

January 7, 1952

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

Dear Mr. Pokorny:

If it is convenient for you, I will plan to come to your office on Tuesday the 13th, in the morning. If this is not convenient, kindly let me know immediately. Is there anything special that you would like me to bring, such as the plans I now have, or my outline and, etc.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

RES:cs

THE RICE INSTITUTE

HOUSTON, TEXAS

January 19, 1952

LIBRARY

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

Dear Miss Scarborough:

Please excuse my delay in answering your letter of December 6. I am delighted to hear of your plans for a new building and I wish you success in its construction.

I am sending under separate cover several pamphlets which include floor plans and descriptions of the building. The following statistics may help you in interpreting these plans:

Enrollment - 1500, including about 200 graduate students  
Seating Capacity - 760  
Volume " - 600,000  
Present volumes - 220,000  
Cost of building, including equipment - about \$2,000,000  
Number on library staff - 20 plus about 30 part-time  
student assistants

You will find additional description and photographs of the building in the following articles:

"Consultation Among Institutions Precedes Library Design", Architectural Record, CVII (June, 1950), 138-142

"Fondren Library Centrally Placed," Library Journal, LXXIV (1949), 1866-1869, 1874

"Rice Institute's Fondren Library Takes a Forward Look in Education," Houston XX (August, 1949), 8-9

"Rice Institute Attains Real Functionalism in Its Library," College and University Business, XIII (June, 1950), 37-41

Please let me know if I can help you with any further information.

Yours very truly,

*William S. Dix*

William S. Dix  
Librarian

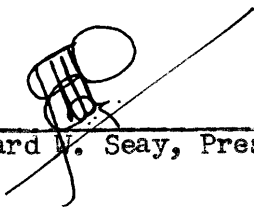
CENTENARY JUNIOR COLLEGE  
Hackettstown, New Jersey

*from* EDWARD W. SEAY  
President

*for* Ruth Scarborough

*date* January 31, 1952

Mr. Pokorny will have a preliminary sketch of the Library incorporating the changes we made at our last meeting ready for our consideration on February 20. Can you, therefore, arrange to meet with us in my office at 10:00 a.m. that morning.

  
\_\_\_\_\_  
Edward W. Seay, President

EWS: smt

VINCENT-CURTIS ~ BOSTON, MASS.

April 9, 1952

Mrs. John P. Hobbie  
American International College  
Springfield 9, Massachusetts

My dear Mrs. Hobbie:

I showed your letter of April 5 to the members of our Board yesterday, and you will be interested to know that they authorized Mr. Pokorny to proceed with his planning along the lines proposed in his latest sketch. We hope to get the building started in the spring of 1953.

I deeply appreciate your serving as our consultant. I am sure you will make many valuable suggestions.

It was good to have you as a guest on our campus recently, and I hope you will come again whenever you can do so. You will always find a cordial welcome.

With very kindest regards, I am,

Cordially yours,

Edward W. Seay  
President

EWS: smt

AMERICAN INTERNATIONAL COLLEGE  
SPRINGFIELD 9, MASSACHUSETTS

Office of the Librarian

April 5, 1952

President Edward W. Seay  
Centenary Junior College  
Hackettstown, New Jersey

Dear President Seay:

This is not the detailed report on your proposed library plans which I will be sending to Miss Scarborough in the near future, but I did want you to have some word from me before your meeting with your Trustees on Tuesday.

You are to be congratulated on your choice of an architect. Mr. Pokorny is very anxious to give you just the building you want and I am sure you will find him most cooperative.

The plan which I worked on is very attractive and should fit in well on your campus, and I feel that you will make no mistake in approving these general plans. Of course details will have to be studied and decided upon after general approval is given.

You will be much better satisfied with your building if no attempt is made to rush your Architect while he is making these studies. It should take him at least six or seven months of work and study before his plans and specifications will be ready to be put out for bids. The contractors may need another month or two for their figuring. That means, of course, that you will be unable to break ground before early spring, 1953. I know this may seem like a long time, but it will pay dividends in satisfaction in the end. I know this is true from my own experience in building. With carefully thought thru details, construction should go along very rapidly. Planning takes longer than actual building.

The next step is authorization to your Architect to go on with his planning along the lines proposed in his latest sketch.

