

ADMINISTRATION (CON'T'D)

separation be made between the space required for the actual making of the catalog and the space required for the card catalog itself.)

Space for:

- ✓ Receiving;
- ✓ Cleaning and fumigating;
- ✓ Repairing;
- ✓ Binding;
- Vault; *safes included*
- ✓ Storage of supplies.

✓ Duplicating unit (mimeographing, printing, etc.)

✓ Photographic unit

○ Mail room *rack in receiving*

✓ Conference room

OPERATION

✓ Superintendent of the building

○ Engineering force

○ Watch force

○ Maintenance Shops:

Plumbing and steamfitting;
Carpenter;
Electrical;
Painting;
Cabinet.

○ Foreman of Laborers

✓ Mechanical equipment

✓ General storage

✓ Waste paper room

✓ Space for cleaning gear on each floor

OPERATING PERSONNEL

Laborers:

Locker room
Toilet
Lunch room

Female help:

Locker room
Toilet
Lunch room