

LIBRARY

April 30, 1953

Mr. Jan H. Pokorny  
306 East 51st Street  
New York, New York

Dear Mr. Pokorny:

At the board meeting in Rutherford in April I mentioned to Arthur that I will be on my vacation from June 10 until July 15 and will not be available for any work on the library building. I mentioned this to you some months ago but just wanted to remind you that anything that is immediate must be done before June 5.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

RES:mc

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JAN HIRD POKORNÝ - ARCHITECT

306 EAST 51ST STREET - NEW YORK 22, NEW YORK - PLAZA 3-7966

May 14, 1953

Miss Ruth E. Scarborough  
Centenary Junior College  
Hackettstown, New Jersey

Dear Miss Scarborough:

I am sorry to respond so belatedly to your letter of April 30, but we have been completely submerged in work.

There is just one item which will require your study and specification before you leave for your vacation-- the proportion of shelves of various widths that you will require in the stacks. We have been told by the manufacturers that the usual proportion is as follows: 80%- 8"shelves, 10%-9"shelves, 10%-12"shelves. Is this agreeable to you? We will be sending out for firm competitive bids from stack manufacturers very shortly, as our choice of stack type will influence construction details. Other items will not need to fall in line until after you come back.

Dr. Seay will be bringing a set of prints of construction drawings in the next day or two.

Thank you for the stack shelf information and best wishes for a pleasant vacation.

Sincerely yours,

  
JAN HIRD POKORNY

JHP:edl

LIBRARY

May 22, 1953

Mr. Jan Hird Pokorny  
306 East 51st Street  
New York 22, New York

Dear Mr. Pokorny:

When I talked to you on the phone yesterday, I asked about bookends for the new library stacks. The present library uses 523 three-foot shelves. In the new library the present collection should use twice that number in shelving or 1,046 shelves or 1,046 bookends. By spring, 1954, we could easily make it in round numbers 1,100 shelves or 1,100 bookends needed.

Bookends: The library has 710 bookends by actual count. Some of these will have to be used in the workroom and offices shelving and in the storeroom or storage room shelving. The storage room will need probably 200 bookends. The Cummins Collection of 2,000 books will be placed here until cataloged and added to the main library collection.

Offices and workroom need about 50 bookends.

Seven hundred and ten (710) minus 250 is 460 left for the stacks. 1,100 minus 460 is 640. Therefore, an absolute minimum of 640 bookends should be provided with the stacks. If provision for the next few years is taken into consideration, I suggest that the number of bookends be increased over the 640.

The type of book stack which includes bookends hanging from the shelving above, seems very satisfactory. There is no sliding of books with this arrangement. If there is a special kind of construction under the shelves in which to hold the bookends this kind of construction should be provided in all shelving throughout the stacks, whether or not the actual bookends are included.

Your recommendation of 80 per cent 8-inch shelves; 10 per cent 9-inch shelves; 10 per cent 12-inch shelves sounds satisfactory to me.

Yours very truly,

Ruth E. Scarborough  
Librarian

RES:amp

NOTES ON THE LIBRARY BUILDING PLANS  
June 4, 1953

I. Blue print plans

A-1.8 plastic skylights?

A - 4 No walls on listening booths. Seem to be open to passerbys going from foyer to music listening room. Shouldn't each booth be separated from the other, and entered by a door in each to keep passerbys from disturbing them. Also people taking records from the record storage would be a distraction without doors.

A - 13 Are there built in gocones for hanging pictures and displays in classrooms, halls on both floors and seminars

II. Does the intercommunication system go into museum office? It should go into museum office, and/or a telephone extension.

What is the flooring in the circulation lobby? Was unable to find it on prints. It should be of a material that will be easy to walk on for the librarians. This could be a source of trouble if the surface were hard to walk on.

III. Specification Book.

Page

1 - 1	1.03 (c) ?
1 - 4	Additional cost for blasting rock. 1. 24
7 - 3	7.20 Alternate screens
20 - 1	Size from wall to door?
21 - 1	21.04 (c) should include long wall mirror here instead of in girls lavatory, or in addition to the one in girls lavatory. This was meant to be in the staff lavatory or just outside of it.
32 - 14	Fluorescent lighting? in offices?

Ruth E. Scarborough, Librarian



COMMENTS ON THE PROPOSED LIBRARY BUILDING

J. Russell Bailey, Architect  
Orange, Virginia

Mr. Bailey serves as a library consultant at the request of Miss Helen Geer,  
A. L. A. headquarters librarian.

Eliminate steps leading to library door. Because uncovered steps are  
hazardous in winter and wet weather. Landscape up to door in front.

Stairways - poor control

Too small works space and offices

The whole plan is a fixed plan, expensive to construct, there is a lot of  
wall space for the amount of area. The design is fixed, allows no  
flexibility whatsoever. More flexibility is needed.

Recommends 8' or 9' ceilings. Suggests 9'3" ceiling on main floor;  
11'6" floor to floor coverage.

Windows are expensive. The plan of main reading room is antiquated, with  
high ceiling and balcony effect. It is a classical program of 20  
years ago.

The second floor is beautiful but not practical. A lot of wall space for  
the area enclosed. Conference room too large.

Be sure to figure the cost per square feet. The cost per cubic feet can  
be very misleading.

Be sure to have the vault well-ventilated.

In storage area, it is possible to have 9' x 9' column spacing at present  
which would allow at present using the room for other purposes. Then in  
future when that space is needed for books, stacks can be put in. In  
the meantime it would allow the space to be used for other purposes.

Forced air ventilation, steam converters.

Have the best lighting

heat

floor coverings: rubber tile.

Basement: asphalt tile.

Note: do not put rubber tile on ground floor. The dampness  
is not good for it.

Dean Stallings, Librarian  
North Dakota Agricultural College  
Member of the Association of College and Reference Libraries Buildings Committee.  
Talked to me at the request of Miss Helen Geer. I had already corresponded  
with Mr. Stallings.

Cover the porch because of wintry weather.

Have wheels on the coat racks so they can be moved when needed.  
Have an in and out door on coat room

Rearrange office area

Elevator versus booklift: \$3,000 difference between the two. He recommends the  
consideration of an elevator, small. Book trucks can be wheeled on elevator  
and off and does not require loading and unloading books on to book lift.  
Have hydraulic or electric elevator.

Recommends that the building be built  $4\frac{1}{2}$ ' below ground and then up.

Recommends a rectangular building, with entrance barely off end.

Mr. Angus S. Macdonald

Snead and Co., (Library stack and furniture co. A man of wide experience, a former librarian with experience in many library fields and buildings.

In the present plan there is 13,000 sq ft of usable floor space.

Recommends having a one floor building. Cost of stair cases and booklift or elevator is high. A building 70 x 180 would allow more area space than present plans.

Add second floor later for museum when there is something to put in it.

Would not build this building at present plans are.

Recommends a rectangular building.

28' high overall. 15' inside ceiling.