

CEDAR CREST COLLEGE

Allentown, Pennsylvania

November 9, 1961

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

Dear Miss Scarborough:

The Cedar Crest College Library has just begun serious work on the planning of a new building. We have been given only a few months in which to do the necessary visiting, reading, and consulting which must precede actual construction.

If the plans for your new library can be made available in any form, they would be of great interest to us. We would also like to know whether or not you

- a) hired a library consultant,
- b) chose an architect with previous experience in planning library buildings,
- c) provided a parking space adjacent to the building.

Postage will be refunded, of course, for any material you are able to send us.

We would also like to send members of our library building committee to visit your new building, if you have no objection. We tentatively plan to visit the Centenary College Library on Wednesday afternoon, November 29. Is that date satisfactory or could you suggest another?

Very truly yours,



Gladys Lober
Librarian

GAL:s

TAYLOR MEMORIAL LIBRARY

November 13, 1961

Miss Gladys Lober, Librarian
Cedar Crest College
Allentown, Pennsylvania

Dear Miss Lober:

Your letter of November 9 arrived today. Wednesday Afternoon, November 29, would be quite convenient for me to have you and members of your library building committee visit the Centenary Library.

To answer your questions: (a) After I had drawn a detailed outline of what I wanted in the library and after the architect had drawn up plans which seemed acceptable to the administration and me, we employed a library consultant to go over the plans and make suggestions. She made one visit to the campus. (b) Our architect had not had library building experience but had built two buildings on the Vassar Campus. He was the son-in-law of one of the members of our Board of Trustees. We felt that he did an excellent job with the library except for minor errors in lighting, etc., but everything else was satisfactory. (c) We did not provide a parking space as such for library parking due to the fact that our students are not allowed to have cars on the campus. We have very few day students who do drive, usually six to eight, this year 25 which is unusual. Due to the fact that we are adjacent to a public street, the library staff has ample space to park.

You will see I am enclosing a library handbook and our most recent floor plans. I hope that they will be of some help to you. You may keep the handbook but I would like to have the floor plans returned.

I am looking forward to meeting you and members of your committee on November 29.

Very sincerely yours,

Ruth E. Scarborough
Librarian

RES:amp

Enclosures: Floor Plans
Handbook

CEDAR CREST COLLEGE
Allentown, Pennsylvania

April 24, 1962

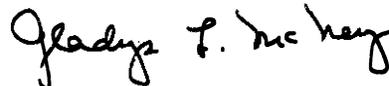
The Librarian
Centenary Junior College
Hackettstown, New Jersey

Dear Sir:

Enclosed are the blueprints for your library
which you so kindly loaned to us.

I apologize for having kept them so long. We
did appreciate your kindness in letting us have them and
have found them very helpful in our own planning.

Sincerely yours,



Mrs. Stephen McNey
Librarian

GLMcN:k
Enc.



AMERICAN LIBRARY ASSOCIATION

WASHINGTON OFFICE: THE CORONET — 200 C STREET, S. E., WASHINGTON 3, D. C.

EXECUTIVE
OFFICES:
50 EAST HURON ST.
CHICAGO 11, ILL.

January 28, 1963

M E M O R A N D U M

TO: College and University Librarians in Selected States

FROM: Germaine Krettek, Associate Executive Director,
American Library Association and Director,
ALA Washington Office

It is now evident that the President shortly will propose legislation which will authorize Federal assistance for the development of college and university libraries, including construction. It is vitally important, therefore, to have concrete information from institutions of higher education concerning the current status of library facilities and an estimate of projected needs in the next decade in order to prepare testimony for hearings which are expected in the near future.

For this reason I would be very grateful if you would fill out the enclosed questionnaire and return two copies to the ALA Washington Office by February 28.

One sheet should be filled out for each library building in your institution. In many cases, therefore, three copies will be insufficient. If additional sheets are required, we hope you will feel free to duplicate copies as needed or request them from this office.

GK:mh
Enclosures

TAYLOR MEMORIAL LIBRARY
CENTENARY COLLEGE FOR WOMEN
A TWO-YEAR COLLEGE
HACKETTSTOWN, NEW JERSEY

OFFICE OF THE LIBRARIAN

October 10, 1963

Grace Letter Company *DIV. OF DICAR.*
~~77 Fifth Avenue~~ *231 E 14 ST*
New York 3, New York

Gentlemen:

Will you kindly send me in cork the letters O and M which is called "Lord"- Size 30 MM (1-3/16"). This is for the labeling to a room in the library which has the cork lettering and was put in the building in 1954 when the building was completed.

Please bill the library for these items.

Your prompt attention to this matter will be greatly appreciated.

Very truly yours,

Ruth E. Scarborough

Ruth E. Scarborough
Librarian

RES:anp

No CHARGE

October 10, 1963

Grace Letter Company
77 Fifth Avenue
New York 3, New York

Gentlemen:

Will you kindly send me in cork the letters O and M which is called "Lord"- Size 30 MM (1-3/16"). This is for the labeling to a room in the library which has the cork lettering and was put in the building in 1954 when the building was completed.

Please bill the library for these items.

Your prompt attention to this matter will be greatly appreciated.

Very truly yours,

Ruth E. Scarborough
Librarian

RES:amp

Rec'd 10/22/63