I enjoyed being on your Campus and meeting the members of your faculty and staff. I was much impressed with the feeling of friendliness which I found on every side.

Sincerely yours,

*Eulin Klyver Hobbie*

Eulin Klyver Hobbie  
(Mrs. John R.)

# REPORT ON THE PROPOSED LIBRARY FOR

## CENTENARY JUNIOR COLLEGE

Suggestions based on plans submitted March 1952 followed by discussions held at the College April 3 and 4.

### FIRST FLOOR

#### Lobby

In order to make it possible to use the Museum while closing off the rest of the Library, I suggest a re-study of the entrance to the front stairs and to the coat room. The coat room could be entered from the lobby, which would allow supervision of it, and the walls where the entrances are now shown, could be closed. The main objection to this would be the elimination of the wall space in the lobby which could not be used for shelving or other equipment. The door opening into the stair area could be left, using a glass half partition between the coat room and the lobby. In this case low shelving could be placed under the window space.

The plans as presented, show a movable partition between the loan desk and the main reading room. This is undesirable as it would tend to create a disturbance in the reading room. The lobby is designed to allow talking, so the reading room should be kept quiet.

The plans show throughout a wise use of glass partitions between areas. These are very helpful in simplifying supervision.

The entrance into the phone booth could very well be from the vestibule instead of the lobby.

The placement of equipment in the lobby will require careful study. Large window areas cut down on available wall space.

#### Reading Room

The reading room gives the impression of being extremely long and narrow. If, as Mr. Pokorny suggested, windows are omitted at the end of the front wall, and are placed instead at the far end, treating this as an informal area for periodicals etc. will tend to break the length of the room. However, this treatment may cut down somewhat, the seating capacity.

On the quarter inch scale plan, I have shown another way to break the length of this room, by using either counter height or low shelving. Low shelving (5 ft. high) would give a book capacity of approximately 3,000 volumes, while the counter height (39 inches high) would accommodate about 1,950 volumes.

I have also laid out the area using three different size tables for comparison. The 4 x 6 tables do not allow much aisle room. They are not a standard size and might up the cost considerably. The long 3 x 7 $\frac{1}{2}$  ft. table easily accommodates six, and the standard 3 x 5 table is intended for 4 readers.

In planning tables I would consider very seriously, having them 29 inches high, not the usual 30. Our students at Skidmore and also the men here, prefer our 29 inch to the very few 30 which we have.

### Work Area

The loading platform and entrance should be re-studied. Why have the noise from the shipping entrance in the stack area? Materials will be delivered to the work room, and the entrance should be there. No door sills should be used so that dollies or trucks can be used easily. As a matter of fact, no sills should be used any place in the building.

I STRONGLY recommend an elevator not just an electric lift. For the additional money involved, greater efficiency in operating the library will result. The elevator should be accessible to the work room. This is more important than having it adjacent to the Loan Desk.

If the staff is to be enlarged, will the work area be large enough?

The size of the cataloguer's or assistant librarian's office seems small. As suggested in our conference, this could be remedied by locating elsewhere the closets and incorporating the area into the office. Then the two doors shown could be closed, having just one entrance off the passage way.

### Librarian's Office

Suggest toilet and closet for her unit. Locate the janitor's closet elsewhere.

### Lounge, Music Room etc.

It will make for better use if the lounge and music room and the audio visual room etc. across the hall are just reversed, bringing the lounge and music rooms to the front of the building.

While the music room will be sound proofed, noise will carry out of the windows. Would it be possible, architecturally, to have the windows at the end of the room, eliminating the ones along the side?

Some thought will have to be given to the smoke problem. If the wind is from the wrong direction, I wonder if the fireplace would be adequate.

A second folding door in the class room area would make possible three conference rooms, if this seems desirable.

How is the audio visual, or class room to be used? Should there be a screen--facilities for using projectors--area for repairing films? Perhaps provision for such work has already been made elsewhere on the campus, and it does not rightfully belong in the library.

### SECOND FLOOR

Have you carrels enough? Suggest using two or three as typing rooms rather than any special construction for these.

### BASEMENT

Suggest reversing the staff room and vault so that the staff room facilities will be available to the Museum.

