

A PROGRAM FOR A NEW LIBRARY FOR WELLESLEY COLLEGE

DEPARTMENT OF ARCHITECTURE  
MASSACHUSETTS INSTITUTE OF TECHNOLOGY

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October 11, 1950

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Dear Sir:

I submit this report, A PROGRAM FOR A WELLESLEY COLLEGE LIBRARY, which, when complemented by the drawings for same, I hope will satisfy the requirements for the degree of Master of Architecture.

To you especially, sir, as well as to the other critics, I wish to express gratitude for the tolerant and constructive criticism offered.

Sincerely,

*J* John B. McMorran, Jr.,

JBMcM:jms

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## INTRODUCTION

The library at Wellesley is particularly essential to the academic life. Not only is it the collection of the ordinary reference material but more important it is the text book of the college. Wellesley's policy of individual, rather than text book assignments, results in work as well as reading and assembling of material being done in the library rather than in the living areas. Over the past twenty years, the present library has become progressively helpless to serve this function.

In 1934 Wellesley began to plan for its new library. That year the Faculty Committee on the Library Building was formed. This committee, after fruitful investigations and studies did in 1934 submit to Miss Mildred H. McAfee, then president of Wellesley, a report of the committee's findings, and recommendations of requirements for a new library. That report is an excellent one, a bit extravagant, but for the most part manifesting sound contemporary thinking. Wellesley College now realizes this initial report to be not only extravagant but impossible at today's prices. In May of this year the committee modified its requirements. This last program forms the basis of this report.

The new two million dollar Library, a new Art Building, dormitories and scholarships are to be financed by money resulting from the 75th Anniversary Fund Drive. This year is Wellesley's 75th Anniversary, and, it was hoped the

7½ million dollars total would be accumulated and celebrated during the June commencement of this year. It did not happen. The 75th Anniversary Fund is now the 76th and only 4½ million is collected with 86% of Wellesley's alumnae contributing. And worse, no money is yet earmarked for the new Library, also because of bad publicity directly advertising the new Library, there is honest suspicion that much has been done to discourage philanthropy.

Because the need for the Library is so acute, the solution seems to be a building that can be built and used at the earliest time and finished in time, financed through collaboration with a reputable professional fund raiser architect.

THE FUNCTION OF A LIBRARY IN A LIBERAL ARTS COLLEGE

It was clearly the view of the founder of Wellesley College that a library is the first essential of a college. The museums, lectures halls, laboratories, athletic fields, of the modern university or college, far from causing the library to diminish in importance, enhance its importance. The sciences and social sciences make constantly new and increased demands for not only the books and periodicals pertaining to their subjects, but for other materials, maps, charts, photographs, phonograph records, microfilm and photostats. Everyone of the 27 departments of Wellesley College has some special needs to be met, needs not only of books and materials, but of space for the individual work of faculty and graduate and honor students. All the departments require an ample working library of reference books and general literature. The increased interest in social sciences requires an immensely greater provision of materials. The Wellesley College Library is now a United States Government depository for publications of importance to these departments, but is greatly handicapped by present limited space for these documents, and for their collection of rare books and manuscripts.

The Library is of special importance during these times of prejudice and bigotry.

A study of the experience and decisions of libraries in colleges comparable to Wellesley suggests that about

500,000 is a good limit to set for books in the working library. There will be even more books than there are now stored in accessible places on the college grounds, and represented in the great repository established by Harvard University.

Special needs have developed in recent years: a place for users of typewriters, for readers of microfilm, perhaps readers of television and for listeners to recordings and radio. The need of opportunity to exhibit attractively the treasures of the Library, and also to call attention to its resources in timely fields, and to important new publications, must be considered in the plan.

As stated by the Committee, the Library of Wellesley College, possessing treasures of great importance, deserves a site recognizing their importance. A building of convenience, dignity and beauty worthy of the contents, and of the function which the Library serves in the lives of Wellesley's scholars and students it will permanently enrich.

WORKING QUARTERS FOR THE STAFF OF THE LIBRARY

One of the most serious barriers to efficient service in the present building is the lack of space in which the staff may be distributed to do their work to advantage. All members of the group of twenty-seven people, except the librarian, are thrust together in small rooms, in which several operations, mutually disturbing, must go on simultaneously. The cataloguers are separated from the card catalogue. This index to the contents of the book collection must be made available to patrons of the Library on the main floor. But the same catalogue is the immediate requirement, the basic tool, the end result towards which the cataloguers bend all their efforts. It should be as close to them, almost, as their own desks, yet they have had to be relegated to the basement in order to set up their operations that direct books to the readers who need them. The librarian in charge of reserved books, her assistant, and her four student assistants must work at open desks in the stacks. There the necessary conversation in which they must engage disturbs readers, while the constant passing - one of the conditions desirable in open stacks - disturbs them in a most painful and distracting way.

In planning the estimates given below, provision has been made for a small increase in personnel, i.e., from 27 to 32 persons. This may well be thought too modest an estimate in a library with as fine potentials as Wellesley's.

