

NOTES ON HALL OF RECORDS (June 8th)

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do with that of the Archivist, though many similar methods could be employed in both fields of endeavor.

The administration of Archives should be based entirely on the theory that their classification for public use is the main end and aim of their preservation. (From address of Dunbar Rowland, Director Dept. of Archives and History, Miss., read to the Historical Association, Dec., 1910)

National Association of State Libraries-Public Archives report, 14th Convention, 1911, has some suggestions.

Suggestions required for new Archives Building in Washington.

1. Unloading platform within building.
2. Facilities for removing dust from shipments (vacuum cleaners) which go directly from packing space to Receiving Room.
3. All shipments will be inventoried in Receiving Room, this room to have stout movable tables. It is not possible to catalogue or properly index shipments on their arrival. They can only be checked and sent immediately to the shelves.

Recommends that air be kept dry.

Table space of working alcoves at the intervals through the stack. Portable hook shelves might be devised.

- Cleaning Stations at intervals through the stacks for cleaning at the stated time.
- 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 Report by Richard H. Paltsits, Keeper of Manuscripts, N.Y. Pu Library" published by Government Printing Office, Washington, 1919.

Other requirements,
Janitor room.

Locker room