

## PERIODICAL ROOM

Sloping shelf for display of current periodicals. Flat shelf below each sloping

shelf for one month or 6 months of magazines- about 3" x 4" (See

Remington Rand Catalog):

Wall magazine shelving, Cat. No. 7734, 6'10" h, 12" deep, 3' wide each section

Left side: 16' long - 5-3' sections or ~~4-6'~~ sections

Smaller side 8' long = 1 6' section ~~or~~ 2' to spare

Each 3' section of 5 shelves holds 15 magazines

For our present collection we need 8 x 15 = 120

Magazine can be overlapped for expansion later on

### All New furniture -

1 round table and 6 chairs

2 small square ~~3~~ 3x5 tables and 8 chairs

1 3-seater couch

3 comfortable chairs

1 slat bench of 3 or 4 cushions (log storage underneath)

3 table lamps ?

1 fire screen

Drapes at windows (both windows ~~are~~ near street)

Venetian blinds at windows (sunny sides) no special structure above,  
they'll be down most of the time)

Need Kardex system for checking in <sup>periodicals</sup> at circulation desk

Need Kardex system for student use in periodical room or near

RG for location purposes

Microfilm Reader. Recordak Film Reader, Model MPE. \$350.00

*Microfilm storage cabinet*

SEMINAR ROOM

300 - 400 sq. ft. (Gerould)

2 3x6 tables (have)

10 chairs (have)

Book shelves on short wall

Provision for displays (metal groove for hanging pictures  
pictures or posters)

RESERVE BOOK ROOM OR AREA

Bulletin board near, perhaps free standing

17' - 5-3' sections and 1 2' section

Housing 700 books

11 $\frac{1}{2}$ ' - 3 3' sections and 1-2 $\frac{1}{2}$ ' section

Housing 575 books

Bench in front of 17' sections

SINK

Workroom sink - cupboards above and below

Place for soap

Paper towel dispenser above sink

Cupboard below for towel, dutch cleanser, paste, etc.

for mending, and pasting books

SMOKING READING ROOM

New fire proof furniture

End tables and ash trays

Seating capacity: 18

Coffee table

Book shelving partly around room, where possible

Ventilating system to take care of smoke

Ash stands, one for each chair

Newspaper rack, Remington Rand, Cat. No. 7752

36" x 26" deep, 32" high overall

4 newspaper sticks - Ideal newspaper file, Cat. No. 1411

## STACKS

Capacity - 35-40,000 volumes

7'6" high, depth of shelf 8"-10"

Carrells - several (4'x5' or 3'x5', 20 sq. ft. for each  
carrel - Hanley)

10 volumes per sq. ft. of floor area for working collection  
which includes space occupied by aisles, elevator, and  
stairway - Hanley

Master switch for stack lights at circulation desk

Height of stack ceiling 7'6" from deck to deck

Open stacks - 6' from center to center or 4'6" clear aisle

Adjustable shelves

Bottom 2 shelves sloped

Tile walls very easy to clean (Skidmore)

Double approach stairways for open stacks

Separate switch for each aisle of stacks

Carrels - 3 for typing (enclosed) 6-10 others

Stack specifications include label holders, stack markers  
or ends and book supports

Stack aides 3'6" wide

2 Footstools for each stack level

Storage room

Stepladder

All stacks in present library

Finished lights & floor sockets

Chair or two (have)

Table or two here & there (have) now in library office.

TABLES

4'x6' or 3 x 5

5' between rows of tables

5' between tables and walls

4' at ends of tables

(Mrs. Hobby recommends height of table at 29" instead  
of usual 30")



TELEPHONES

1 Outside line

- 1 - Librarians office
- 1 - Ass't librarian's office
- 1 - circulation desk

Intercommunication system from

- Librarian's office
- Ass't librarian's office
- Circulation desk
- Work room
- Faculty and staff lounge
- Museum office

- 1 Janitor's room or corridor on ground floor

TYPING ROOM FOR STUDENT USE

Sound proof

5 tables and chairs (have chairs, walnut color; do not  
have tables)

Glass panelling in door or wall.