The criticisms and suggestions of other librarians will be particularly valuable in this connection.

Administration:

This is the section of a Library in which planning is done, where the program is mapped out, where members of the staff come to discuss problems, where morale is maintained, professional development is stimulated, visitors are received, the correspondence is conducted, gifts are examined, etc.

For the librarian and her immediate associates:

Librarian's office, large enough for conference with as many as six people at once.

Assistant librarian's office.

Small waiting room to be used in case of conflicts of appointments

Secretary's room with correspondence files, office supplies in cupboards, etc.

Toilet and lavatory.

For the whole personnel of the staff:

One of the severe handicaps under which the present staff operates is the lack of any adequate "common room" for staff meetings, for use during reset periods, for tea, or for reading or study between periods of work. Library schedules are so irregular because of evening work that it is imperative for certain members of the staff to be able to prepare a meal in the Library, in order to take over the supervision of the building while other members of the staff may be at meals regularly served elsewhere. The provisions

suggested below are planned in the light of present limitations.

	<u>Square Ft.</u>
A staff room, 37' x 25' . . . . .	925
A rest room with 3 cots 13' x 14' . . .	182
A locker room, 13' x 22' . . . . .	286
A toilet, 15' x 10' . . . . .	150
A kitchenette, 10' x 12' . . . . .	120

SERVICE TO READERS

The Circulation Hall, Reference Room, Periodical Room, Reserved Book rooms - all of these are in a very real way the headquarters of the Readers' Division, in which members of the division carry on their services. Yet the floor space in all of these areas is planned primarily for the comfort and convenience of readers. The necessary work of the staff, such typing, assembling materials for exhibits, talking over bibliographical problems, etc., interferes with the quiet that readers must have. Estimates that follow are, then, merely for office space where work that is distinctly "behind-the-scenes" in character is to be carried on.

	<u>Square Ft.</u>
Combined office space and workroom for three other members of the division. .	300
Workroom for student assistants. . . .	300
Office for three research librarians .	375

## CIRCULATION SERVICE

Because the Circulation Department is generally in a central position in the building and is almost impossible to enlarge once a Library is built, it is particularly important that adequate space be provided in the original plan. Mr. Gerould in his book, The College Library Building, recommends a minimum area of 3500 square feet for the card catalog and circulation service.

### Circulation Hall:

Charging Desk, with (a) sufficient room in front of desk for circulation of books at rush hours, and (b) adequate work space behind counter to allow for efficient charging and discharging of books.

Specifications for Goucher Library provide for 1300 square feet.

Recommendation is for a desk 25 feet long with distance of at least 12 feet from counter to wall behind. Area back of desk to include space for work table and two chairs, two book trucks, and wall shelving.

Card catalog, with (a) space for expansion of catalog to include cards for a Library of 500,000 volumes, (b) space for standing height tables between cabinets, and (c) space for lower table with chairs for those who wish to work for a longer period of time at the catalog.

Exhibition Cases, until the catalog reaches its maximum growth, part of the space which it will eventually occupy

can be used for exhibition cases. There should, however, be additional space provided elsewhere in the building (possibly in a lobby) for these cases, once the catalog has grown to its full size.

Chairs and couches where students may rest while waiting for friends or examining books. A lobby or waiting room adjoining the Circulation Hall will provide these facilities. Future card catalog space might be used for any chairs and couches considered necessary.

Circulation Office:

Provide work space for three people. If reserved books are not circulated from the main desk, provision for any increase in the size of the present staff seems unnecessary. From this office such routines as the following could be handles: overdue book and fine notices, recall of books, telephone calls to and from the desk, conferences with student assistants.

### CATALOGUING DEPARTMENT

This department is the hub of the library. Here books are received into the collection, after careful study; here is done the bibliographical work upon which the integrity of the public catalogue depends. The ease and speed of reference work, the satisfaction of readers, the analysis of sources for the convenience of faculty and students all go back to the work of the cataloguers. They need, then, ready access to the card catalogue, a reference library of special tool books, supplemented by immediate contact with the whole reference collection, and a series of connecting rooms or alcoves where they may set up the sort of belt line by means of which books are routed, according to kind and use, with speed and efficiency. All of this space should be private for quietness, but not remote because work must be integrated with demands, for the convenience of patrons.

#### Requirements:

Office for the head cataloguer, where private conferences may be held with other cataloguers.

Workrooms for seven professional cataloguers, including one cataloguer of rare books, four cataloguers for Main and departmental libraries, one serials cataloguer with assistant, and space for two visitors or members of the staff, not of the department, but carrying on temporary projects there.

