter & Library Materials	1902
	43	Library Plans	1872
	44	Library Correspondence	1905-2004
	45	Library Brochures	1930, 1953, 1978

Subseries 2.2: Peabody Institute Library Papers, 1856-2011

Subseries include Trustees correspondence; Library plans; brochures along with staff reports, ephemera and newspaper clippings.

Box	Folder	File Title	Dates (if know)
25	Library Registration Books		1952-1971
	46	Library Bank Books	1955-1973
	47	Peabody Institute History Speech	1966
	48	Minimum Standards for Librarians	1967
	49	Library Expansion and Renovation Papers	1975-1975
	50	Library Renovation Papers	1977
	51	Dedication and Anniversary Celebration	1978, 1982, 2004
	52	Library Meeting Room Poetry	1983, 1990
	53	Program & Brochures	1976, circa 1990
	54	A Year in Review, George Peabody Bicentennial	1988-1995
	55	Library Planning Reports	1980, 1989
	56	Peabody Institute. Baltimore, Letter and Booklet	1993
	57	Library Events	2003, 2005
3	Peabody Institute Library Papers 1854-2020		
	58	Library Ephemera — Possible from an Exhibit	1985, No Date
	59	Library Miscellaneous	1854-1917
	60	Library Newspaper Clippings	1941-2005
	61	Mock-Ups for Library Logo	No Date
	62	Exhibit Labels for Main Room Display Case	No Date

63	Centennial of the Library	1953
64	George Peabody Merit Award Program	2004
65	George Peabody Merit Award Program	1995, 2005
66	George Peabody Merit	2005, 2008, 2009
67	Staff Meeting Minutes	1987-1994
68	Monthly Staff Reports — Mainly Reference	1987-1992
69	Monthly Staff Reports — Mainly Reference	1993-1998
70	South Branch Papers & Friends of South Branch	1977-1992, N.D
71	Planning for the Future Report	1988-1989
72	South Branch Library Survey	1988
73	Pandemic Library Stuff	2020

4 Library Events 2010-2014

74	Main Room Reopening	2011
75	Miscellaneous Library Materials	2013, Date Unknown
76	2011 George Peabody Merit Awards	2011
77	<i>For the Birds</i> exhibit	2013
78	2010 George Peabody Merit Awards	2010
Item	Main Room Reopening Guestbook	2011

On Shelf

Journal	Isaac Bullock journal	1832-1840
Journal	Isaac Bullock journal	1844
Journal	Isaac Bullock journal	ca. 1857
Library Records	Records of the Lyceum and Library Committee of the Peabody Institute	1854-1937
Catalogue	Catalogue of the Library of the Peabody Institute	1854-1878
Journal	Isaac Bullock journal/Scrapbook	1864-1865
Library Records	Peabody Institute Library Catalogue	1865
Library Records	Peabody Institute Library Catalogue Supplement	1865
Catalogue	Catalogue of the Library of the Peabody Institute	1872
Catalogue	Catalogue of the Library of the Peabody Institute	1872
Catalogue	Catalogue of the Library of the Peabody Institute	1872
Catalogue	Catalogue of the Library of the Peabody Institute	1872
Catalogue	Catalogue of the Library of the Peabody Institute	1872
Catalogue	Supplement of Catalogue of the Peabody Institute	1878
Catalogue	Supplement of Catalogue of the Peabody Institute	1878
Catalogue	Finding List of the Peabody Institute	1878-1888
Catalogue	Catalogue of the Library of the Peabody Institute	1872-1878
Library Records	Lyceum Engagements & Reading Room Attendance	1881-1920, 1923
Catalogue	Finding list of the Peabody Institute	1888
Catalogue	Finding list of the Peabody Institute	1888
Catalogue	Finding list of the Peabody Institute	1888
Library Records	Historical Extracts of the Peabody Institute	1890

Pamphlet Peabody Library Centennial 1953

Subseries 2.3: Edward O'Connor Papers, 1848-2011

This subseries has items relate to Edward O'Connor who was a long time Library Trustee who donated his papers as they related to the Library.

Box	Folder	File Title	Dates (if know)
2	Danvers Mechanics Institute Papers & Peabody Institute Library Papers 1848-1998		
	79	Edward O'Connor Papers — Correspondence	1951-1967
	80	Edward O'Connor Papers — Trustee Minutes	1952-1968
	81	Edward O'Connor Papers — Trustee Financial	1943-1955
	82	Edward O'Connor Papers — Legal Papers	1958-1967
	83	Edward O'Connor Papers — J.F. Winchester Letters	1966-1969
	84	Edward O'Connor Papers — Feasibility, Library Expansion	1974
	85	Edward O'Connor Papers — Newspaper Clippings	1950-1968
	86	Edward O'Connor Papers — Miscellaneous Papers	No Date
	87	Library Centennial Pamphlet	1953

Series 3: The Sutton Room Papers, 1866-1920

The Sutton Room Papers contain any correspondence between Eliza Sutton and the Trustees, all receipts, plans and letters between the architect Gridley James Fox Bryant and the contractor selected for the construction, Simeon Flint among other information.

