

CIRCULATION LOBBY

Display cases on walls.

Circulation desk, seating height

Seating for 2 librarians at desk

Typewriter near desk on typewriting table (have)

Display shelves lighted in corners of desk (*not necessary, but attractive*)

Telephone to outside

Intercommunication buzzer system *+ speaking on stem*

2 Return book chutes with depressible book trucks

Card catalog (now 60 drawer) *not built in*

Space for 120 drawers and future expansion

Standing height table (narrow) for consulting card catalog

Outside chute for depositing books after library closes.

Public coat room near entrance.

Reserve books here

Bulletin board near here for reference and list of assignments

(assignments could be filed at desk also)

Thermostat control for heat regulation

6 name plates for circulation desk

CLASSROOM, LIBRARY INSTRUCTION

Audio Visual Room

Seat 30 students

Desk for teacher *chair for teacher (hovers straight down)*

Blackboard in front of room on wall

Chair desks for 30

Walls covered with materials for displays

Built in metal grooves for picture hooks at 5, 6, or 7 ft. from
floor or indented place similar for hanging pictures

Storage place for instruction materials and future audio visual
materials.

Provision for dark curtains

COAT ROOM

Racks on wheels, with shelf at top for hats, books, etc.

If space, extra shelves for books would be serviceable on walls

Umbrella rack if not in outer vestibule

DISPLAYS

Housing of all display material in museum office.

Doors

All doors should open out except on cupboards and closets where sliding doors to be used.

Back door level with loading platform - no door sill

Outside back and front doors should be depressed place for rubber mat.

No door sills in building, book trucks should be able to be wheeled anywhere.

Names of rooms on door to each room.

Glass panel in doors for observation

Centennial Conference Room

Library Instructional Class Room

Seminar - Conference Room

Librarian's office (Place for names to be slid in below.)

Typing & Conference Rooms

DRIKING FOUNTAIN

One on ground floor outside of lavatory.

FIRE EXITS

What is New Jersey law?

All doors must open out and have a push bar

Hook and eye with ball system could be used

Locked from outside at all times.

ELEVATOR

If electric do not put elevator or refrigerator on control board for
switching off lights

Have hydraulic or electric elevator

FACULTY & STAFF LOUNGE

1 day bed

1 dinette table

4-6 chairs, straight

2 new comfortable firm arm chairs

Kitchenette:

Sink

Stove

Refrigerator

Set of dishes

Have 60 cups & saucers, pink glass

Silver

Teapot *have*

Coffee pot

Used Equipment

5 red leather chairs

1 couch

2 brass floor lamps

1 end table

1 brass end table lamp

HALLS

Built in metal grooves for picture hooks at 5, 6, and 7 ft. from floor

or

Indented place of some sort for displays

INTERCOMMUNICATION SYSTEM

Librarian's office

Ass't. librarian's office

Circulation desk

Work room

Faculty and staff lounge

Janitor's room or corridor on ground floor

Museum office

JANITOR'S CLOSETS

Running water in slop sink

Place for hanging mops

Place for hanging brooms, dust cloths, waxing machine

LAVATORIES

(Window area should be equal to 20% of floor area)

1 Women's lavatory

4 toilets and basins

Silent flushing and silent plumbing fixtures

Toilet booth should be long enough so that when door is open there is room enough to get ^{out} without squeezing and touching toilet. Measure carefully according to size of toilet fixture. Swing of doors controls this, too

Mirror, (room for 4 people) not over sinks. Under mirror have 2 shelves at least 1 ft. apart. Lower shelf for placing pocket books, upper for compacts, combs, etc.

Row of hooks (6) for hanging coats

Basins: 1 spout for hot and cold water

Over basin - liquid soap container

Place basins higher than usual (easier to use)

Kotex container and disposal

Waste basket

Paper towel container (large)

Stalls - no feet on stalls (hang from ceiling)

*Hooks on inside of
stall doors for paper
towel - OK - EL*

Librarian lavatory

Toilet - silent flushing

Basin - one spout for hot and cold water

Holder for drinking glass - Place for cake soap

Mirror above sink

Shelf below mirror

Lights on each side of mirror

Towel rack

LAVATORIES (CONT'D)

Librarian lavatory (cont'd)

towel

Paper/container and disposal (waste basket)

Staff Lavatory off work room

Toilet - silent flushing

Basin with one spout hot and cold water

Paper cup dispenser

Liquid soap container

Mirror over sink

Shelf below mirror

High Lights on each side of mirror

Paper towel dispenser and disposal - wastebasket

Kotex container and disposal

Men's Lavatory

1 toilet - silent flushing

1 basin - one spout for hot and cold water

1 urinal

Paper towel container and disposal

Liquid soap container

Mirror at one side of sink

Hooks for coats

LIBRARIAN'S OFFICE

Desk

Desk chair

2 comfortable chairs

1 straight chair by desk for conference

1 desk lamp

2 small size filing cabinets (v.f.) (have)

Book cases (have one 5 shelf mahogany or 2 varnished 3 shelf cases *(do not use)*)

1 Rug

2 Floor lamps *or end table lamps*

1 or more end tables with lamps

Telephone to outside

Intercommunication system

LIGHTING

Plenty of floor and wall plugs

Light switches by door where convenient from entrance most used
or circulation desk

Main control switch by front door/and for all rooms and floors

If by circulation desk, have separate switch for vestibule lights

Electric outlets high enough where possible for convenience

Lights in reading room could be controlled from circulation desk - also

other strategic areas. All light switches as near door as
possible.

Refrigerator and elevator not on main control switch

Silent light switches

LOADING PLATFORM AT BACK DOOR

Level with back door

Depressed place for rubber mat

LOCKS

Locks on all doors should be the same which saves time in finding right
keys

Master key will control everything

MUSEUM OFFICE

Old circulation desk - used in old library, home

1 old white bookcase

1 old legal size v.f.

no, need for library

1 old table

MUSIC ROOM - SOUND PROOF

SEATING CAPACITY - 16

Seating capacity on floor - 12 more

Table nearby for placing of records being used (scratchless top)

Comfortable chairs - 10

Wall to Wall carpeting

Pictures for outside wall and perhaps other means to hang pictures

Bulletin board (small) *(one of our present ones might do)*

Wastebasket

2 Cubicles

4 turntables and earphones

2 small tables

4 chair desks

Magnanox Radio Record Player combination

Webster turntables - 3 speeds 45, 33, 78

now fixed
Cannot use present radio phonograph - only plays 78 rpm and is often out of control

Shortest wall - cabinets below counter-shelves for books above

On counter music magazines may be placed. Books and music also located here

Music Room used equipment-

2 brass floor lamps (have)

2 brass end table lamps (have)

2 brich end tables (have)

MUSIC RECORD STORAGE

Now in use 15 running feet or 4-3 ft. shelves

Plans have 12 ft. length or 4-3 ft. sections

Each section has 5 shelves

5 x 4 = 20 shelves of 3 ft. each

Present need is 1 section; 3 more provided for future

Provision for single record shelving

Space for small card catalog for music collection: a four tray catalog is
smallest available except 1 drawer which is not sufficient

4 tray cabinet 8 3/4" h, 13 1/4" wide, 17 3/8" deep - capacity 4800 cards

Present cabinet

39" outside width; 37 1/2" inside w., 12 3/4" deep

6-6" divisions on each shelf; 5 shelves

4 shelves now used, one not used

6/5/24

use 5 shelves

8'