### Staff Room

If this room is to be available to both men and women faculty members, will it mean that the library staff will have no place to go when temporarily indisposed? Most faculty members have offices to which they can retreat when they wish to be undisturbed. Library staff members do not unless they have a staff room planned for just this.

Should there be a toilet facilities in this area?

### Toilets

Watch the swing of doors--especially in the stalls and in relation to the fixtures. Suggest placing mirror in girls' room on the wall BUT NOT OVER THE WASH BASINS. Makes for greater cleanliness and wider use of the basins. Recommend strongly coat hooks for wraps and a shelf for books, etc.

Type of toilet fixtures and the noise factor (thru the walls to other parts of the building) should be carefully considered.

We find wash basins placed on the wall several inches higher than most plumbers want to put them, are more comfortable. Same principle as the height of the kitchen sink! This applies to the sink in the work room, also.

### MISCELLANEOUS NOTICE ABOUT SUNDRY THINGS

Sound proof ALL your ceilings if possible! It will help to improve the dispositions of your staff.

Study the control of the fire exits. I don't know what the New Jersey law is. New York State allows a glass box with hammer, containing a key. This is the safest means of control. Massachusetts won't allow that, so we have a bell alarm system, and the door is locked on the inside with a simple hook and eye. No one can enter any fire exit from the OUTSIDE.

All doors through out the building should open out.

When the detailed plans come, study the location of light switches relative to use, very carefully. Lights in the reading room might well be in groups and controlled from the Loan Desk. Switches should be placed as near the doors as possible so as not to injure good wall space for stacks and other pieces of equipment.

There should be a master switch at your exit, controlling all the lights, so that your staff will not have to grope their way out of a dark area, or wonder if they got all the lights! If you have a refrigerator in the staff room, it should not be controlled by the master switch.

Suggest all fireproof furniture in the lounge. Girls as a rule are more careless smokers than men.

Locks on the doors. It is a help to have all locks keyed alike, so a master key will control everything. Saves carrying lots of hardware.

Drinking fountains--these would be valuable on all three floors.

Outlets, on wall not baseboard, are a help for your maintenance people. There should be some in each area.



Study your phone needs, intercomm. etc. Jacks can go into the electric cables when that work is done.

Stack switches.

Will you have separate switches for each one or two stacks? More economical to maintain than having them in groups.

The loading platform should be level with the back door!

Ask to see the type of window which is to be installed. Be SURE you know just what you are getting, so you will know how to open them--how your maintenance men can wash them etc. You should know what window treatment you are planning to use--blinds, shades--drapes, etc. so that the proper holes can be drilled for the fixtures before the windows are installed. This is particularly true when metal sash are used.

TAKE PLENTY OF TIME TO STUDY YOUR SPECIFICATIONS--COMPARE EACH ITEM WITH YOUR DETAILED BLUE PRINTS. VISUAL EACH WORK ACTIVITY AND SEE IF IT FITS INTO THE VARIOUS AREAS AS SET UP.

HAVE FUN!

If I think that a treatment is used in the fireplace,  
you will not be able to collect a sample of the  
drainage around the fireplace. I am not  
at present a member of the  
I also suggest a survey drainage in the  
P.L.

Library

May 1, 1952

Mr. Jan Hird Pokorny  
306 E. 51st Street  
New York 22, N. Y.

Dear Mr. Pokorny:

The enclosed material is a copy of Mrs. Hobbie's study of our library building plans. It looks excellent to me. Dr. Seay though you would want a copy of it.

The only objection I still have is the idea that a fireplace in the reading room would not be suitable architecturally. Functionally it would be ideal, it would tend to break up the long narrow room with the informality and friendliness and hominess which is so characteristic of fireplaces. Last Sunday I saw the new library building at Georgian Court College, Lakewood, N. J. Their fireplace in the reading room was the making of that room.

Will you kindly try to put one in which will harmonize architecturally with the outside of the building and be useful and informal as far as use is concerned.

I am delighted as you well know that the plans have been approved and am very anxious to see the finished product!

Very sincerely yours,

Ruth E. Scarborough  
Librarian



# Art Metal Construction Company

STEEL OFFICE FURNITURE  
BRONZE & STEEL INTERIOR EQUIPMENT

369 Broadway New York 13, New York  
Telephone: Canal 6-3060

ADDRESS THE COMPANY

ATTENTION Louis F. Stagg

July 8, 1952

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

ALL AGREEMENTS SUBJECT TO DELAYS BEYOND OUR CONTROL. PRICES AND TERMS FOR IMMEDIATE ACCEPTANCE SUBJECT TO CHANGE WITHOUT NOTICE.

