

1 legs - Telephone Conv.
6/15/54 SHP
+ RES.
5 new - 30 X 14" - 2
1 old - Wood - 3

3 - 40" x 14 v 72
30 x 14

1 34"

1 planting
2 metal - 50
2 - 40" - Twilight

Duck - Book Trucks

LIBRARY

March 4, 1954

Mrs. Eleanor Larrabee
306 East 51st Street
New York 22, New York

Dear Eleanor:

There were several questions which you asked me on Thursday and I will try to answer them. First of all you asked about the five typing chairs which we have in our present library. They are in my office and we each sat on one of them! I intended to point them out to you, but it slipped my mind.

Circulation Desk: My plans for the circulation desk were right in the file where they should have been. I had them in the Library Bureau Catalog but looked in the folder on Outlines and Plans. According to my calculations on the last plans of the circulation area that were sent to me the desk was planned to be about 14 feet long. According to these measurements there can be, at the most, room for five sectional parts of the Library Bureau Charging Desk. My plans call for five sections which I want to be interchangeable in case we change our minds about the positions of the sections. Within the 14 feet there can be one other section than the five originally planned. This could be used to store the depressible book truck, making in all six sections. I do not have the measurements for the depressible book truck, so these would have to be checked. I am attaching a list of the sections which we wish ordered for the Charging Desk.

I like your suggestion of housing a book truck or two underneath the book shelves behind the circulation desk. I have measured the space and find that there will be four 3-foot book shelf sections. If the lower two or three shelves are removed from the left hand three sections, there will be space for two 35-inch book trucks to be placed into two of the 3-foot sections; and the typewriter and typing table, which we now have, will fit into the third section. The book trucks and typewriter table are 15 inches deep, which means that the depth of the shelving behind the circulation desk should be 15 inches deep to make all sections flush. The fourth section near the door will contain the full seven shelves of an ordinary 7-foot 6-inch book section, where we will house the college catalogs which will extend across the top shelves of the other three sections. I think it would be advisable to plan the whole area behind the circulation desk as a complete stack and provide seven shelves for each of the four sections. Then if ever needed, the shelves could be replaced and the book trucks and typewriter stored elsewhere. Of course, the three sections could not have any footings, whereas the fourth section would have the usual footing.

March 4, 1954

In going over my correspondence from Mr. Pokorny, I find in one letter where he said that the view of the far side of the circulation lobby is most important as one enters the main door. The wall to the right of the circulation desk which is 18 feet long will contain shelves. At present this seems like too much space for the reserve books. There would be times when these shelves would be practically bare and would not be an attractive view as one enters the library. In order for this section to look well as one enters the front door, I think it would be advisable to put the reference books in this location, which allows 42 shelves for reference books. We now have 35 packed shelves, so this would allow for some expansion. These shelves should be 12 inches deep because of the size of the reference books.

We feel that the card catalog should be as near to the circulation desk as possible. As far as practical use is concerned the ideal location for the card catalog would be to the left of the circulation desk where we have just planned the reference books or on the partition which divides the smoking-reading lounge from the lobby, on the end nearest to the circulation desk. This would require a card catalog table in front of the catalog and one perhaps, in front of the reference books. I am sure that at one time we talked about putting the card catalog along this partition. The objection was that the view from the door would be broken by the catalog at right angles to the door.

Vertical Files: We mentioned putting the vertical files under a table to be made especially to house the files, with an overhang of 6 inches or so on all four sides. The overhang on the side where the drawers pull out would be a handicap to the use of the top drawers. Therefore, perhaps, our original location of the files along the front wall of the circulation lobby in the old reference area with the two shelves above would be the lesser of many evils. I believe the glass wall side of the area is 9 feet long which will allow three book sections of 7 shelves each. These two will take care of the reserve books.

If it is beyond architectural beauty to put the card catalogs where mentioned above, they can be placed at a less functional place to the left of the files near the door as planned before. If the catalog can be placed as mentioned above, that space could be filled in with book shelves on back of the display case which faces the front door. In the reserve area there could be placed a counter height table with stools to keep the girls from lounging here. The disadvantage of this, as far as function is concerned, is that it will mean a tremendous amount of walking for the librarians from the circulation desk to shelve the reserve books as they are returned after being used. If, after using the library awhile, it seems better to put the reference and reserve books where originally planned, this change can be made if the book shelves are located where the catalog was originally planned.

