

TAILOR MEMORIAL LIBRARY

June 6, 1957

Wire's Electrical Shop  
159 Main Street  
Hackensack, New Jersey

Attention Mr. William Wire

Dear Mr. Wire:

In reply to our telephone conversation of June 4, the following information is located on the inside of the earphones:

Brandes  
Made in U.S.A.  
✓ Admiral  
Pats Pending  
Matched Tone  
Trade Mark Reg. U.S. Pat. Off.

Our earphones are used with a Webster changer turn table. There are two wires which are plugged in to the outlet.

I would appreciate having the broken earphone replaced by September, 1957. Thank you very much for your kind cooperation.

Very truly yours,

Ruth E. Scarborough  
Librarian

RLS:amp

*Received earphones about August 1, 1957  
\$1.00 for repairs*

TAYLOR MEMORIAL LIBRARY

August 9, 1957

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

Dear Jan:

Dr. Seay asked me to write you to find out what the material is in the draw drapes in the smoking reading lounge. It is now necessary for us to have them cleaned or washed and we hesitate to do anything about them until we know what the material is. Thanks so much for this information - just drop me a card.

Thank you for your card from abroad. I was so pleased to receive it and to know that you and Elizabeth were having such a wonderful trip. Your card revived many pleasant memories of my trip abroad in 1954.

Best wishes to you and Elizabeth.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

JAN HIRD POKORNÝ - ARCHITECT

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

August 15, 1957

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

Dear Ruth:


The material of the smoking lounge curtains is a "Fibreglass Corded Boucle #7070/O white, coronized" from THORTEL FIREPROOF FABRICKS INC., 101 Park Avenue, New York City.

The company informs me that the material should simply be washed with warm water and soap flakes.

It was good to hear from you again.

With best regards in which Elizabeth joins,

Sincerely yours,

  
Jan Hird Pokorny

JHP/sam

August 27, 1957

Dear Mr. Seay:

I received the following information from Mr. Pokorny concerning the smoking reading lounge curtains:

"The material of the smoking lounge curtains is a "Fiberglass Corded Boucle #7070/0 white, coronized from Thortel FireProof Fabricks, Inc., 101 Park Avenue, New York City.

"The company informs me that the material should simply be washed with warm water and soap flakes."

The curtains are quite soiled and discolored, rather yellowish in color. I do hope that some arrangements can be made to have this work done. It would probably be less expensive than purchasing new curtains in a few years time.

Sincerely,

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TAYLOR MEMORIAL LIBRARY

November 15, 1957

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

Dear Jan:

Do you have the address of the manufacturer of the earphones for the Webster changer. The following is the label on the earphone itself:

Brandes  
Made in U.S.A.  
/ Admiral  
Pats Pending  
Matched Tone  
Trade Mark Reg. U.S. Pat. Off.

One of our earphones is missing and I want to replace it. I am sorry to trouble you with this small detail.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

RES:amp

Columbia University  
in the City of New York

NEW YORK 27, N. Y.

SCHOOL OF ARCHITECTURE

June 12, 1958

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

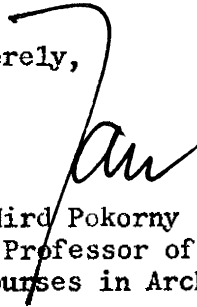
Dear Ruth:

It was indeed good to see you at commencement and to meet your mother. We both want to compliment you on how well you keep your library.

I asked the Grace Letter Company, Inc., to forward a replacement for the damaged "U". They promised to include their pamphlet just in case. I am here giving you the type of letter used on the doors of your building. It is called "Lord" -- size 30 MM (1-3/16"). The company's address is 77 Fifth Avenue, New York City.

With best wishes for a good Summer,

Sincerely,



Jan Hird Pokorny  
Associate Professor of Architecture, in charge of  
Evening Courses in Architecture

JHP/dpm

TAYLOR MEMORIAL LIBRARY

January 15, 1960

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

Dear Jan:

Do you have available a diagram for the wiring for the turn-tables for the listening cubicle. We are having trouble with the repair of the Webster changers, and the man in charge of the repair thinks that if we have a diagram of the wiring, it might be easier to maintain good usage.

I shall greatly appreciate whatever information you can send me.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

RES:AMP

JAN HIRD POKORNÝ - ARCHITECT

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

January 26, 1960

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

Dear Ruth:

Here is my report after a fruitless search in my files and a number of telephone calls.

The man from Lafayette Radio, who helped us select the parts in 1954, assures me that there never was a diagram for the assembly of the components. It is supposed to be very simple and clear to any good radio mechanic (which I am not). But if we understand your note correctly, the trouble is with the WEBCOR 121-1 record changers themselves. Installation instructions must have been packed with the original cartons, and have gotten lost, no doubt. Unfortunately Lafayette Radio does not have any either, since the model in question is long out of date.

