

PROGRAM FOR THE LIBRARY BUILDING
OF
CENTENARY JUNIOR COLLEGE

SEATING CAPACITY

Seating capacity of the total library should be from 25% to 50% of the student enrollment.

Present enrollment: 420 girls

(It is intended at present to keep the enrollment at this figure in future years.)

Lowest percentage 25%: 105 seats

Highest " 50%: 210 seats

Middle percentages: 35% - 147 or 150 in round numbers

40% - 168 or 170 in round numbers

Main Reading Room Seating will depend on what rooms are included in overall library building. Seating of library should not include the seating in the Library Instruction Class Room or The Audio-Visual Room, because this is a special activity.

Other Rooms, Seating Capacity:

Centenariana Room	8
Music Listening Rooms	16
Small music listening rms.4	
Conference Rooms, 2	16
Smoking Room	20
Total	<u>64</u>

Main Reading Room should seat at least 100, which would make an approximate total of 170 or 40% of student body.

If any of the smaller rooms are eliminated, which I hope will not be the case, then the Reading Room total will have to be larger.

I feel very strongly that in building a library building, adequate provision for the future as well as the near future and present should be made. Perhaps the seating capacity and number of volumes may be conservative, too much so to be good.

17. Outdoor reading terrace
18. Staff work-room
 - a. Provision for delivery of book crates
 - b. Sink
 - c. Staff toilet
19. Cataloging room
20. Librarian's office
21. Staff lounge and kitchenette
22. Miscellaneous storage
23. Toilet facilities
24. Janitor's closet

*Rec'd from J. H. Pokorny
11/1/51*

November 1, 1951

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Volumes: 35,000 (full capacity)

Seating capacity:

Staff: Equivalent of 3 full time librarians

Entrance Lobby

Frame plate on door for library hours

Display cases on walls

Outside chute for returning books *depressible book truck as receptical* when library is closed

Public coatroom near entrance (does not necessarily have to be here.)

Stairways to upper and lower floors (For supervision stairways might have to be from circulation lobby)

Umbrella rack

Depressed floor for rubber mat outside & inside.

Circulation Lobby

Bottom drawers, labels tilted or wedge shaped

Card Catalog: (Provision for two 60 drawer card catalog cabinets for present and with empty place for another in ten years.)

Standing height card catalog table for consultation with drawers.

Circulation desk

Seating for two persons at desk.

Typewriter to be available for use at or near desk.

Book return slot in circulation desk with depressible book truck underneath for return of reserved books and other books.

Bulletin Boards

Display Wall Cases

Below book double-faced shelf with bulletin boards above for new books

Stacks

Full capacity: 35,000 volumes

Open stacks

Carrels: Number would depend on location. Would probably be located on main stack level. Perhaps a half dozen or 12. 4' x 5' or 20 square feet for each carrel.

Elevator connecting all floors. (opening into stacks and or near work room)

Book lift from stacks to circulation area. (Electric, if possible)

REFERENCE, READING AND PERIODICAL ROOM

North exposure best then east, south, and west (according to authorities, but our situation may require otherwise)
One center door
One or two fireplaces
Small study tables, 4' x 6', seating 4 people
Perhaps a half dozen individual tables seating one person each.
Comfortable chairs, end tables, coffee tables, lamps, near fireplaces.
Periodicals at one end on display shelves
Reference books in an area near circulation desk.
Book shelves adjustable
Map cabinet
Vertical File of pamphlets and ephemeral material(4 four drawer legal size)
Vocational File of pamphlets (one four draw cabinet for present, allow space for another)
Atlas and Dictionary stands, one or two.
Thirty square feet per reader (Usual standard is 25 ~~50~~ 30 feet per reader)
Seating capacity:

RESERVED BOOK AREA

As near circulation desk as possible so it can be controlled from this area.
Open shelves for browsing.

CENTENARIANA ROOM

Will contain historical material about Centenary
Vertical files for housing miscellaneous material such as programs, photographs, etc.
Book shelves for old yearbooks, bulletins, and other publications.
A display case for historical objects
Comfortable chairs (about 3 or 4) for browsing
Table and 4 chairs for study.
Rug, lamps, end table for inviting atmosphere.

Music Listening Rooms

Soundproof

Separate entrances into large and smaller rooms

- a. One large room seating 16 people with room for that many more on the floor

Radio phonograph record player

Small table on which to place records being used (*brushless top*)

Comfortable chairs, about six. Straight chairs about 4.

Study table and 6 chairs

End table and lamps

Room for piano

Wall to wall carpeting

*Pictures for wall .
Means to hang pictures*

- b. One or two small listening rooms

4 turn tables and ear phones

4 tables and chairs

Table chair

① Bulletin board
Waste basket

Single row shelving

Conference Rooms

Number: 2

Soundproof

8' x 8' (regulation size)

Glass panelling in door or one wall

One table and 8 chairs

Some book shelving

Probably will open from reading room

Typing Room

Soundproof

Seating for four people

4 typing tables and 4 chairs

Vaults for College Records, Fire proof.

Basement or ground floor probably
Center of building, does not need natural light.
Does not have to be near anything in particular because it is
not to contain library materials.