Mrs. Eleanor Larrabee - 3

March 4, 1954

As to furniture in the main reading room, I would like to see at the library tables a combination of chairs, both straight and with arms, some wooden and some with leather backs and seats. I think this will make the room informal and more friendly and attractive than having the same kind of chairs at every table in the reading room. The informal area on both sides of what was to have been the fireplace (I do not know what to call this structure) should have the low comfortable armchairs of the lounging type, different from the ones at the library tables.

There seems to be advantages and disadvantages, no matter which way the circulation lobby is planned. I guess it is impossible for it to be perfect. Perfection is too much to expect from human beings. Therefore, I hope that these plans are reasonable and logical.

Very sincerely yours,

Ruth E. Scarborough
Librarian

RES:amp

Enclosure

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Very sincerely yours,

Ruth E. Scarborough
Librarian

RES:amp

Enclosure

LIBRARY BUREAU CHARGING DESK:

- 2 No. 7440.4 Open Shelf Unit
- 2 No. 7440.5 Knee Space Unit
- 1 No. 7440.1 Discharging Unit. We may want one of the removable trays wider than the others or combine two trays into one.
- 1 Pr. No. 7440.8 Detachable End Panels
- 1 Unit For housing depressible book truck (none shown in catalog).

Centenary Junior College
Taylor Memorial Library - Furnishing
Job 21-5

LIST OF ITEMS FOR FINAL APPROVAL - June 23, 1954

Jens Risem Design, Inc.

- 7 C-106 Armchair, upholstered seat and back,
wooden arms, walnut, oil finish. @60.44 423.08
Uphelstry, Kalistron
- 3 in Music Room
4 2 in Periodical
2 in Listening Booth
- 4 C-206 Sidechair, to match armchair above @55.34 221.36
2 in Music Room
~~2 in Periodical Room~~
- 4 U-350 Easychair, all upholstered, wood base @185.50 742.00
2 in Lounge
2 in Periodical Room
- 4 U-450 Low armless chair, wood base, upholstered @134.25 537.00
2 in Lounge
2 in Periodical Room
- 1 T-181 (Special) Table. 40"x40", rounded corners, @240.00 240.00
fixed top. Walnut veneer, rubbed oil finish

Music Room

Note Final prices for the above chairs subject to variation in final selection of fabrics. Prices listed are based on Kalistron. Shipping charges are not included for Risem furnishings.

Herman Miller Furniture Co.

- 2 4688 Easy chair, legs tawny walnut color, foam rubber 337.20
cushions - Lounge @168.60

Note Final prices for the above chair subject to variations in final selection of fabric. Shipping charges not included.

LIST OF ITEMS FOR FINAL APPROVAL - June 23, 1954 (cont'd)

Holland Shade Company

22 Venetian Blinds, installed in pockets provided 1,135.80
Flexalum Branded Aluminum with woven tapes

8 in Reading Room
4 in Workroom
3 in Classroom
2 in Office #1
1 in Office #2
2 in Seminar Room
2 in Centenarians

Hansen

8 171 Swing Arm Wall Lamp, Satin Chrome finish 288.00
② 36.00

Mezzanine Correls

Loumas Supply Corporation

~~4 No. 850 Pyrex glass sand tray and No. 8-058
sand strainer - Sand tray finished in satin
aluminum - 86.00~~

Lounge

A. N. Brabcock, Inc.

1 Doormat No. 304, perforated and corrugated 36.15
rubber, 3/8" thick, gray - Vestibule

1 Doormat, No. 304, perforated and corrugated 3.00
rubber, 3/8" thick, black - Rear Hall

W. B. Wood Co.

1 No. 4307 Fieldwood Flat Top conference desk, 156.60
76"x39", walnut

Office No. 1

De/Mere

1 No. 778-R Posture chair, 31" high, Gray No.1 42.70
baked enamel finish, seat Vinyl #27 (Perammon)

LIST OF ITEMS FOR FINAL APPROVAL - June 23, 1954 (cont'd)

Knell Associates, Inc.