Additional floor space for equipment, i.e., 3 tables 20 sq. ft. each, filing cases to include ten 60 tray cases, shelving for storage of bibliographical material and 3 large library catalogs; Library of Congress, British Museum and Bibliotheque Nationale

Cf. Lyle, The Administration of the College Library, p. 99: "Library plans have too often erred in allowing insufficient space for cataloguers and in making inadequate provision for future expansion. Those who have studied the problem recommend that a hundred square feet of floor space be allowed for each cataloger. Since this estimate, in addition to space allowed for desk, chair and book truck, includes the space needed for shelving, records, and aisles for unhampered movement of people and trucks, it ought to be regarded as a minimum standard. Actually, in a new building an allowance of a hundred and twenty-five square feet of floor space for each staff member may prove none too high when it is considered that additional office space can rarely be provided to keep pace with a growing staff."

Workroom for five clerical workers and student assistants . . . . . 800 square feet.

Aside from the five clerical desks needed to cover future expansion in Catalogue Department the following work should be provided for, with room to move trucks around:

1. Accessioning (separate table)

2. Plating, stamping, marking (in this order)

Plating and stamping could be done at long table; marking at a separate table placed at right angles to long table or in another location. Books should come to long table by truck from Accession Table and pass along, left to right, to Marking Table, from which they could be taken away by truck for shelving.

3. About 3 sections (54 linear feet) of shelving needed somewhere in room, preferably near table used for plating and stamping.

Desirable to have wash stand in room or close at hand.

This room should be on same level and adjacent to Cataloguers' Room. If it must be on another level there should be easy access from Catalogue Department through use of an elevator large enough for truck and a person.

Workroom for two assistants who take charge of binding and mending. . . . . 500 square feet.

These two services (Bind and Mend) need not be on level with Catalogue Department and might be on separate levels if necessary, but could well be combined in one room. Should be serviced easily by elevator accommodating person and truck. Should also have a wash stand in room or close at hand.

Location:

As central as possible, with easy access to other departments or tools in the following order of preference:

Order Department; Public Catalogue; Bibliograph Collection; Reference Department. These should all be adjacent on the same floor level.

The Catalogue Department itself should be so planned that the following routine can be easily followed without unnecessary shifting back and forth through rooms or corridors:

Material comes in from Order Department.

Is prepared by the Cataloguers.

Finished by Clerical staff in Workroom.

Is trucked out to be shelved.

SELECTION AND PURCHASE OF BOOKS - ORDER DEPARTMENT

One of the most important relations maintained by a library is that through which the wishes of the faculty for books required by them are executed. This consists not only in placing actual orders, but in establishing correct bibliographical details of such orders, carrying on sound business relations with dealers, combing national and trade bibliographies for items on the desirable list, and in laying out \$22,000. a year so that it brings the maximum return in satisfaction as well as in actual purchases. Considerable bookkeeping must be done in the Order Department, which must also carry files of commitments, charges, receipts, etc., for the information of the faculty.

Unpacking shipments of books occurs in connection with the work of this department, which also must store new books until they have been properly compared with their bills. Shipments of books being lent, returned, sold, go through the janitor's quarters.

Requirements:

Office of order librarian.

Workroom for order assistant and clerk.

Stack containing 3,000 books (waiting for cataloguing, for examination if gifts, for sale, for removal to other locations, etc.

Receiving, unpacking, shipping room, and working space for janitor.

Supply room - soap, mops, light bulbs, large boxes of card stock, etc.

Location:

Main floor, above receiving room, serviced by elevator, located near the following, listed in order of preference:

1. Catalog Department.
2. Bibliographic room (or collection if retained as an integral part of the reference collection).
3. Public Card Catalog.
4. Office of Assistant to the Librarian.
5. Stacks.
6. Reference Collection (other than bibliographic).

Gerould notes that it is of "prime importance" that order and catalog departments be on the same floor as the public catalog and as close to it as possible.

Alternatives: Ground floor location near receiving room, below catalog department, and connected by elevator to take book trucks and personnel.

This location would relieve demand on first floor space, but would be a less efficient arrangement, involving added space for duplicated bibliographical material, and loss of time and energy in work with tools and personnel.

Size:

Minimum for main floor location: 500 square feet. (Recommended by Gerould) Desirable: 650 square feet. In both

cases to include office space for Order Librarian, and working space for an additional assistant for anticipated future growth.

Equipment:

60 linear feet wall shelving (i.e. 20 stacks, 36" shelves) to house:

Publisher's catalogs

Booksellers' catalogs

Books and back files of periodicals in process

Gifts in process

Books for sale or exchange

Essential bibliographic tools

Special slanted work shelf and cases

Filing units (card size) for:

Continuations

Orders Out, and Orders Received

Cancellations

Desiderata

"To be Considered"

Filing units (legal size) for:

Correspondence

Financial records

Orders

Desks for Order Librarian and two assistants.

Space for additional desk

Chairs

2 typewriters and stands (exclusive of Secretary's typewriter)

Adding machine

Work table

Book truck

Gift Books:

Provide stacks in or adjacent to receiving room to accommodate 2000 volumes. Books to be taken to Order and Catalog departments in selected lots.