Dear Miss Scarborough:

I had hoped to see you at the recent AIA Convention in New York City to determine whether the time had yet arrived when a call by me might be of interest to you concerning Art Metal bookstacks and library equipment for your new building. I will appreciate it if you will advise me whether this would be an opportune time for me to call at Hackettstown and, if so, when you would like me to do so.

Very truly yours,  
ART METAL CONSTRUCTION COMPANY

Louis F. Stagg

LFS:S

Library

July 11, 1952

Mr. Jan Hird Pokorny  
306 E. 51st Street  
New York 22, N. Y.

Dear Mr. Pokorny:

I imagine that great strides have been made toward the completion of our library building. I assume that you received my letter of May 1 containing Mrs. Hobbie's study and conclusions concerning our building and Dr. Seay and my request that you include a fireplace in the main reading room. Since I have had no reply to my letter, I am wondering and hoping that you received it.

Perhaps it would be a good idea for Dr. Seay and myself to see the revised floor plans before too many detailed specifications have been drawn up. There were considerable changes suggested concerning the following items: lobby entrance and staircase; reading room windows, fireplace, book or magazine shelving; service entrance and loading platform; location of elevator; work area and cataloger's office; location of toilet and closet for librarian; lounge and music room location and window and fireplace ventilation; extra folding door in class room; carrel and typing carrel locations and number; reversing staff room and vault, and numerous smaller items. Also the size and kind and location of furniture in the reading room is important to the size of the room.

Dr. Seay and I would like to see the plans before too many detailed specifications are completed. Will you kindly let us know how the plans are progressing and perhaps send us a floor plan to examine. I thank you very much.

Hackettstown is lovely in the summer time if you choose a nice day. Bring Mrs. Pokorny with you and spend a day in the country.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

P.S. I will be on vacation from Saturday July 19 to Sunday August 3.

JAN HIRD POKORNÝ - ARCHITECT

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

August 2, 1952

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

My dear Miss Scarborough:

Thank you for your kind letter. It appears that we were both planning the same meeting. I was going to suggest one for the end of August, which, judging from your postscript, would suit both you and Dr. Seay. Could we meet each other on Thursday, the 28th of August, in Hackettstown, at 10:30 A.M.?

There are indeed many things that we ought to discuss before they are incorporated into the final plans. Since the site survey has been made, we have restudied both buildings in relation to the site conditions and to each other. In consequence, we are proposing some changes which I am anxious to submit to you and Dr. Seay for approval.

We concluded also a complete survey of the present heating plant of the College to make an intelligent proposal for required additions.

I hope to be coming to Hackettstown quite regularly during the fall months to settle all the details concerning arrangements and materials on which we will need your advice. Later, we will probably have to ask you for a visit or two to our office in New York.

I hope you have had a very enjoyable vacation, which was undoubtedly too short, as they are so apt to be.

Looking forward to seeing you in Hackettstown.

Sincerely yours,

  
JAN HIRD POKORNÝ

Library

August 5, 1952

Mr. Jan Hird Pokorny  
306 E. 51st Street  
New York 22, N. Y.

Dear Mr. Pokoray:

Thank you for your letter of August 2. The date August 28 will not be suitable for me since I plan to be away on vacation again for another two weeks vacation. I will be away wither from August 16 to September 2 or from August 23 to September 8. I have not decided which of the two weeks I will be away. I will definitely be here this week or next week. I will definitely be away the last week in August.

Dr. Seay is away now and should be away until August 15. However, the concensus of opinion here is that he may be back the end of this week. So if we could plan a tentative meeting for nexg week betweed August 11 and 15, the chances are that Dr. Seay may be back by then. Suppose we also set a tentative date for the third week in August. Dr. Seay will definitely be ~~away~~ by then. I personally would prefer to see the changes in the plans before school opens, so that I will have time to study them before the activities of the opening of school begin with full force on ~~September~~ September 10.

I am glad to hear that such practical steps have been taken toward the completion of the two buildings. I am very anxious to see the changes as you can well imagine. I shall wait to hear from you.

