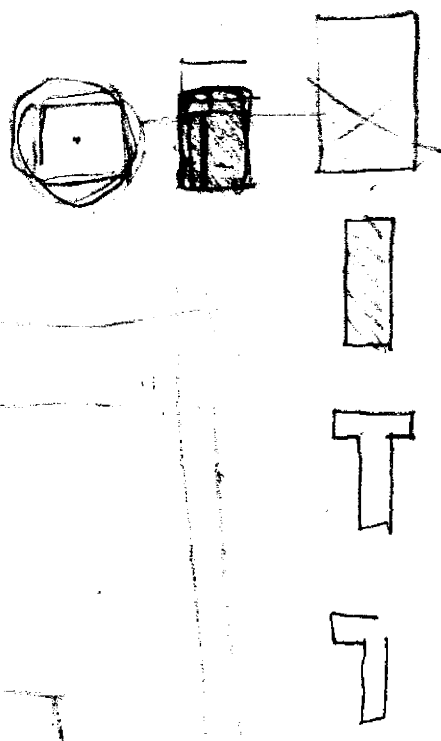
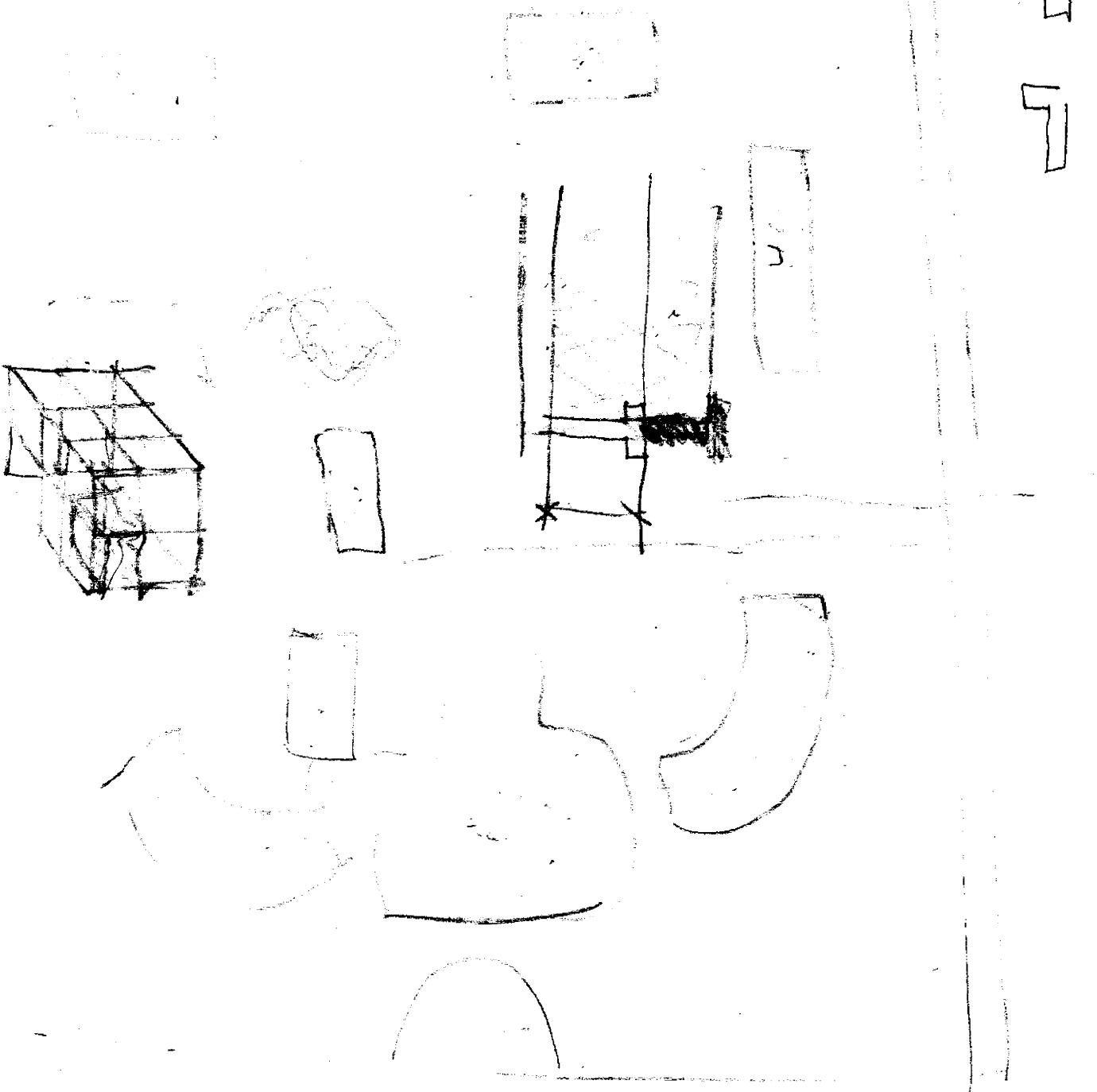


