

Quick Cleaning while taking records from shelves for consultation a possibility.
Provisions for repair and binding work in the building, otherwise unnecessary recording and increased loss results.

Best to arrange so that all records taken from shelves for consultation should pass through inspection room before being delivered to reader. A check record to be kept in this room and this record cleared at end of day.

Catalogue Staff needs space--Central to Stacks--Provisions for bibliographical and reference books--Tables.

From Correspondence about National Archives about 1922?

"Manual of Archives Administration, Oxford, 1902, by Jenkinson."
Charles Johnson, "Care of Documents, London, 1918" Also his
"Public Record Office, 1918" Both published by the Society
for Promotion of Christian Knowledge.

Firemen's access to stacks; Fire hydrants.

"Proceedings of the 7th Conference of Archivists Reported by
Richard H. Paltzits, Keeper of Manuscripts, N. Y. Public Library"
published by Government Printing Office, Washington, 1919.

Other requirements,

Janitor room.

Locker room for watchman, laborers and charwomen.

The Octagon vestibule is 20' in diameter and 12' high.