

JAN HIRD POKORNÝ - ARCHITECT

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

RE Taylor Library Cabinet Work

DATE 16 Aug. 54

TO Miss. Ruth Scarborough

Centenary Junior College, Hackettstown

ATTENTION _____

JOB NO. 21-5

WE ARE SENDING THE FOLLOWING BLUEPRINTS

COPIES	SHEET NO.	TITLE	DATE
1	F-1	Classroom, Centenariana, etc storage units	
1	F-4	Workroom, Office storage- Shelving	

PLEASE NOTIFY US AT ONCE IF ENCLOSURES RECEIVED ARE NOT AS LISTED ABOVE

REMARKS: We are sending you these shop drawings for storage units already being built for your use in planning their use.

SENT BY:
*FIRST CLASS MAIL
PARCEL POST
BLUE PRINTER
MESSENGER


JAN HIRD POKORNÝ, A.I.A.

Library

August 17, 1954

Mr. Jan H. Pokorny
306 E. 51st Street
New York, N. Y.

Dear Jan:

The blueprints for the cabinet work arrived this afternoon. I have gone over them and like the arrangements very much. I would like to make these comments and suggestions:

- 403: Have shelving come to the left end of the wall with a birch strip from floor to height of 7'6" which is the usual stack height. As I understand from the drawing there is nothing but a shelf without a left end. This would be most unhandy when shelving books. Also, have one more shelf almost on floor, otherwise this is waste space. We need every inch for processing of new books.
- 405: Make cabinets to the floor. Why waste 4"? There is little enough storage space in this room as it is. There is no need for a toe groove or such here.
- 406: Why only seven shelves required? There are eight carrels so there should be eight book shelves.

There is no plan for the shelving in the storage closet next to coat closet in workroom.

- 401 and 402: What is the term standards? Do these divide the 2'5" sections from one another? That is, can the books lean up against the standard at the left? Is the standard the depth of the shelf, 10"? The shelves at the right of the desk will hold the reference books which are heavy, and the reference books will extend to the 401 section which should be most substantial, too.

I am enclosing a list of the rooms in the library building so that you can draw them in on the floor plans for the Library Handbook. I talked to Dr. Seay about the sketch of the building. He does not like the photograph sketch about which I spoke of using, but if you could sketch one which shows the building to more advantage, not hidden behind the trees, or dwarfed by the trees, he would appreciate it. If not, as a last resort, use the one we have. Perhaps I could explain what he wants better if I could tell you. Please stop in to see me next time you are out here.

I have consulted with Dr. Seay and Dean Hight concerning the switch outside of the girls lavatory. Miss Hight thinks the light should be on at all times when the building is open. She suggests that another switch with a lock on it be placed here so that the girls cannot turn it off from the outside. It could be quite dangerous the way it is now located. When the lights are turned off at night, this light would be turned off also, and on in the morning.

In going around the outside of the building, I have noticed that the putty or whatever it is around the window frames can and has been indented by human fingers in several places. Is this supposed to be so soft? No doubt you or Dr. Seay have already noted this.

If you have any questions as to my descriptions of the cabinet work, please drop in to see me next time you are here. I believe the above changes should be made immediately to make the most use of space, etc.

Very sincerely yours,

Ruth E. Scarborough
Librarian

LIST OF NAMES OF ROOMS IN THE TAYLOR MEMORIAL LIBRARY

MAIN FLOOR

Entrance Lobby

Circulation Lobby

Reference Area

Reserve Book Area

Reading Room

Periodical Area

Stack Area

Main level

Upper level

Smoking Reading Lounge

coat Room

West Wing Foyer

Music Listening Cubicle

Music Listening Room

Centenariana Conference Room

Seminar

Library Instruction Class Room

UPPER LEVEL

Student Typing Room

Upper Stack Level

LOWER LEVEL

Cummins ~~Room~~ Room

Office

Girls Lavatory

Mens Lavatory

Storage Room

Faculty and Staff Reading Lounge

JAN HIRD POKORNÝ - ARCHITECT

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

RE Taylor Memorial Library-Floor Plan

DATE Aug. 26, 1954

TO Miss. Ruth Scarborough, Librarian

Centenary Junior College, Hackettstown

ATTENTION _____

JOB NO. 21-5

WE ARE SENDING THE FOLLOWING **Black and white prints**

COPIES	SHEET NO.	TITLE	DATE
1		First Floor and Mezzanine Plans	
1		Lower Level Plan	

