

HISTORICAL SOCIETY OF RIVERTON  
ARCHIVAL RECORDS  
FINDING AID

Record Group VI – Riverton Organizations  
Subgroup B – Riverton Free Library

The Riverton Library and Free Reading Room was founded in 1899 with its first collection located in the Christ Episcopal Church Parish House. In 1900 The Riverton Free Library Association was established and incorporated with a Board of fifteen Trustees. The library moved its collection to a building across the street to 306 Main Street after a generous community member, Sarah Morris Ogden, donated one of her residences for the library in memory of her late husband, Edward H. Ogden, Riverton's first mayor.

Over the years the library has flourished with increasing patron support for its programs, fundraising events, and endowments. In 1958 and 1991, the library celebrated building additions to enhance service, especially to the Riverton and Palmyra communities. In 1986 and again in 2009, the Board collaborated with the Historical Society of Riverton to scan local, historic newspapers then have them digitized, providing greater access to Riverton and Palmyra history. The Riverton Free Library Association created its own, first website in 2002 to help fulfill their mission of being an “integral, valuable community resource every day.” In 2003 the library became a branch of the Burlington County Library System.

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**1. Record Series 1 – Riverton Free Library Association**

Box 1, File 1 – Bylaws, 1906-2014

Box 1, File 2 – Histories, 1891-2018

Box 1, File 3 – Incorporation Papers, 1971-1972/1974

**2. Record Series 2 – Patron & Library Management Records**

**Box 1**, File 4 – Guest Book, 1899-1901

Box 1, File 5 – List of Readers, 1899-1910

**Box 2**, File 1 – Patron Record Book, 1964-1980

Box 2, File 2 – Patron Record Book, 1981-1992

Box 2, File 3 – Patron Record Book, 1992-1997

Box 2, File 4 – Guest Books, 1971-1989; 1994

**Box 3**, File 1 – Accessions, 1899-1901

Box 3, File 2 – Accessions, 1901-1916

**Box 4**, File 1 – Accessions, 1917-1927

Box 4, File 2 – Accessions, 1927-1939

Box 4, File 3 – Accessions, 1939-1943

**Box 5**, File 1 – Accessions, 1957-1960

Box 5, File 2 – Accessions, 1960-1964

Box 5, File 3 – Accessions, 1964-1967

Box 5, File 4 – Accessions, 1967-1976

**Box 6**, File 1 – Accessions, 1988-1997

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**Box 7**, File 1 – Circulation Statistics, 1899-1905  
Box 7, File 2 – Circulation Statistics, 1905-1915  
Box 7, File 3 – Circulation Statistics, 1955-1965  
Box 7, File 4 – Circulation Statistics, 1966-1975  
**Box 8**, File 1 – Circulation Statistics, 1976-1985  
Box 8, File 2 – Circulation Statistics, 1988-1991  
Box 8, File 3 – Circulation Statistics, 1992-1996  
Box 8, File 4 – Circulation Statistics, 1998  
**Box 9**, File 1 – Librarian's Statistical Records, 1935-1959  
Box 9, File 2 – Librarian's Statistical Records, 1960's  
Box 9, File 3 – Librarian's Statistical Records, 1970's  
Box 9, File 4 – Librarian's Statistical Records, 1980's  
Box 9, File 5 – Librarian's Statistical Records, 1990's  
Box 9, File 6 – Librarian's Statistical Records, 2000's  
Box 9, File 7 -- Circulation Procedures

**3. Record Series 3 – Trustees of the Riverton Free Library Association**

**Box 10**, File 1 – Trustee Responsibilities, circa 2002  
Box 10, File 2 -- Annual Report, 1902-1932  
Box 10, File 3 -- Annual Appeal, 1978; 1986-1987; 1999-2002; 2004-2021  
Box 10, File 4 – Annual Appeal Donation Analysis, 2001-2011  
Box 10, File 5 – Annual Appeal Correspondence to Palmyra & Riverton Boroughs, 1976; 1985-1986; 1988; 1991-1998; 2000-2011; 2013-2015  
Box 10, File 6 – Appeal for Donations (Newspapers), 1941; 1961; 1964-1965; 1972; Undated  
Box 10, File 7 – Annual Appeal Mailing Procedures, circa 2014  
Box 10, File 8 – President's Message/Annual Report, 1937; 1940; 1943-1969; Undated; 1983-1985; 2005-2006; 2008  
Box 10, File 9 – Board of Trustee Lists, 1905 to 1965; 1963-1967; 1994; c.1995; 2000-2001; 2014-2018  
**Box 11**, File 1 – Minutes, 1899-1906  
**Box 12**, File 1 – Minutes, 1906-1935  
**Box 13**, File 1 – Minutes, 1936-1959  
**Box 14**, File 1 – Minutes, 1960-1990

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- Box 15**, File 1 – Minutes, 1960; 1976-1979
- Box 15, File 2 – Minutes, 1980-1989
- Box 15, File 3 – Minutes, 1990-1999
- Box 15, File 4 – Minutes, 2000-2011; Zoom Notice 2021
- Box 15, File 5 – Correspondence, 1962; 1982-2017 (Various Years)
- Box 15, File 6 – Official Stationery
- Box 15, File 7 -- Service Survey and Proposed Programs, 2008
- Box 16**, File 1 – Accounting Books, 1899-1929
- Box 16, File 2 – Accounting Books, 1930-1937
- Box 17**, File 1 – Accounting Books, 1937-1942
- Box 17, File 2 – Accounting Books, 1969 & 1970
- Box 18**, File 1 – Miscellaneous Reports, 1970-1986

