

them in bound volumes, or suitable containers, provided with labels and lists of contents. In the basement, in addition to the space devoted to receiving, storage and mechanical equipment, there is a large room for 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.

The six-tier stack room, in which the documents are centralized, is equipped with steel and cast iron stacks, having reinforced concrete floors connected by stairs and lift. The requirement that the open-bar adjustable shelves should have the unusual depth of 14", determined a 5'-3" centering of the stacks. Enclosed alcoves are planned within the stack for material which it is desirable to keep together under special restrictions as to use.

The stack room is air conditioned:- the air being taken in at the floor of the bottom tier, out at the ceiling of the top one, down in a single duct and recirculated. As each tier is isolated from the others, except for slots parallel to the longitudinal walls in the floor on one side and in the ceiling on the other, the air takes a zig-zag course through the stacks. The rest of the building is heated by direct radiation thermostatically controlled; the steam being supplied from the state power house.

There are no windows in the stack room, it being lighted entirely by electricity. The artificial lighting of all offices and work rooms is by chandeliers, ceiling fixtures, desk and table lamps, with the addition in the research room of indirect cove lighting.

Each department is provided with storage space for its own office materials and has its own separate toilet facilities. The various departments are connected by book lift and telephones.