

The catalogue room, besides being provided with the usual drawers for cards and facilities for taking notes, has also shelves for index books.

To the left of the memorial vestibule are the elevator entry and the stair hall; from the latter a door leads to the rooms of the Land Office, also with direct access to the catalogues and the stacks. Along the front of the second story, to provide for the requirements of administration and classification, are a suit of offices for the Archivist and his assistants with access directly to the stack room behind, and by private stairs down to the research and catalogue rooms and up to the the attic story, where there is ^a room for listing and classifying.

As the preparation of ~~the~~ documents for public use is one of the most important functions of a department of archives, relatively ample space has been provided for this purpose. Two work rooms on the second floor are furnished with tables, presses, cutters and printing-press for repairing fragile papers and for arranging them in bound volumes, or suitable containers provided with labels and lists of contents. ^(in addition to the space for receiving, storage + mechanical equipment there is a large room for) In the basement ~~is done the~~ reproductive work--photostating, photographing and blue printing. Here are made, for current use, copies of particularly valuable records which should themselves be withheld from general circulation.