Part of this stack space might be used for books "to be sold" after decisions have been made and arrangements for sale are in process.

RECEIVING AND SHIPPING ROOMS - JANITORS' QUARTERSLocation:

Receiving and Shipping room.

Preferred: Ground level with separate service entrance, below Order department with direct elevator connection in addition to stairway, near stacks, and near electric and heat controls of building.

Alternative: Sub-surface, necessitating some mechanical means for lowering and raising heavy cases of books and bindery. Relationship to other departments, stacks and controls, as above.

Janitors' closets: Small closets for cleaning supplies, with hot and cold water, desirable on each floor.

Janitors' quarters should include rest room and lavatory.

Storage space: needed for storing book and binding boxes, disabled or unused furniture, electric fans, electric lights, etc. May be separated from Receiving and Shipping room. No daylight necessary.

Size:

Area needed (exclusive of stack space for gift books) 1600 sq. ft. (to cover both Receiving room and storage space).

Equipment: Receiving and Shipping Room

Table 4' x 8', hard surface

Racks for mailing cartons

Racks for wrapping paper; 20", 24" and 36"

Shelf for gummed tape, mailing labels, twine, etc.

Apparatus for bending and cutting corrugated board and cardboard.

Scales

Chairs

General Equipment:

Ladders; 2 each 6', 8' and 12'

Small tools and metal case

Freight truck

Vacuum cleaner, mops, brooms and other cleaning equipment and supplies

Sand

BIBLIOGRAPHY ROOMLocation:

The relationship of the reference and catalogue departments is a particularly close one. The common use of the great bibliographical tools is a bond between the reference department, the cataloguing and the acquisition departments. If the bibliographical tools are conveniently located, the student and research worker will find in them a supplement to the card catalogue.

It is recommended, therefore, that the Bibliography Room be placed adjacent to the Reference Room and to the Catalogue Department, near the Card Catalogue, and on the same floor or easily accessible by elevator from the Order Department. The duplication of the United States Catalog for the Bibliographical Collection lessens to some extent the double pressure on national bibliography by the reading public and the Order Department.

Dartmouth and Columbia have the bibliographical collection as a part of the reference collection shelved in the reference rooms and extending into a vestibule of the Catalogue Department. It is easily accessible to both departments.

Book Capacity. . . . . 5,000 volumes.

If collection exceeds this number, it is recommended that the less active part of the collection be shelved in an adjacent stack. This estimate of space takes into consideration the growth of the large library catalogs; those

of the Library of Congress, the British Museum, and the Bibliothèque Nationale as well as the average growth of the collection. The committee recommends that the bibliographical works now scattered in several places in the library be assembled as a unit collection and shelved in the Bibliography Room.

Estimate of shelving for this collection. . . . 775-800 lineal feet. The estimate of shelving required is based on total lineal feet necessary for the separate groups mentioned above with allowance for growth.

DOCUMENT ROOMGeneral Principles:

It is the recommendation of the committee that no hard and fast physical barriers be placed between reference service of government publications and reference service of the library as a whole. Since the reference desk at Wellesley draws heavily upon current government documents, particularly in the field of the social sciences, and since general reference service would suffer if document work were removed from this desk, a separate document room operating independently of the Reference Department in another part of the library seems undesirable. The document collection should be close at hand to supplement, whenever possible, service at the reference desk.

Location:

The committee recommends a room located directly between the reference room and a document stack. The Document Room should not be completely cut off from the reference room, since supervision should come from the reference desk. The Document Room should be near the Newspaper and Periodical Room.

Area:

600 square feet.

COLLECTIONS OF PAMPHLET AND OTHER EPHEMERAL PUBLICATIONS

Pamphlets, press releases, publications of various agencies often too current to be evaluated for permanent addition to the library's resources constitute one of the most essential sources of public opinion, trends, and studies which may never be published in book form. The present collections of Post War Material and Propaganda Publications have proved their worth in reference work.

Therefore, the committee recommends that in allowance of space for library services consideration be given to the housing of material of this nature.

, Area: . . . . . 200 to 300 sq.ft.

Estimate based on the allowance of space required per filing cabinet (15 sq. ft.) and lineal feet of shelving; and at least two work desks with seating capacity of four.

Location:

In general, the location should be such that the collection is easily available from the Reference Room and near the Newspaper and Periodical and Document Room. It is possible that the ephemeral publications cited in the Document Room Report may be incorporated into this collection.

REFERENCE ROOMGeneral Principles:

Function: A Reference Room is a quiet room where those engaged in gathering material, pursuing some research, or tracking down some bit of information may conveniently and comfortably use a collection of books and other materials which have been gathered together because of their special reference values...; a room where informed personal aid in interpreting library collections for study and research is available, and where personal resourcefulness on the part of students and research workers is guided and encouraged.

In fulfillment of these principles the following recommendations are made for the reference room.