Library methods or Instruction Class Room

Seating capacity: 30
Black board and bulletin boards
Instructor's desk
Chair desks for 30 people.

Allow 15-25 sq ft of floor space + 200-300 cu. ft of air space per student
Note: This could be combined with Audio-Visual Room mentioned
below.

This room along side of Audio-Visual room could be divid-
ed by folding doors, so that either could be enlarged
when needed.

It could also be combined with the seminar room, or could
be used as a seminar room.

Audio-Visual Room

Bulletin boards on sides for display purposes
House and display our art print collection
Storage of any future audio-visual material
Could contain the Music Record Collection if listening rooms ad-
join it.

Seminar Room

Usual size of a seminar room is 300' to 400' square feet.
Could be combined with Library Instruction Classroom and Audio-
Visual room.
This is by no means an essential item, because there are no semi-
nar groups at present this would be a look to the future, as
would many items in this outline.
Usually seats up to 16 people.

SMOKING READING ROOM

Location: ^{main} ~~Ground floor probably~~
Seating capacity: 20
Comfortable furniture: ~~Can use present leather furniture in pre-~~
~~sent library.~~ Fire Proof
End tables
Lamps
Coffee tables

Two study tables and four chairs each
Book shelving around room
Bulletin Boards
Fireplace or places

MAGAZINE STORAGE

Present no. of periodicals: 120
Storage from 1920 for a few magazines.
Might be in regular stacks.

Periodical Room

Screen for fire place

Outdoor Reading Terrace

Staff Work Room

Typing table, typewriter, and chair

Long work table

Sink

Supply closets

Cupboards above and below table height shelf, *counter to pull out when needed, pushed in when not needed*

Shelving for books

Elevator opening into work room or nearby and into stacks.

U shape table for Cumulative Book Index, Standard Catalogs, etc.

The library desk in present library is built in e3 sections, which can be separated and made into a convenient table for consulting the above books, I think. A slanting top *adjustable* can be easily built on top of desk so that large volumes will be easier to use than if flat on desk.

Allow 75 sq. feet per employee in work room (This is a standard figure in building libraries.

Cataloger's Office *or Assistant Librarian's Office*

Cataloger's desk and chair, with typewriter in desk. *at left side*

Book shelves *behind desk*

Vertical file cabinet *-4 drawer, legal size*

Allow 100 square feet per employee in Catalog Room (also a standard figure used)

Room behind desk to manipulate a book truck when books are being worked on.

Librarian's Office

- Desk and chair, ~~with typewriter in desk~~
- 2 four-drawer legal size vertical files for correspondence, etc.
- Book shelving or cases near desk
- Two comfortable chairs, floor lamp, end table, and lamp and rug.
- One arm chair next to desk
- Powder room opening into librarian's office
- Coat closet

Staff Lounge and Kitchenette

- 1 day bed
- 1 couch
- 2 or 3 comfortable chairs, lamps, end tables, etc.
- ~~Lavatory off of staff lounge, basin toilet~~
- Kitchenette: sink, electric hot plate or small stove, dishes silver, teapot. Could be a small room off of lounge.
- Refrigerator, not to be on main central electric light circuit*

Toilet facilities

- Ladies' lavatory, probably 3 toilets and basins (see below)
- Men's lavatory (small)
- Staff lavatory (off of staff lounge, see Staff Lounge and kitchenette)
- Librarian's lavatory (off of Librarian's office) See Librarian's office.

Janitor's closet
 Toilet, sink, mirror, light on each side of mirror
 Cabinet above sink, + shelf below cabinet. Mirror can be on top of cabinet.
 Ladies lavatory.
 Toilets - Silent Flushing Liquid soap + containers
 Silent plumbing fixtures
 Booths containing ^{light} long enough so that clothing does not touch seat.
 Distance should be at least — feet from edge of seat.
 MIRRORS NOT OVER SINK. HAVE 2 shelves under mirrors, lower one for pocket box.

Janitor's closets

- One on each floor of library, inconspicuously placed.
- Storage closet
- Water facilities
- Room for mops, brooms, dust cloths
- Rollie for moving heavy equipment

Storage, Miscellaneous

Large room for storage of all kinds
 Some of present stacks if not used in stack area could be used here.

11/151

**PROGRAM FOR THE LIBRARY BUILDING
OF CENTENARY JUNIOR COLLEGE**

The Library is to accommodate 35,000 volumes and is to seat 150 students.

The staff will consist of three full-time members, one part-time member and of several student assistants.

The Library shall contain:

1. Entrance lobby
 Display cases
2. Card catalog
3. Circulation desk
 With provision for returning books when the
 library is closed
4. Open stacks for 35,000 volumes
5. Reference reading room
6. Reserved books reading room
7. Periodicals reading room
8. Historical files (locked)
9. Art print collection
10. Two fire-proof vaults for College records
11. Collection of photograph records
12. Music listening rooms
 - a. One large room (for sixteen students)
 - b. Two small rooms (for two students each)
13. Typing room (for four students)
14. Conference rooms (for eight persons)
15. Seminar rooms
16. Smoking room
 - a. Some book shelves
 - b. Display cases