| | | |
|---|---|--------|
| 1 | No. 72-s Side chair. Base of cast aluminum, swivel with adjustable mechanism. Hard rubber cast rs. Upholstery, foam rubber over moulded plastic shell and plywood seat. - Office #1 | 87.90 |
| 3 | No. 72-ULB Side chair, legs of laminated clear maple, with foam rubber upholstery over moulded plastic shell and plywood seat. | 215.25 |
| | 2 in Office #1 1 in Office #2 | |
| 1 | No. 578(Special) 10'-0" Sofa. Steel frame, black oxide finish, hardwood upholstery frame, foam rubber over flat springs for seat, over jute webbing for back. - Lounge | 401.30 |
| 2 | No. 95-1 Chair, tubular steel legs, black oxide finish. Hardwood upholstery frame, Upholstery foam rubber over coil spring units. - Music Room | 292.50 |
| 6 | No. 31 Chair, tubular steel legs, white oxide finish. Hardwood upholstery frame, upholstery foam rubber over flat springs. Covered in Kalistron #252, Chestnut Brown. - Music Room | 388.80 |
| 1 | No. M-12 Dining table, clear maple plywood top, Solid maple legs. - Classroom | 70.65 |
| 1 | No. 306-R Coffee table. Maple plastic laminate top, structural T steel bases, burn and stain resistant tops. White lacquer finish base. Lounge | 75.00 |
| 1 | No. 306-F-1 Coffee table. Black plastic laminate top. White lacquer finish base. Structural T steel base, burn and stain resistant top. Periodical Room | 63.00 |

Note Prices listed for Knell Associates items include shipping charges. Prices may vary according to final selection of upholstery fabrics, and final price on special sofa.

check color in

Round Period table?

LIST OF ITEMS FOR FINAL APPROVAL # June 23, 1954 (cont'd)

John S. Sjostrom Co., Inc.

1 Librarians Charge Desk, 39" high with closed base.
Desk to have full flush front with ~~two~~ horizontal lines
and consist of the following units:

- 2 - 2 #151 Finished end panels. ✓
1 #152 Station unit with flush front panel.
1 #153 A Charge unit, well type modified to have
one extra tray for 6"x4" cards filed on 6" edge,
and 4 trays for 3"x5" cards filed on 3" edge.
Shelves and bottom to be omitted to provide
space for depressible book truck.
2 #155 Open shelving units with adjustable shelves.
1 #157 M Charge unit, drawer type. ~~knee space and~~
~~foot rest.~~ empty drawer

Material of selected hard-rock white maple with oil
finish (pending approval of samples submitted)
Top to be covered with linoleum, color to be selected.
brown

H 1742

- 1 Depressible Book truck on casters. Material of
maple and finish as specified for charge desk 251.75
- 191-60L
white metal
no
2 Card Catalog Cases #191-60 in one range on common base, 1,030.00
supported by 6 1/4" high metal legs painted white
with rubber cushion glides. Material of maple with
finish same as specified for charge desk. Net price
included installation
- 1 #191-4 Catalog Case with 4 trays for 3"x5" cards, 43.50
Material of maple with finish same as specified for Charge
Desk. - Listening Booth
- 150
1 Periodical Rack, 17'-6" long x 13" deep on solid wood 860.00
base. or Rack to hold approximately 100 magazines.
Adjustable holders to be furnished with rack. Material
of maple with finish same as specified for charge desk.
Net price included installation. - Periodical Room
- 1 #S175 Dictionary Stand with cone shape straight legs 84.00
Reading Room

Ways 5 →

Centenary Junior College
Taylor Memorial Library - Furnishing
Job 21-5

LIST OF ITEMS FOR FINAL APPROVAL - June 23, 1954 (cont'd)

John E. Sjostrom Co., Inc. (cont'd)

2 Booktrucks No. 174 (Large) 40"x14"x42" high. Provided 168.00
with four swivel wheels - Workroom

1 Booktruck No 174A. 32"x16"x43" high. Provided with 106.00
four swivel wheels. - Workroom

~~1 Booktruck No. 270A set into table. Overall 237.00
dimensions 7'-6"x3'-0"x29" high. (Special) - Periodical Rm~~

Note Prices for Sjostrom products include delivery and installation

G. H. Ketcham Co.

1 Mirror, 18"x5'6", with metal edge. Workroom 28.90

Sjostrom - Thonet

No. 3016-S17-B1 Side chair. seat 17"x16", height 18".
Bentply.

in Reading Room

No. 2016-S17-B1 Arm chair. Matches above. Bentply

in Reading Room

~~8 No. 9025 Side Chair~~

~~8 in Carrolls - Mezzanine~~