Location:

a. The room should be quiet but not remote. It should be adjacent to the card catalogue (the major reference tool); in proximity to the Bibliography Room and the Document Room, and on the same floor with the Periodical Room because of the reference demand on current periodicals.

b. It should be so situated that there is no danger of its becoming "a traffic artery."

c. No disciplinary problem at Wellesley necessitates a supervising presiding officer with full view of each occupant of the room.

Size: Area. . . . .3,000 sq. ft.

Present area (43'0" x 84'0"). . . . . 3,612 sq.ft.

Maximum seating capacity. . . . . 75 readers

(37.50 sq.ft. to 40 sq.ft required per reader in  
reading room with alcove arrangement)

Present seating capacity. . . .122 readers

The above specifications limiting readers to 30-35 are made on the supposition that other reading space is provided for approximately 675 readers - 40 percent to 50 percent of the student body. The recommendations are made on the premise that the room is to be used primarily for reference work and not as the main reading room for the library as a whole.

Maximum book capacity. . . . . 12,000 volumes

Present book capacity. . . . . 10,000 to 12,000  
volumes

1,000 volumes per alcove, estimated on basis of 178 running feet of shelving alcove. 2,250 running feet of shelving necessary for 12,000 volumes.

Arrangement:

Alcove arrangement recommended without reservations.

Size:

A wider aisle is recommended with alcoves decreased in length by approximately 2-1/2 feet on either side of aisle. (Present length of alcove: 18'x8" base to aisle 19'x7" wall to aisle.) The height should be determined by height of shelves which allow for four quarto shelves or five octavo shelves. This prevents wasted space if four quarto shelves are necessary per case. A minimum height of

60", not including upper and lower framework and allowance for each shelf is recommended.

Reference Office: . . . . . 300 sq. ft.

Dimensions:

Provides work space for two people, one desk for librarian and one for student or student assistant. Office will be needed for small conference groups. Filing cases (a minimum of four) requiring 60 sq. ft.

Location of Office:

Located near to reference desk. This will provide for alternate manning of reference desk while other reference projects are carried on in this office.

Equipment:

Reference desk. It is recommended that the desk be located in the room, not at entrance to the room. Consultations will be held in the office.

Adjacent filing cabinets.

Cork floor without hard surface finish - to alleviate noise and lessen difficulty in keeping polished surface clean.

Lights. The lighting problem is one for the library as a whole and necessitates a detailed study in itself. From experience fluorescent lighting system is not recommended for reading rooms.

Tables and chairs. Number dependent upon size of alcove. Four to six recommended as ideal number, ten a maximum.

Special stands provided for periodical indexes and U.S. catalogs.

NEWSPAPER AND PERIODICAL ROOMS

These rooms might be thought of as one unit, adjacent to a section of the stack where special facilities were provided for shelving newspapers and bound volumes of periodicals. It is recommended that the whole periodical collection be shelved as a unit rather than scattered as it is now in various parts of the building, and that current issues only be made available in a Periodical Room.

Estimated size: . . . . . 2,500 sq. ft.

### A MAP AND FILM READING ROOM

In the present library building no adequate space exists either for an adequate development of the map collection or for an efficient administration of the present resources.

Facilities for the reading of microfilms also should be considered. More and more microfilms will provide reference and research material which now must be secured through the difficult and unsatisfactory channels of inter-library lending. This problem is much greater than the use of microfilms of rare books which is included in the report of special collections.

The committee recommends that space be provided for the use of these two types of reference and research material in one room with the following specifications.

Area: Minimum of 500 square feet will be adequate, although the committee's original estimate was twice this amount.

Location:

The following locations are recommended in order of importance:

1. Room on main floor adjacent to reference room.
2. Mezzanine gallery in reference room or mezzanine of main floor.
3. Alcoves in reference room, especially designed for this purpose. The disadvantage of this arrangement is that it places permanent equipment in a location where flexibility of re-arrangement of subject material is desirable. Dimensions of two alcoves are approximately 560 sq.ft.

4. On lower floor with newspaper files. This location would be desirable for reading machines, but not for the map collection.

Equipment:

Specialized equipment is required such as roller shelf units, equipment for film storage, series of horizontal files, or map cases of steel or wood containing ten or more drawers, shallow in depth and 3-1/2 to 4 feet wide.

Space requirements for equipment is included in total area cited above, allowing for a minimum of two reading machines.

SEMI-PUBLIC READING ROOMS AND PRIVATE ROOMS

Semi-public and private rooms in a library are used by the patrons of that library in a particular way. When they are in search of rare materials, when they need to work alone, or when their requirements may be different from those of the majority of readers.

Conference rooms:

These are designed to provide quiet and privacy for the necessary consultations about books and library service between members of the faculty, the library staff, students, or combinations of all three groups. In an emergency they may also be used interchangeably as private studies or small seminars.

A seating capacity of four persons is considered adequate.

Six such rooms are considered adequate.

