

OPERATING PERSONNEL (CON'T'D)

Mechanics:

Locker room
Toilet and showers

PUBLIC SPACE

- ✓ One general search room which may be combined with the Control Center and information desk.
- ✓ Several smaller search rooms
- ✓ Possibly, alcoves within the stacks for specially designated students if such a system is to be permitted.

○ Library

○ Librarian's office

✓ Exhibition room

✓ Projection room (if films are to be stored)

Corridors, elevators, etc., as required.

STACKS

✓ Modern form of steel stacks in tiers about seven feet high with horizontal as well as vertical fire cut-offs at such intervals as may be desired.

✓ Space to be assigned to enclosure for film storage, specially ventilated according to approved methods.

If conditions permit it may be assumed that the best arrangement is to exclude from the stacks all natural lighting and natural circulation of air, and to provide the stacks with artificial light and with conditioned air that will be introduced mechanically.

✓ The general principle of operation for a Records Building such as that contemplated may be effected by having a general control point where everything issued from the stacks is recorded; and correspondingly, supplemented by a record of accessions.