PLEASE NOTIFY US AT ONCE IF ENCLOSURES RECEIVED ARE NOT AS LISTED ABOVE

REMARKS: **Please check all the labels on the above prints. If correct will you please notify us so that we may send you transparencies suitable for photostatic reduction and the making of cuts.**

SENT BY:
 FIRST CLASS MAIL
 PARCEL POST
 BLUE PRINTER
 MESSENGER


JAN HIRD POKORNÝ, A.I.A.
a.c.giorchino

To: The Faculty

From: Ruth E. Scarborough

Subject: New Library Building!!!

Centenary's new library building cannot be a success without the help of one of the most important sources of knowledge and information -- Centenary's Faculty Members. Any president of a college, architect and librarian would be foolish to attempt a library building without asking for and receiving the suggestions, criticisms, ideas of its faculty.

Therefore, I hope that each faculty member will feel it his or her responsibility to cooperate fully in this undertaking which is so important to the instructional program of the College.

What do you want in the library building?

What specialized type of activity do you want included?

What libraries have you visited where you have found a particular system which you felt especially advantageous? Is it adaptable to our situation?

What changes should be made in our present library procedures? Reserve Book Room?

Anything else?



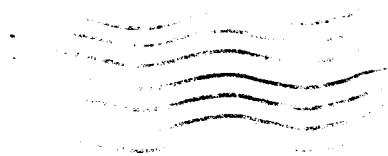
*School, Library and Laboratory Furniture
Specialized Finished Wood Products*

JAMES W. SEAY

JAN HIRD POKORNÝ - ARCHITECT
306 EAST 51ST ST NEW YORK 22, N. Y.

JOHN E. **SJOSTRÖM** COMPANY
INCORPORATED
1717 NORTH TENTH STREET
PHILADELPHIA 22, PENNA

205 EAST 42ND ST.
NEW YORK 17, N. Y.
MURRAY H. LL 4-6738



Miss Ruth E. Scarborough, Librarian
Taylor Memorial Library
Centenary College for Women
Hackettstown, New Jersey

GRACE LETTER COMPANY
77 FIFTH AVENUE
NEW YORK 3, N. Y.



Miss Ruth E. Scarborough, Lib.
Centenary College for Women
Hackettstown, N.J.

Please HAND STAMP.

14 1/2

17 1/2

3"

12"

17

5"

Spine
Palm leaves on and oak

TAYLOR MEMORIAL LIBRARY

November 23, 1954

Mr. James W. Seay
John E. Sjostrom Company, Inc.
1717 North Tenth Street
Philadelphia, Pennsylvania

Dear Mr. Seay:

After the Sjostrom furniture was installed, I received a packet of bolts and nuts with instructions to Gunnar to use these to fasten the legs of the READERS' GUIDE table. Gunnar never used them because I still have them. Will you check with him to see if he used other bolts or if the legs are put on properly?

Two of the Reading Room tables are split on the edge, one where the pieces of wood are joined together, and the other in the middle of a piece of wood. The splits are about two and four inches in length, respectively. Will you kindly see that this defect in the tables is rectified as soon as possible?

We are having trouble with the left-hand drawer of the circulation desk. About two weeks ago it would open only six inches. I had one of our maintenance men fix it and it is now stuck again. In order to take out the items in the back of the drawer, it is necessary to take out all of the front items first. There must be something wrong with the drawer mechanism.

For your information the shelves to be pulled out in the card catalog on which one places the lower drawer in using the catalog, are two inches short for comfort and convenience. The drawers are too long for the depth of the shelf. It would be very easy to drop the drawer and crack or split it. In measuring the catalog case I find it one-half inch narrower than our old catalog, but there is a difference of a little over two inches in the length of the shelf in the Sjostrom catalog and our old one. The Sjostrom shelf is twelve inches and our old catalog shelf is fourteen and one-half inches. In the Sjostrom there is a five-inch difference in length of shelf and drawer. If you could construct the interior so that not so much of the shelf is left inside the catalog and so that more of it is made usable, it would be a great help to librarians and library users.

I shall wait to hear from you concerning the above matters.

