

NOTES ON HALL OF RECORDS

Talked with Dr. Martin
of Manuscript Division of Cong. Lib.

- Promised me an address of London Public Office.
- Possibilities of expansion should be considered.
- Records should not be stored below ground.
- Temperature control important; also circulation of air, see dust does not settle on top.
- Facilities for drying documents (damp or moldy) should be provided.
- A List Form should be made which provides for merest outline of contents of each item.
- Full cataloguing is only desirable for the most important and most used matter, and this work can be done , from time to time, when funds are available.
- The Cong. Lib. finds the film reproduction much cheaper than any photostat. They work with cameras furnished by E. Leitz.
- He suggests a display room, and a research room about 2/3 the size of the Cong. Lib. one.
- Table arrangements in the Cong. Lib. room with glass divisions and rests for large folios are most successful.
- There should be an alcove between reading room and stack room for holding these things in reserve, as then any investigator could get his material easily next morning.
- Advises that the office of the archivist overlook the reading room, he thinks it makes assistant work better when he feels that he probably is being observed; also is subject to fewer interruptions, need only be seen by people with important business.
- Suggests separate room for geneology with clerk familiar with the subject to attend to it.
- Suggests the following as minium staffl

Archivist	salary for young man	3600 to 4500	per yr.
"	" " older "	4000 to 5000	" "
Asst. "	"	2500 to 3000	" "
Messenger or clerk	"	1200	" "
Secretary, or Stenographer	"	1600	" "
Cataloguer (or lister)	"	1500	" "
Man for repair work, binding & reproductions	"	at all times 1500	" "
- Reading room should always be covered by either of the three, Asst. Archivist, clerk, or secretary.
- The cataloguer should be free from interruptions from the public.
- The reading room attendant should be expected to wait on the public, and also to do any work that the archivist may call on him to attend to.
- He showed me many excellent boxes for storing manuscripts; also recommended as cheap and convenient storage, the Capsize Globe Wernicke File.