Box	Folder	File Title	Dates (if know)
1	Sutton Room Papers 1866-1868		
	1	Eliza Sutton Correspondence with Trustees	1866-1869
	2	Sutton Room Construction January-May 1867	1867
	3	Sutton Room Construction August-December	1867
	4	Sutton Room Construction — Notes	1868
	5	Sutton Room Construction	No Date
2	Sutton Room Papers 1869-2002		
	6	Ezra Abbott Correspondence with Thomas M. Stimpson	1869
	7	Ezra Abbott Buying List for the Sutton Room	1869
	8	Ezra Abbott's Buying List (Copy)	1869
	9	Ezra Abbott's Buying List & E.P. Dutton's Prices	1869
	10	Ezra Abbott's Bying List – W.H. Piper Prices	1869
	11	Supplementary Buying List for Sutton Library	1869
	12	Regulations for Eben Dale Sutton Room – Draft	1869
	13	Sutton Room Miscellaneous Papers	1977-2002
	14	Sutton Room & Lyceum Account Book, Reading Log	1881-1922
	15	Sutton Room Brochures	1993
	16	Finding List for the Sutton Room	1998
	17	Peabody Institute Donations List	c. 2005
	18	Envelopes from people mailing stuff to the Sutton Room	No Date

19	Milton Shield information card	No Date
20	Rules and Regulations for the Library & Sutton Room	No Date

3 Sutton Room Papers 2004-2018

21	Correspondence with Nancy Barthelemy	2004-2008
22	Letters from the American Association for State and Local History	
23	Correspondence with Erik Bauer,	2015-Present
24	Insurance appraisal for Audubon Print (plate 26)	2018

On Shelf

Library Records	Eben Dale Sutton Room Accession Catalogue	1869-1965
Library Records	Receipts for Lyceum Events	1877-1889
Library Records	Receipts for Lyceum Events	1889-1899
Library Records	Eben Dale Sutton Library Finding List	1880-1907
Library Records	Eben Dale Sutton Library Record	1897-1924
Library Records	Sutton Room Bills Paid	1945-1958
Library Records	Eben Dale Sutton Room Statistics	1941-1952
Library Records	Peabody Institute Library Statistics	1905-1920

Series 4: Danvers Centennial Committee Papers, 1851-1854

Included are a small booklet recording the minutes of the meetings, a few accounts detailing expenses, resolutions made by committee in response to George Peabody's offer of \$20,000 to create the Peabody Institute, instructions regarding the publication of the "Account of the Centennial Celebration in Danvers, June 16, 1852," and any correspondence sent to committee members. Because Fitch Poole was also on the committee and the first Librarian of the Peabody Institute, many of these papers were stored here.

Box	Folder	File Title	Dates (if know)
1	Danvers Centennial Committee Papers 1851-1854		
	1	Committee Papers June 19 to September 9, 1852	1852
	2	Danvers Centennial Papers 1851 to June 1852	1851-1852
	3	Danvers Centennial Papers September 24 to December	1852
	4	Danvers Centennial Papers — Correspondence	1853-1854
	5	Danvers Centennial Papers — Speeches	1852
	6	Danvers Centennial Papers — Speech Fragments	1852
	7	Concluding Remarks for Centennial Celebration	No Date
	8	Danvers Centennial Papers — Correspondence and Accounts	N.D

Series 5: George Peabody Papers, 1813-1929

These papers relate to the life of George Peabody and along with the work he accomplished as a philanthropist. Included are annual statements from the Peabody Trust and celebrations around George Peabody's birthday.

Subseries 5.1: George Peabody Papers, 1813-1929

This subseries includes early letters and correspondence of George Peabody and notes and copies of speeches he gave. In addition, are programs and memorials from when he died in 1869.