FACULTY STUDIES

"It is highly important that small rooms (8'x8' is enough) should be provided for temporary assignment to members of the faculty who are, at the moment, engaged in some research, or writing for which they require retirement and security against interruption." (Gerould, The College Library Building....1932, p. 47-48)

A suitable size seems to be 10 ft. by 8 ft., or 80 square feet. Each room should contain either a large table or table desk, wall shelves for as many as three hundred books, a typewriter table, and two chairs, one without arms for use at the desk, and one comfortable arm chair for long periods of reading. Care should be taken to provide furniture to suit persons of various heights.

Estimated number of rooms - 25.

SEMINARS

It is recommended that 6 seminar rooms be provided in other parts of the library, as follows:

3 seminar rooms approximately 250 sq. ft.

3 seminar rooms approximately 500 sq. ft.

The idea is not to assign these rooms permanently to departments or to put into them fixed book collections. These needs will be filled by departmental rooms. The best thought about the use of seminars in a college library is that they should be assigned at need to departments and that books required by the department should be charged to the rooms temporarily. Comfortable chairs should be available for use during long seminars. Lights should be so arranged as to make possible individual control. One of the large seminar rooms will be used in conjunction with study of Rare Books and should be a part of that element.

The Book Collection:

In planning a better building for future library service at Wellesley, the first step, from which all other elements of the final plan will follow, consists of provision of space for the four areas in which the greater part of the collection will be placed. These areas are: the stacks, departmental reading areas, reserved book rooms and departmental libraries.

What will be the probable content of the library in volumes in fifty years?

Volumes in the present library,  
May 1, 1945.....229,678

Average annual rate of growth,  
based on maintenance of satis-  
factory number of accessions  
during the past six years..... 8,000

Volumes to be added to the li-  
brary in the next fifty years  
by maintenance of present rate  
of growth.....400,000

Gross total in fifty years.....629,678

Volumes to be removed in fifty  
years, at the rate of 500 a year  
by wear, loss, obsolescence.....25,000

Further decrease in fifty years  
by assigning to depository li-  
braries books of marginal  
utility.....50,000

Net total in fifty years.....75,000  
554,678

500,000 volumes seems a reasonable over all figure.

400,000 volumes will be in the stack proper and 100,000 housed in other parts of the library.

The Stacks and Departmental Rooms:

It is recommended that departmental rooms be joined to the stacks. This is a plan that will provide sorely needed centralization of the book collection. At present, one of the greatest barriers to successful work in the Library is the distribution of the book collection into widely separated rooms, reached horizontally through other rooms. The committee believes this centralization of the book collection leading to logical order and ease of use to be among the most important aims for which to work in setting up the building program. It therefore suggests a scheme by which stacks and departmental rooms would be placed in the same unit of the building.

The Wellesley report suggests smoking rooms. However, I feel this problem can satisfactorily be solved by restricting scattered areas to non smokers and otherwise allow smoking throughout the library.

Departmental Rooms:

There are eight departmental rooms in the present library into which seventeen departments have been forced to crowd their collections of books for general collateral reading and also their collections of reserved books for required reading. The purpose of a departmental room is to create a working library of related books, and if equality of opportunity is to be provided for all departments, the number of departmental rooms must be increased.

The objection to increasing them is that books are so scattered now through those already existing that there may be five places to look in order to be sure whether or not a book is available. The problem, then, is to preserve the fine elements in the present organization of subject rooms, with their core collections of best books in the various disciplines, but at the same time to try to remedy the evils of such scattering of books as to cause students great difficulty in using the library.

In line with the same idea is the committee's proposal to consider increasing the floor space within the walls surrounding the stacks; on one side or on two opposite sides as seems best to keep a shallow space free of shelves; this space to be furnished comfortably for the use of readers; to cut off as much or as little of it as seems desirable from the shelved portion of the stacks by removable walls and to separate it into as many or as few divisions as may be required, by removable walls, or even by shelves of books form-

ing alcoves. These spaces would then become the modern version of departmental rooms. In reality they would not be rooms at all, but simply reading areas in the stacks, as close as possible to books in various subject fields.

If such spaces are properly related to each other and to the subject material in the stack, they can also accomplish the purpose of a divisional organization of the book collection. For instance, the languages and literatures can occupy adjacent floors of the stack; sociology, economics, history and political science can repeat the same pattern, etc.

A great deal of space will be saved because the ceiling heights of these reading areas will be the same as those of the stacks. The exit from the stacks can be controlled by a desk at which books carried to other parts of the building as well as those borrowed for home use can be charged continuously. Books may be hidden or misplaced in such large stacks, but removing them illicitly for use at home will be controlled. Traffic will move vertically by the use of elevators, instead of horizontally, throughout the building as it does now.

It will be assumed that space for readers from departmental collections will be incorporated in the stacks, either with or without reserved collections included in the plan. In the present building, departmental rooms provide seats for 336 readers, and stacks for 31 readers. Let us suppose that in the Library of the future cubicles and

in the stacks will provide seats for 150 readers, and that we try to provide seats for 250 additional readers in adjacent space kept free of shelves, i.e., provision for 53 more readers close to books than in the present building. A minimum estimate of space per reader is 25 square feet; a better allowance for comfortable chairs, small tables, etc., is 40 square feet, or a total addition to the area within the walls of the stacks of 10,000 square feet for the 250 readers not accommodated in cubicles and at tables.