Very truly yours,

Ruth E. Scarborough
Librarian

RES:amp

c.c. Mr. J. H. Pokorny
Dr. E. W. Seay

TAYLOR MEMORIAL LIBRARY

November 23, 1954

Mr. Jan Hird Pokorny
306-51st Street
New York 2, New York

Dear Mr. Pokorny:

Enclosed is a letter which I have just sent to Mr. Seay of Sjostrom for your information.

When Frances was dusting the chairs in the reading room she found one chair where the screws had come through the seat and there are two holes in the seat. This chair must be one of those where a new seat was sent from Thonet because you checked the chairs yourself when they first arrived.

Will you make arrangements to have a new seat made for this chair?

Have a nice Thanksgiving vacation.

Sincerely yours,

Ruth E. Scarborough
Librarian

RES:amp
Enclosure

JAN HIRD POKORNÝ - ARCHITECT

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

November 29, 1954

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

Dear Miss Scarborough:

Thank you for your note. Mr. Seay of Sjostrom has assured me he will take care of all the things you mentioned, and possibly talk them over with you in Hackettstown.

Be sure that they give you their furniture oil for maintaining the Sjostrom furniture. Maybe they can also do something about the pull-out drawers in the card catalogue. The damaged chair will be repaired by our cabinetworker.

We still owe you the letters for room designations, and will give them to you as soon as we receive them.

I hope you are well used to your lovely new building. Your contribution and cooperation made possible the successful completion of the Library. We all enjoyed working with you very much.

Very truly yours,


JAN HIRD POKORNÝ

JHP:pr



JOHN E. SJÖSTRÖM COMPANY, Inc.



Designers and Manufacturers of
LIBRARY FURNITURE
1717 North Tenth Street, Philadelphia 22, Pa.
Stevenson 7.4600

29 November 1954

Taylor Memorial Library
Centenary Junior College
Hackettstown, New Jersey

Attention: Miss Ruth E. Scarborough - Librarian

Dear Miss Scarborough:-

We have your letter of November 23rd addressed to Mr. Seay and he plans to stop by shortly to check on the various items that you mention. In any event, you can be sure that they will be taken care of.

In regard to the card tray unit, our cabinets at one time were made deeper so that we could provide a wider shelf. In recent years, however, the depth has been standardized and we changed our cabinets to conform. And, of course, this provides a slightly narrower shelf. We have noticed that most people place the tray at an angle on the shelf, and in libraries such as yours, they usually take the card tray to a reference table so as not to block others from using the cabinet. However, Mr. Seay will check this condition also to see if we cannot improve the extension of the shelf.

You certainly have a beautiful library. I had reason to visit the college with my daughter several weeks ago but you were not there at the time. I was very much impressed with the building and the library arrangement.

Thanks for writing us as you have and we will take care of the various items that you mention.

Sincerely,

S. S. Coston

SSC/jw

c. c. Mr. J. H. Pokorny

 1893
JOHN E. SJÖSTRÖM COMPANY, Inc.



Designers and Manufacturers of
LIBRARY FURNITURE
1717 North Tenth Street, Philadelphia 22, Pa.
Stevenson 7-4600

19130

17 December 1954

Taylor Memorial Library
Centenary Junior College
Hackettstown, New Jersey

Attention: Miss Ruth E. Scarborough - Librarian

Dear Miss Scarborough:-

With reference to our letter of November 29th, Mr. Seay has reported on the items to be taken care of and we will have a mechanic stop by as soon as possible to make the necessary corrections.

In regard to the card catalog case, we have checked those in stock and find that the shelf actually extends 14" so apparently the stops on the sliding shelves are incorrectly located. Our installation man will take care of this when he calls at the library.

With reference to the care of the formica tops, we would suggest that they be waxed occasionally with a liquid or paste wax. This will protect the surface. If between waxings they become dirty, first just try a damp cloth to clean them, secondly, soap and water, but if it is something hard to remove, such as grease or a stain, benzine or gasoline should be used. Then when the tops are dry, wax in the normal way.

There is only one thing to be careful of when cleaning the formica and that is to make sure no liquid lays in the slight V-cut where the formica joins the wood edge. If it does, this might in time affect the finish of the edge.

Best wishes for a Merry Christmas and a Happy New Year.