**4. Record Series 4 – Directors & Staff of the Riverton Free Library**

- Box 19**, File 1 – Images & Letters, 1960-2017 (Various Years)
- Box 19, File 2 -- Library Programs & Related Newspaper  
Articles/Photos, Undated, 1970-2008 (Various Years)
- Box 19, File 3 – Summer Newsletter, 1988-1990
- Box 19, File 4 -- Scrapbook, 1974-1975

**5. Record Series 5 – Treasurers' Documents**

- Box 19, File 5 – List of Banking Institutions, 1895-1904; Undated;  
2012
- Box 19, File 6 – Budget Guidelines, Undated
- Box 19, File 7 – Treasurer's Reports, 1900-1970 (Summary)
- Box 19, File 8 – Treasurer's Reports, 1900-1936; 1938-1939
- Box 20**, File 1– Treasurer's Reports, Comparison 1935-1941; 1940-  
1949
- Box 20. File 2– Treasurer's Reports 1950-1959
- Box 20, File 3 – Treasurer's Reports 1960-1969
- Box 20, File 4 – Treasurer's Reports 1970-1979
- Box 20, File 5 – Treasurer's Reports 1980-1989
- Box 20, File 6 – Treasurer's Reports 1990-1999
- Box 20, File 7-- Treasurer's Reports 2000-2009
- Box 20, File 8 -- Treasurer's Reports 2010-2020

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- Box 21**, File 1 – Receipts, Historic & Check Stubs: 1899-1925;  
Sampling 1925-1975; Stubs 1953-1959  
Box 21, File 2 – Non-Profit Tax Determination, 1995; 2001  
Box 21, File 3 – IRS & Other Reporting Documents, 1985; 2012  
Box 21, File 4 – NJ State Statistical Reports, 1955-1974; 1984-1985;  
1990  
Box 21, File 5 – Safety Deposit Box Inventory 1961; 1963; 1966;  
1990-1992; 2009  
Box 21, File 6 – Property Appraisal, 1970  
**Box 22**, File 1 – Endowments/Gifts, Undated, 1924-2009 (Various  
Years)  
Box 22, File 2 – Correspondence, Undated, 1920; 1922; 1924-1925;  
1927  
Box 22, File 3 -- Vintage Receipts, 1905; 1912; 1923-1926  
Box 22, File 4 – Vintage Receipts, 1927-1929  
Box 22, File 5 – Vintage Receipts, 1930; 1947; 1950-1960

**6. Record Series 6 – Friends of the Riverton Free Library**

- Box 23**, File 1 – Membership & Other Documents: Undated; 1974;  
1978-1982; 1984; 1987-1988; 1990; 1992-1993; 2001-2003;  
2008; 2017  
Box 23, File 2-- Minutes, 1939; 1973-1974; 1980-1997; 2001-2005  
**Box 23A**-- Histories/Scrapbook, 1973-1985  
Box 23, File 4 -- Cocktail Social 1988; 2014; 2016; 2018  
Box 23, File 5 -- Candlelight House Tour (AKA Christmas or Holiday  
House Tour) Booklets 1976; 1978; 1980; 1984; 1986; 1988; 1990;  
1992; 1994; 1996; 1998; 2001; 2003; 2005; 2007; 2009; 2011;  
2013  
Box 23, File 6 – Candlelight House Tour News & Documents,  
Undated; 1971-2013 (Various Years)  
Box 23, File 7 – Financial Reports, 1973-1983  
Box 23, File 8 – Bylaws, Undated, 2003; 2005  
**Box 24**, File 1 – Fundraising: Cook Book, 2003  
Box 24, File 2 – Fundraising: Calendars, 1989-1990  
Box 24, File 3 – Fundraising: An Evening of Swing, 1999  
Box 24, File 4 – Fundraising & Other Activities, Undated; 1910-2014  
(Various Years)

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**7. Record Series 7 – Building Images**

Box 24, File 5 -- Interior Images, Undated; 1887; 1967; 1973; 2018  
Box 24 File 6 – Exterior Images, Undated; circa 1900; 1963; 1967-  
1968; 1994; 2016  
Box 24, File 7 – Signage, Undated

**8. Record Series 8 -- Building Maintenance & Renovations**

**Box 25**, File 1 – 1967 Renovation, Undated; 1967  
Box 25, File 2 -- Apartment Renovations & Records, Undated; 1930;  
1969; 1988; 1990-1991; 2005-2007; 2014  
Box 25, File 3 -- Property Appraisal (1970) & Survey (2008)  
Box 25, File 4 – Miscellaneous Repairs, 1984-2013  
Box 25, File 5 – 1991 Renovation: Historical Justification  
Box 25, File 6 – 1991 Renovation: Publicity, 1989-1992  
Box 25, File 7 – 1991 Renovation: Miscellaneous Floorplans  
**Box 26**, File 1 – 1991 Renovation: Documents, 1989-1992  
**Box 26A** – 1991 Renovation: Architectural Drawings

**9. Record Series 9 – Technology Projects**

Box 26, File 2- Website Development, Statistics & Presentation  
Documents, 2002-2020  
Box 26, File 3— Website Managers/Interns, 2015-2021  
Box 26, File 4 – Historic Newspaper Digitization Project, 1986; 2009-  
2012

**10. Record Series 10 – Other Library News Clippings**

Box 26, File 65-- Other News, Undated; 1961-2012 (Various Years)

**11. Record Series 11 – Burlington County Library System**

Box 26, File 6 – Burlington Libraries Information Consortium  
(BLINC), 1996  
Box 26, File 7– BCLS Branch Agreements, Undated; 2003-2011  
Box 26, File 8– Interim Planning Committee Region 6, 1980  
Box 26, File 9—Publications, Undated; 1960