CENTENARY JUNIOR COLLEGE  
HACKETTSTOWN, NEW JERSEY

ZA

November 26, 1951

Dr. Robert H. Mueller  
Director of Libraries  
Southern Illinois University



Dimensions

1st floor

2nd floor

Dimensions 300-400-315  
300-400-315

Library Office 12 x 14

Museum Room 24 x 20

Catalog Office 6 x 12 (extension from Comp. Room) 12 x 20

Work Room 12 x 27  
class. Room 24 x 20

R R 25 x 81  
Center museum Room 12 x 20

Stacks 18 x 81  
(Gift, class, cont. Rm 48 x 20)

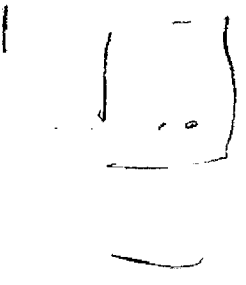
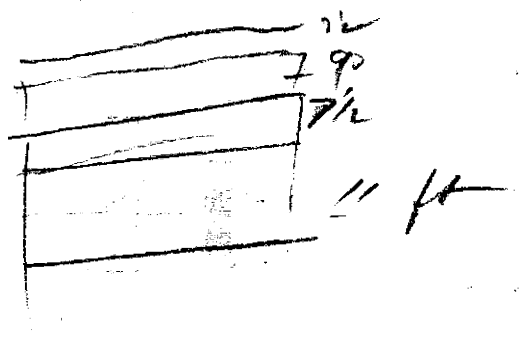
Cont. Room 12 x 9