RESERVED BOOK READING ROOM

Wellesley has always stressed work in humanistic, linguistic, and literary subjects and in the social sciences. Such work depends for success upon opportunity for extensive use of library materials and the demand seems likely to increase rather than to diminish. The several departmental libraries will take some readers from the Main Library and send their elementary students to the reserved shelves in this building. Since the library is to be near Green Hall, Founders and the rest of the college academic center, the committee believes the library will have increased numbers of readers, both faculty and students, who will find it easier to use the library there than in its present rather off-center location.

The Wellesley report calls for two separate reserved book rooms to accommodate 75 readers and shelve 2500 books each. They so desire because they felt two rooms would be easier to control than a large room. However, I believe that one room can be easily controlled.

The present library accommodation provides 359 seats in reserved areas but surveys made at the busiest hours in the busiest times of year have never found every seat in use. On the other hand, reserved books are used in the Brooks Room, the Fireside Alcove, and quiet places in the stacks by students who would presumably be in the reserved book room under more favorable conditions.

The room should be adjacent to the stacks and not far from the main entrance to the building. Some advocate the Reserved Reading Room being in the first floor or basement area of the building, with a separate, outside entrance so that the large noisy groups who use required books will be away from other, quieter parts of the building. There are advantages to this arrangement from all points of view but there are disadvantages, too. The reserved book room does not need to be near the catalogue but it does need to be near reference facilities and the periodicals. Quick reference work will increase and will be more difficult for everyone if students in this much-used room are cut off from the services of reference librarians. Nor would it be practical to bring into the room the increasing numbers of periodicals which many courses use daily. If the periodical room is placed in the basement this disadvantage would be removed.

To have a separate, outside entrance will make for convenience on the part of the students and will take much traffic out of the circulation hall but many students will not come into the main part of the library if they can have such easy access to their required reading. They will not see the exhibits or be exposed to other educational advantages inherent in collections of books not arranged by courses but stimulating in their usual milieu. They will also avoid the use of the main catalogue, which they should be trained to look upon as a friend in need, if it entails

going "way upstairs at the other end of the building". They would for the same reason find excuses for not reading non-reserved books related to their subjects, in fact, many would become spoon-fed addicts of the so-convenient reserved reading.

Another objection to a separate entrance to the reserved book rooms is that it would make necessary more supervision than is likely to be available and books will disappear even more often than they do now.

The Social Science Room should have long tables for atlases, bound volumes of government documents, maps, etc., and generous facilities for the handling and display of pamphlet materials. The Literatures Reading Room should have display shelves (deep, tilted shelves) for manuscripts, current numbers of magazines, newspapers, and for dictionaries and other standard reference books.

In closely adjacent areas should be the reserve librarian's office, not less than 200 square feet, with two desks and chairs and room for a consulting visitor. Also there should be provided a workroom for the assembling and preparation of the books with space for three clerical or student workers, one a typist. This room should have a minimum space of 400 square feet and unless the reserve work is radically changed it might be better to make it 600 square feet. It is the type of room which could be turned over easily to other mechanical tasks if our need of it was lessened by a changed reserve procedure.

The reserve charging desk, just outside the two rooms should have sufficient room in front of it for rapid, efficient circulation of the reserved books at rush hours; behind it shelves for 200 or more restricted books, plus space for two book trucks and a chair.

### Departmental Libraries:

Various departments in the college have charged the committee to consider whether or not the proposed building can be used to provide a remedy for what they consider a very regrettable dispersal of a substantial part of the book collection into ten departmental libraries scattered over the campus. Approximately 50,000 volumes, or a little over 22 per cent of the books owned by the college, have been so placed already, and each year the departmental libraries grow at the rate of some twelve or thirteen hundred volumes. This means that from 15 to 16 per cent of the annual accessions go to departmental libraries.

The committee believes one of the most compelling arguments for the selection of the future site and the building of a new library there is that such a move could be made to result in a far more unified book center than they now have. With a library in that location, the departmental libraries of Art, Chemistry, Physics and Psychology could become in effect part of the main library.

The college had, even before and emphatically after the fire which destroyed College Hall in 1914, shifted its central axis over to the central hill of the campus, on which are now four departments with special libraries, and Green and Founders Halls, to which the greater number of the members of the college are inevitably bound to go at some time in the day. Only for students in the Department of Music is the present site of the main library convenient,

and these students have their special needs met in their department library.

Even if the centralization suggested above is achieved, six departmental libraries will remain too far away to be brought into the same orbit. With regard to these, the committee has considered three lines of approach: arguments for continuing them; unanswered questions about them; arguments against departmentalization and dispersal of a book collection on the college level.