The suggestion was made that your maintenance man write to Webcor, Inc., 5610 Bloomingdale Avenue, Chicago 39, Illinois, and ask for printed instructions about minor adjustments of a 121-1 Webcor Model. He should also inquire about the "Webcor Repair Depot" nearest Hackettstown, in case major repairs are called for and send the changer to such a depot.

I hope this will solve your problem eventually. I am only sorry that I cannot send you a diagram myself.

I trust that this finds you well.

Sincerely,

*an*  
Jan Hird Pokorny, AIA

JHP:jw

P.S. You will be interested to know that the committee of the 1960 National Gold Medal Exhibition of the Architectural League has invited us to submit your library, and that it is currently on review at the Architectural League's Gallery in New York.



TAYLOR MEMORIAL LIBRARY

March 15, 1960

Dr. Edward W. Seay, President  
Centenary College for Women  
Hackettstown, New Jersey

Dear Dr. Seay:

After almost five years of working and studying in the Taylor Memorial Library, I wish to recommend the following matters for your consideration:

1. That double swinging solid glass doors be purchased for the area-way behind the circulation desk. The reasons for this are, (a) In the workroom a certain amount of talking is necessary at times, and because of this open doorway the voices carry out to the circulation lobby and distract the students studying there; (b) There is a decided draft at the circulation desk which comes from the clerestory above the circulation lobby, through the double doors to the reading room, and through the open area-way and stairway and back door behind the circulation area. Doors here would help to lessen draft at the circulation desk, I believe.

2. That storm windows be placed at the clerestory windows to lessen the draft around the circulation desk. At times, the draft is so strong it blows the papers off the desk.

3. That consideration be given to an attempt to enlarging the amount of light at the circulation desk. The present overhead fixture is inadequate for lighting purposes more than two feet from its direct rays. It adequately lights an area of two feet from its center of operations in all directions, or a distance of four feet in diameter from its center. There are four lights on it that are stationary. Could two of these, one on each side be taken off and rewired with a turning axle, so that one could be focused where the librarian sits (which is now inadequately lighted without the use of a desk lamp); and the other toward the end of the desk at an angle.

Dr. Edward W. Seay, President

2

March 15, 1960

If the above is not feasible, could this be done: take the lamp apart and extend each of the four globes in a line something like the diagram below:

Perhaps, the end lamps could be put on a movable axle that could be tipped to the far end of the desk. Originally, we were to have a long light and then the architect changed his mind. However, I feel that Ray Young might be able to devise something that would not cost too much using the materials that we have at hand. Perhaps, over the Easter vacation Ray could examine the situation.

4. That a heater be placed in the Music Listening Cubicle for use in the cold weather. This room cannot be used unless the girls put on their coats and gloves in the very cold weather.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

NES:amp

DE LA SALLE *College* · LA SALLE ROAD, N.E.

WASHINGTON 18, D.C.



February 8, 1961

Dear Miss Scarborough:

In the latest issue of the ALA Bulletin there is a picture of your library reading room showing the double tier stack. I was very pleased to see it, for we are planning a similar arrangement here.

Would you be so kind as to give me the following information?

Which company supplied the stacks and the furniture?

Is the shelving metal or wood?

Is it necessary to have an exit door on the mezzanine?

What are the dimensions of the room? (We plan for a room 60'x 44').

What was the cost for the stacks and the furniture?

As yet the architect is working on details of other parts of the building of which the library will be a section. We have not sent our specifications to any of the library supply firms.

Thank you in advance for the information requested.

Very sincerely yours,

*Brother Aelred*

Brother Aelred, F.S.C.

TAYLOR MEMORIAL LIBRARY

February 16, 1961

Brother Aelred, F.S.C.  
De La Salle College  
La Salle Road, N.E.  
Washington 18, D.C.

Dear Brother Aelred:

In reply to your letter of February 8, I am enclosing our LIBRARY HANDBOOK for your use. The following information answers the questions in order as you have them in your letter:

Taylor Memorial Library dedicated October, 1954.

Company: Art Metal Company, Jamestown, New York.

Shelving: Metal

We have no exit door on the mezzanine, but we have two staircases to main floor.

Dimensions of Reading Room: 75'x25'

Seats 90.

Stacks: Approximately \$7,100.

Furniture: Approximately \$34,661.

Note: All new furniture was purchased for main room. All of the old library furniture was used in one office, workroom, Centenarians, Seminar, Faculty & Staff Reading Lounge, and typing room. All other rooms had new furniture. Please note floor plan on page 20 of the LIBRARY HANDBOOK.

I hope that this information will be of help to you and wish you every success in your new library building.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

RES:amp