Gen. Area 24 x 29

Ground floor

Smoking lounge 24 x 18

Faculty + Staff lounge 12 x 18



15' 1" depth

12' window

11 R

Equipment for  
for maintenance  
5/15/84

R R

FR  
OHV

T	T
C	C

Room

ST

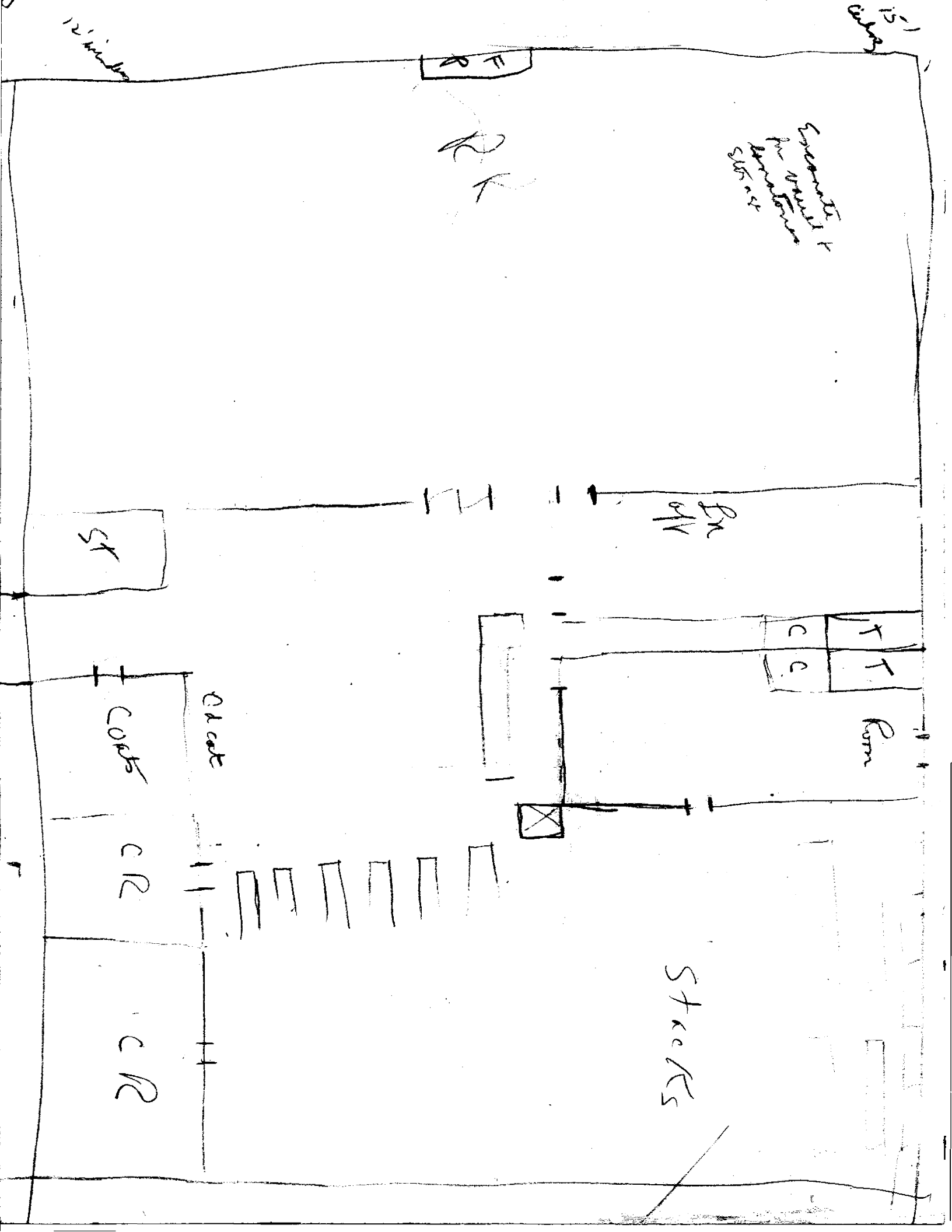
Grade

COB

CR

CR

Stacks



Petyre

READING AND REFERENCE ROOM

Seating capacity - 100 - 130

~~Book shelving around room~~

Fire place ~~at each end~~

Comfortable chairs ~~at each end~~ near fire place

~~Map cabinet~~

Vertical file of <sup>general</sup> ~~pamphlets~~ <sup>vocational pamphlets</sup> 20 - 24 drawers (now have 12 full drawers)

~~Vocational file~~

Atlas ~~and dictionary~~ stands

~~Vocational stands~~ - 1 circ bibby, 1 R.R., 1 Periodical stand

~~One center door (no traffic to disturb others)~~

Glass doors and partitions

North exposure best, then E, S, W

Entrance to stacks from Reading Room

Reader's Guide Table

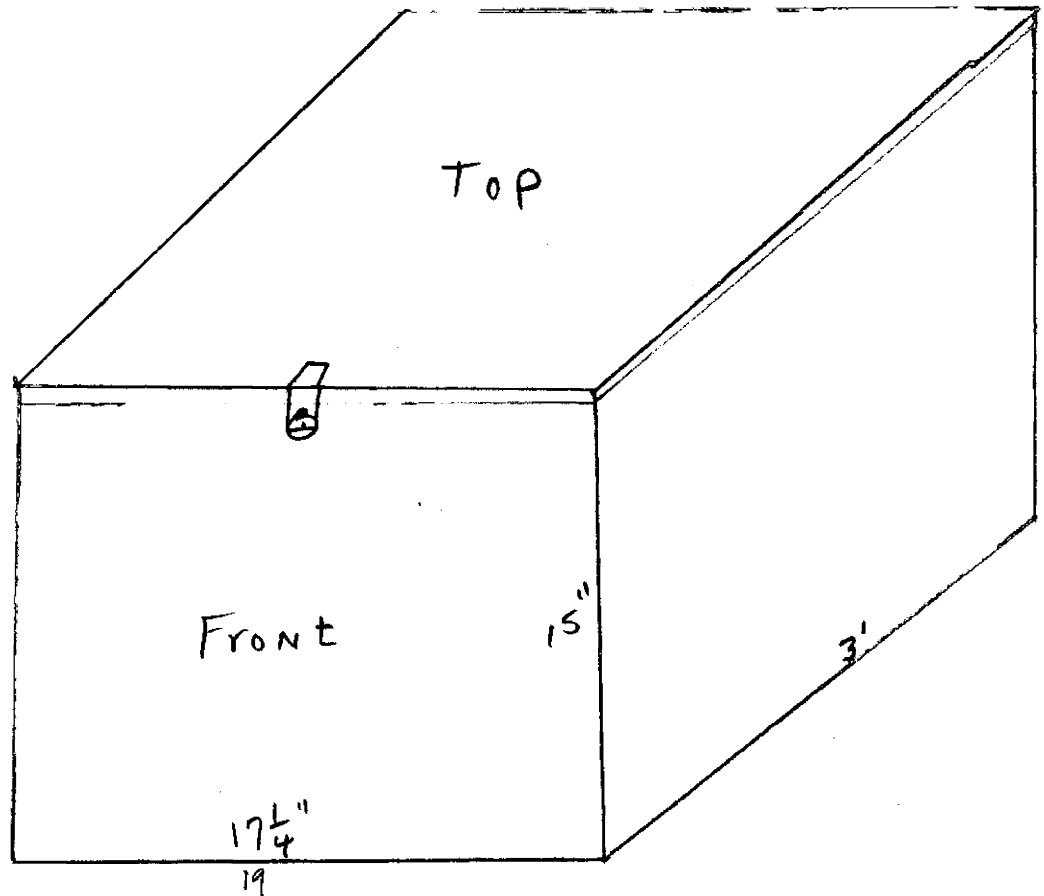
R. Room can be 1 1/2 times window height with windows on 1 side