Box	Folder	File Title	Dates (if know)
1			
	1	George Peabody Letters	1813-1816
	2	George Peabody Images (2 prints)	1814, c. 1850
	3	George Peabody Correspondence	1851-1857
	4	Menu/Announcement Card George Peabody Dinners	1851-1868
	5	Reception and Dinner in Honor of George Peabody	1856
	6	George Peabody Reception Papers	1856-1857
	7	Prints of George Peabody Parade in 1856	1856
	8	George Peabody Correspondence	1865-1869
	9	George Peabody's Address to Children	1866
	10	George Peabody Letters	1860, 1867, No Date
	11	Discourse Given in King's Chapel, Boston on the Sunday after the Death of George Peabody	1869
	12	Mortuary Honors and Eulogy for George Peabody	1870
	13	Program for George Peabody's Funeral at South Church	1870
	14	George Peabody Correspondence	No Date
	15	Envelopes	No Date
	16	George Peabody Letters	No Date
	17	George Peabody Genealogy	1921-1929
	18	Victoria Letter 1866 includes 4 letters and 2 envelopes.	1866

Subseries 5.2: George Peabody Donation Papers, 1890-2009

This subseries has information that relates to the Peabody Trust, now called Peabody, in London, which is housing for the poor. The subseries mostly includes modern annual reports and information.

Box	Folder	File Title	Dates (if know)
2			
	19	South Branch Library History	2004
	20	Peabody Donations	No Date
	21	Peabody Donation Fund	1890-1978
	22	Peabody Trust Annual Report	1987-1988
	23	Peabody Trust Information	1986-1990
	24	Peabody Trust Annual Report	1993-1994
	25	Peabody Trust Annual Report	1994-1996
	26	Peabody Trust Annual Report	2000, 2004
	27	Peabody Trust Annual Report	2005
	28	Peabody Trust Annual Report	2006
	29	Peabody Trust Annual Report	2006
	30	Peabody Trust Annual Report	2006

Subseries 5.3: George Peabody Anniversary Events, 1895-1995

This subseries includes information and materials that relate to the centennial and bicentennial of George Peabody's Birthday. Materials include events, brochures, essays, correspondence, and materials that relate to Franklin Parker.

Box	Folder	File Title	Dates (if know)
3			
	31	Centennial Celebration of George Peabody Birthday	1895
	32	George Peabody Centennial Celebration	1895
	33	GP Centennial – School Celebration Programs	1895
	34	GP Postage Stamp and other Correspondence	1941, 1970
	35	Peabody 180 th Celebration Anniversary	1975
	36	Franklin Parker Papers	1955-1994
	37	Essay on George Peabody by Elizabeth Perry	No Date
	38	“George Peabody” by Rev. David W. Norton	No Date
	39	Bicentennial of George Peabody's birthday	1995
	40	Essay by James J. Buckley from March 12 th concert	1995
	41	Bicentennial Celebration Correspondence	1993-1996
	42	Memorabilia	1995
	43	Schedule of Events for Bicentennial of GP	1995
	44	Franklin parker Correspondence	1990-1996
	45	London — Peabody Trust Correspondence	1993-1995

Subseries 5.4: George Peabody Anniversary Events, 1995

This subseries relates to George Peabody's Bicentennial in 1995. Included are materials relate to an exhibit at the Peabody Institute in Baltimore; submission for a George Peabody postage stamp and materials that were produced in 1995 that relate to the time when George Peabody was alive.

Box	Folder	File Title	Dates (if know)
4		George Peabody Anniversary Events 1995	
	46	“The Prophetic Eye” Exhibit at Peabody Institute MD	1995
	47	“The Prophetic Eye” exhibit text and Graphics	1994-1995
	48	“The Prophetic Eye” Tickets and advertising	1995
	49	George Peabody Bicentennial Celebration in Baltimore	1995
	Item	“The Prophetic Eye” U.S. Copy – VHS tape	1995
	Item	“Mr. Peabody” Gift to the Poor of London	1865
	Item	The Peabody Donation	1862
	Item	Mr. Peabody Gift to the Poor of London	1865
	Item	Mr. George Peabody College for Teachers	1909
	Item	Three Letters of Mr. Peabody Pamphlet	1876
5		George Peabody Anniversary Events 1995	
	50	Life in Victorian Times pamphlet (3 copies)	1995
	51	Peabody, Then and Now pamphlet (3 copies)	1995

52	Life and Times of George Peabody (Series)	1995
53	GP Bicentennial Logos	1994-1996
54	George Peabody Commemorative Stamp & Postmark	1995
55	George Peabody Stamp Committee Papers	1995
56	George Peabody Bicentennial Newspapers Clippings	1995
Booklet	<i>The Way it Was – 75 Jubilee (2 Copies)</i>	1991

On Shelf

Scrapbook	George Peabody Newspaper Clippings	1852-1857
Library Records	Peabody Donation Fund London Reports	1873-1882
Library Records	Resolution Presenting the Thanks of Congress to George Peabody for His Two Million Dollar Donation for Education in the South.	1867
Ships Log	H.M.S. Monarch Ships Log	1867-1869

Series 6: Oversized Collection, 1854-2003

This series contains newspapers, stencils, and building plans. Many of the items are not in folders and are listed as individual items.