Very sincerely yours,

Ruth E. Scarborough  
Librarian

SUGGESTIONS FOR LIBRARY PLAN  
Presented Sept. 15, 1952

MAIN FLOOR

1. Steps to the Music Room-Classroom Wing.

I feel that these will never be satisfactory from a functional standpoint, since book trucks cannot be wheeled to this level and since a ramp is not practical or easy to use. The whole main floor should be on one level. Kindly remove the stairs and make this wing level with the rest of the main floor.

Perhaps an eight-foot ceiling could be used throughout the basement, which would make the museum ceiling height one foot higher than seven feet. The ground floor or basement floor must be level too, because it would be difficult to wheel or carry large items to and from the museum unless the floor is level throughout.

2. Individual music listening Rooms.

Are there windows in these rooms. The drawing does not show any. How will they be ventilated? Is the lighting artificial or/and by day light?

Basement or Ground Floor.

1. Museum. If it is possible to walk out of the museum to the museum terrace or sunken garden, the windows must be to the floor. If the museum has tall or long windows to floor and ceiling, this will reduce the display area considerably, and there would be the water or drainage problem from the sunken garden. Dr. Seay and I feel that the sunken garden and museum terrace are unnecessary expenses, and not necessary to the library building.

It would seem to me that if the far side of the museum had small windows near the ceiling, the display area would be from the bottom of the windows to the floor. The windows might be all across the long wall side of the museum. The lighting fixtures could be completely recessed which would tend to make the ceiling look higher, or would not tend to make it look low. The lighting fixtures could be flush with the ceiling. Perhaps glass brick could be used to advantage here in window area, along with regular small windows. In most museums the lighting is artificial for the most part anyway.



2. Telephones.

Three public or pay telephones are unnecessary in the library building, and Dr. Seay doubts if the trunk lines could handle three more pay phones. One pay phone would be sufficient. Instead of having a separate room for the pay phones, it could be located in the corner of the corridor by the service room and the front wall. There seems to be enough space without blocking traffic, and without a separate structure for phone booths. If the structure is necessary, it seems to me that it would be large enough for a janitors room, or could be made into a conference room.

3. Janitors Room.

Seems too large. This could be a small storage room in addition to the larger storage room.

4. Storage Room.

By adding one window more on the outside wall, the storage room could be made smaller and the Faculty and staff lounge could be made a little larger, if the present janitors room is used for storage as suggested above. If the same storage room is used, the door could be located parallel and on a line with the long side of the vaulty, instead of where it is. This would allow more space inside and less space in the corridor.

5.

5. Girls Lavatory.

Are there windows in this room for ventilation and light. The plan does not show any. There should be some.

6. Rest Room.

The rest room connected with the girls lavatory is not necessary. I would rather have this space for something more essential. I would rather have this space added to the faculty and staff lounge in some way rather than as a rest room for the girls.

OUTSIDE

1. The wall around the Reading Garden is not practical. It would shut off the view from the lounge and work room and two offices, and museum work room, girls lavatory in the ground floor. Dr. Seay and I both feel that the wall is an unnecessary expense, and shuts off the view from all these rooms listed above.

LIBRARY

November 10, 1952

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

Dear Mr. Pokorny:

I am sorry that at the meeting in Newark, two or three weeks ago, I did not have more of a chance to talk to you about the library plans. General Eisenhower seemed to be the main attraction!

Since then, I have been studying the plans which you left for me and I like them very much. There is just one suggestion which I have and that is that there be a door from the librarian's office directly into the circulation lobby. I feel that it would be like beating around the bush for students or faculty to have to walk through the work room to get into my office. The faculty would have no objections, but I do not want to seem unavailable to the students.

The door could be located next to the one that goes into the work room; or at the opposite end of the office which would be near the entrance to the smoking lounge. I definitely feel that this is a necessary addition to the plans.

Do you have a copy of the basement plan which I could have?

Since you talked about having asked for estimates on stack construction from various companies, I think that it would be advisable to have solid ends on the stacks on both sides, one opening into the reading room and the other on the window side. I think the solid end would be much more attractive than the bracket type stack which is probably less expensive. Will you be sure that this is understood by the stack estimators.

Very sincerely yours,

Ruth E. Scarborough  
Librarian.

RES:amp