Sincerely,

S. S. Coston

SSC/jw

JAN HIRD POKORNÝ - ARCHITECT

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

December 17, 1954

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

Dear Ruth:

The moveable chalkboard for the Classroom of the Library will arrive at the College about Wednesday of next week by Railway Express.

Since we have not had a chance to inspect this item since its arrival from England, I would suggest that look it over carefully when it is delivered and notify us immediately if any damage has been done. It will be necessary to save the labels and any shipping papers in order to file any claims.

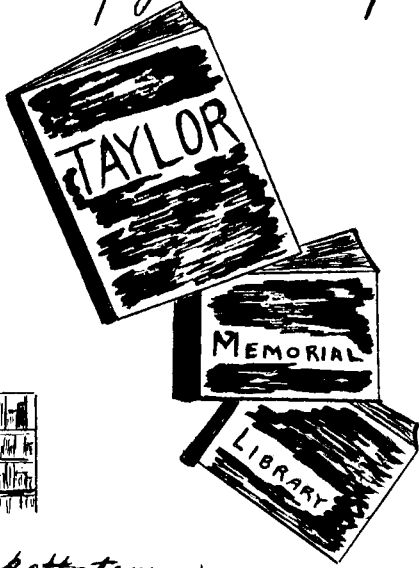
If I don't see you before the holidays, I wish you a Merry Christmas.

Sincerely yours,


JAN HIRD POKORNÝ

JHP:gca

Centenary Junior College



Hackettstown
New Jersey

Lowry

TAYLOR

MEMORIAL
LIBRARY

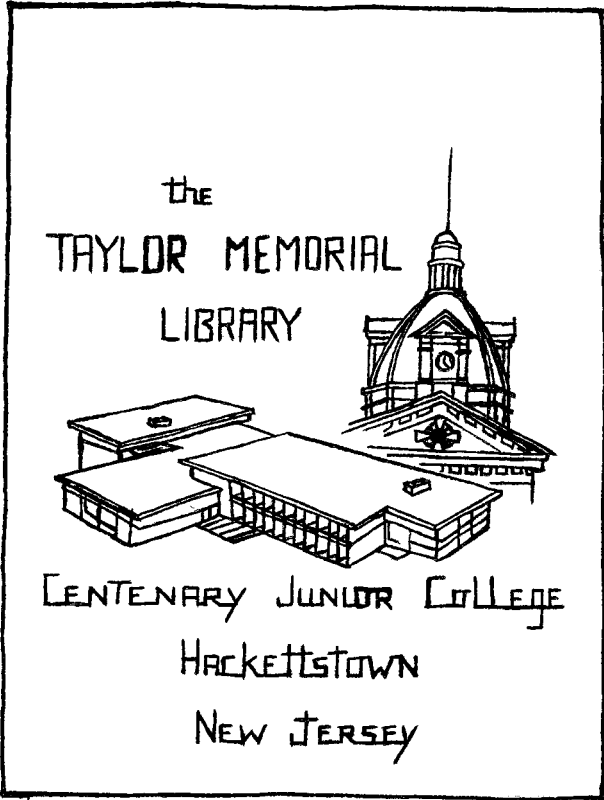
CENTENARY



JUNIOR COLLEGE

HACKETTSTOWN, NEW JERSEY

Handwritten signature or mark



Carol Ann Brooks

TAYLOR
MEMORIAL
LIBRARY

CENTENARY JUNIOR COLLEGE
HACKETTSTOWN, NEW JERSEY

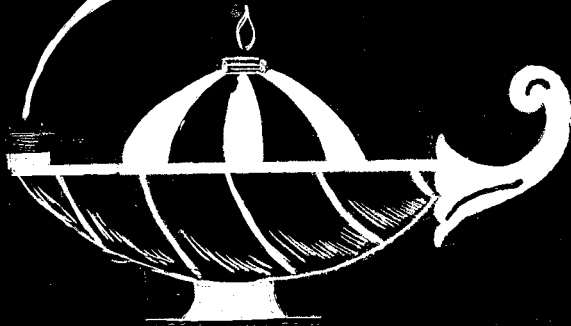
TO BE DONE IN BLACK, GOLD
AND WHITE

WHITE BLACK GOLD
□ ■ ▨

ANITA BRUNNER

TAYLOR MEMORIAL
LIBRARY

Centenary Junior College



HACKETTSTOWN, NEW JERSEY

15015 PETEC 11