3 times window height with windows on 2 sides

30 sq. ft. per reader

ART PRINT CABINET

CENTENARY LIBRARY



The above measurements are the inside measurements of the proposed wooden cabinet to house the art print collection. This will be a vertical file and the top will be hinged at the back and will be raised as used. There should be a lock on the front. This cabinet will be placed on a table low enough to use the box at standing height. White paint.

Ruth E. Scarborough  
Librarian

For Matting with strips

$17\frac{1}{4}''$  wide X 15 hi X 3' Box for housing - 3' long  
mats  $\frac{3}{4}''$  from top -  $\frac{1}{2}''$  on side

Largest print 10 X  $12\frac{3}{4}$  with 2" mat 14 X  $16\frac{3}{4}$  17 $\frac{1}{4}$   
~~7 $\frac{3}{8}$  X 13~~ " " 12 $\frac{3}{4}$  X 17  
~~10 X 12~~ 14 X 16  
~~12 X 15~~ 16 X 19

Box for housing prints

$17\frac{1}{4}''$  wide X 15" high X 3' long

16 $\frac{3}{4}$

51"  
~~47~~

1/12

Reference Room

Table for Readers Guide

Best for reference librarian ?

Anteroom Room

Can be used for a conference room

## Staff Work Room

Typing <sup>desk</sup> table, typewriter <sup>(new)</sup> & chair for miscellaneous work

Desk for accessioning & order work  
(an use present charging desk)

Typewriter  
1 ex. lat.  
1 w. r. m.

## Closets -

1 for staff coats, hats, umbrellas, etc., with mirror on door & light in closet

## Cataloguer's office

Desk & chair & typewriter <sup>(new)</sup> in desk (new one)

## Librarians office

Desk with typewriter  
coat closet



## Like

1. HR & RR adjoining
2. Stairway & coat room
3. one door
- 4.
- 5.

## Improvements

1. Remove entrance directly into work room.
2. Stairwell run down on which to put  
Pacheco's & mail. Counter will block  
off inside. Rest of set & wire from some  
panels of counter can be used for computer  
storage.

## Options

1. Eliminate office in back
2. Decrease or going through work  
room to get to the office & cat office
3. No stairs in vestibule - work area
4. No entrance through storage area  
in stacks
5. Entrance or end of RR which necessitates  
turning into work room to get to the end.
6. No fire place in R.R.
7. Stair stairway - 65 cannot walk would  
take less space. 2 elevators not needed.
8. Computer room built on 2nd floor
3. Junction door in main & 2nd floor

Silent toilet

Under block - sound carries

finish on, strong to sound proof

325 under high lobby

Lounge - furniture fire proof

Antenna - file shelves flush

Outside entrance to vault

2nd door or paler door partition in lounge  
Reverse positions of lounge

Reverse vault & staff lounge for  
service to museum

Acoustic treatment

Insulating fibre for music room 1  
+ acoustic treatment

Waterproof membrane below ground level  
outside of wall construction, bottom too.

Stack Lights

Switch at end of each stack

Panel board at loan desk to control ~~2/2~~ 1 stack

Elevator mat on panels

Locks - master key

Janitor closets - warming water

Hanger in coat closet for posters - use clip  
checkboxespin - clothes bag, (over)

Ceramic tile in stacks - any color - no painting  
Washes down

Plumbing fixture for noise

Uninvents

Double doors into lounge

2 9" table instead of 30" wheel no standard

Wall outlets for cleaning - elbow height  
also workroom outlets