Box	Folder	File Title	Dates (if know)
1	Peabody Institute Papers Oversize 1		
		Broadside advertising the opening of the Peabody Institute	October 18, 1854
		Plans for alterations to the Peabody Institute, includes Doorway to Reading Room, Delivery Desk design, marble wainscoting in vestibule, stile of railing and design of bookcases.	
		Plan of first floor of Peabody Institute, showing alterations, William P. Clough, architect.	
2	Peabody Institute Papers Oversize Box 2		
		Print – Universal Exposition	1878
		Lithograph of Removal of Mr. Peabody’s remains to H.M.S. <i>Monarch</i>	1869
		Exhibition labels for George Peabody Case and Sutton Room Events 1990-2010	
		Stencil outline for renovation of Sutton Room Ceiling	2003
		Stencil outline for renovation of Sutton Room Ceiling	2003
		Stencil outline for renovation of Sutton Room Ceiling	2003
		Stencil outline for renovation of Sutton Room Ceiling	2003
		Stencil outline for renovation of Sutton Room Ceiling	2003

Stencil outline for renovation of Sutton Room Ceiling	2003
Stencil outline for renovation of Sutton Room Ceiling	2003
Stencil outline for renovation of Sutton Room Ceiling	2003
Stencil outline for renovation of Sutton Room Ceiling	2003
Stencil outline for renovation of Sutton Room Ceiling	2003
Stencil outline for renovation of Sutton Room Ceiling	2003
Article from "Illustrated London News" on the death of George Peabody	1869
Poster for when George Peabody Visited Peabody	1866
Poster for when George Peabody Visited Peabody	1866
Plans of the Sutton Room ceiling	2003

3

Peabody Institute Papers Oversize Box 3

Plans for construction of Sutton Room.	1866-1869
Blueprint of ornamentation for the Sutton Room.	1866-1869
Blueprint of profile of the front of the Library on gilded side.	1867-1869
Blueprint of rear elevation of the Library	1867-1900
Blueprint of the molding of the Sutton Room windows.	1867-1869
Working plans for the granite portico of the main entrance of the Library.	1866-1869
Two proposed plans for the ceiling of the Sutton Room.	1866-1869
Blueprint of selection site and panel for the Sutton Room.	1866-1869
Molding design for the Sutton Room.	1866-1869
Blueprint for the Sutton Room ceiling.	1867
Gallery plans for the lyceum.	1855-1900
Picture of flowers painted on Sutton Room ceiling.	2003
Moldings for the Sutton Room during construction.	1867-1869

Stencil test before preservation of the Sutton Room.	2003
Plans & Notes from the construction and preservation of the Sutton Room	2003
Wrapper for letters contracts & [Unclear] about enlargement of Library	1867-1868
Stencil test before preservation work on Sutton Room ceiling.	2003
Stencil test before preservation work on Sutton Room ceiling.	2003
Feasibility Report on Rehabilitation and Expansion of Library	1974
Specifications for Proposed Renovations of Sutton Room	1975

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Peabody Institute Papers Oversize Box 4

Library Daily and Monthly Accounts	1968-1969
Newspaper clippings from George Peabody Bicentennial Celebration	1995-1996
<i>Illustrated London News</i> , July 18, 1863. George Peabody's Donation to the Poor of London.	1863
<i>The Peabody Scottisch</i> by James E. Magruder	1856
Reception of George Peabody, Esq., by the Schoolchildren of Danvers, April 13, 1867. Photograph	1867
Mr. George Peabody and the Board of Trustees of the Peabody Educational Fund	April 13, 1867
PSA Honors legacy of George Peabody with Volunteer Day from <i>Peabody Columns</i> published by Peabody College	March 1995
Mayor of London's acknowledgement of George Peabody's Donation for the Poor	1862
Issues of the <i>Illustrated London News</i> from July 18, 1863	1863
Article on George Peabody's life in <i>Illustrated London News</i> from November 20, 1869	1869
Prints of George Peabody and the London Trust	No Dates
Print of George Peabody	No Date
George Peabody newspaper clippings from <i>Harper's Weekly</i>	1870

George Peabody Death and Burial Scrapbook 1869-1870

5 PIL Papers Oversize Box 5

Funeral of Mr. George Peabody in Westminster Abbey 1869

Photograph of Peabody grave in Harmony Grove Cemetery No Date

Reception of Mr. Peabody's Remains on Board the Monarch,
at Portsmouth from the Illustrated London News, December 25, 1869 1869

Map Case 1

Blueprints for Lyceum and Sutton Room, 1975 (x3)

Heating and Air Condition Schedule, 1977

Building Frame Blueprints, 1977

Blueprints for Addition, 1977-1978

Repair and Plaster of Sutton Room Ceiling, 2002