Arguments for the continuance of these libraries may be stated in various ways. Space is already provided in buildings, planned in some cases with libraries in mind, and it would seem important not to abandon this space. When departmental libraries are available, faculties of the departments can pass from office to library with no loss of time for study and research. Students can look at prints or use records or carry on experiments in laboratories and by taking a step or two can turn to the books that supplement their use of auditory, visual, or experimental material. Departments take pride in "their" libraries and may pay more attention to their development than if the collection were known less intimately.

Among the unanswered questions about departmental libraries are these: to what size can a departmental library be allowed to grow before it ceases to be a group of books chiefly of interest to relatively few people and becomes a special library suitable to a graduate school; how

shall provision be made for departments that must use books in several related fields when these books are scattered into buildings opened and closed at somewhat irregular times; how far can such faults of departmentalization be remedied by improved messenger service and more unified and generous administrative supervision from the Main Library; what proportion of books now in departmental libraries legitimately may be returned to the Main Library, leaving in the present locations the books most frequently called for in connection with class and laboratory work?

Arguments against departmentalization and dispersal bring to light the barriers to scholarship of students who, from the time of freshman source themes to graduation, must go hither and yon to assemble a bibliography for a paper or report. Even if funds could be found for duplicating in the Main Library the most important books in departmental libraries, it seems impossible to determine in advance any final selection of such books. Many of the best "finds" made by scholars as well as students are come upon when browsing in the stacks. A departmental system limits this important possibility. The inconvenience to both faculty and students of the summer closing of departmental libraries, their irregularity of hours, compared to the hours of the Main Library, the lack of constant supervision by trained and experienced librarians - all these points are brought to light by emphatic and repeated complaints.

This report is submitted with the belief that the de-

partmental libraries should be continued to the extent that their total book collection does not expand beyond the specialized needs of each department.

### THE PLACE OF SPECIAL COLLECTIONS

The founder of the college saw to it that Wellesley was equipped with rare books from its very beginning. We have as his gifts the Fourth Shakespeare Folio, the first Chaucer folio, and the fine Italian Gradual dating from the fifteenth century. The college believes today that such valuable books still have an important function in the education of the students and in faculty research.

The present Treasure Room is used, during the year, by 209 individuals who applied for appointments, by groups who met there for some common purpose, and by casual visitors who are interested in exhibitions. The Plimpton Collection was used as a laboratory for advanced work in the Department of Italian and definite class appointments were regularly scheduled there.

The new Book Arts Laboratory, with its Book Arts Collection of reference books and specimens of fine printing and binding, was opened in November 1944 to the public. Several students have made continued use of the printing press, with profitable reference to the books at hand. A class of twenty-five freshmen has written its preliminary source papers from material housed in the Book Arts Collection and a number of students in history and literature have written long papers with the help of that collection; one on Caxton, one on illuminated manuscripts, and several on early German woodcuts.

The first consideration in a new building is the

centralization of all special collections, of which there are about ten: English Poetry Collection, Ruskin Collection Plimpton, Durant, Rare Books, Book Arts, Elbert, North American Indian Languages, Juvenile, and Cook Books, and added to these the College Archives. The problem which presents itself is how best to house all these collections so that they may be supervised by one person, with the help of an assistant, and still be made available to serious students working individually, to class groups, to the occasional visiting scholar and to large numbers of casual visitors.

The committee makes the following recommendations:

1. That the rooms devoted to special collections, exclusive of Book Arts and Archives, be provided on the main floor if that is in any way possible, and failing that on the floor above.

2. That these rooms consist of the following:

- a. Rare Book Rooms and stack, Book Arts Laboratory, Archive Room.

The aim here would be to eliminate scattered rooms, such as the Plimpton Room, the Treasure Room, the rare book section of the Pierce Room, the Ruskin, Bates, Elbert collections in upper and lower south halls, etc. Provision would be made to house all rare books and special collections for the most part in one stack. This stack should have special air, heat, light, moisture control, and shelving equipment.

Suite of rooms for rare books:

Exhibition hall with vertical and horizontal exhibition cases allowing for 100 linear feet of space for exhibitions.

Rare Book Room, approximately 32' x 45'.

Rare book seminar room for classes meeting to use rare books. Capacity, 30 students.

Vault - not considered essential.

Stack (30,000) separate from main stack.

Durant, or Founder's Room:(multi-purpose room -see pg.53 )

3. That three rooms for the Book Arts Laboratory and Collection, and a fourth room for the College Archives be provided on the lowest floor, Book Arts to be under Special Collections and connected, if possible, by an elevator.

That these rooms consist of the following:

a. Book Arts Laboratory.

Printing room, where four to six students may carry on printing and bookbinding simultaneously.

b. Utility Room containing storage space for paper, leather and necessary supplies, a sink with running water and a two burner electric plate, also counter space, (with storage cupboards above and below) which might be used for oiling books.

c. Book "Arts Reference" Room, to house a collection of 2,500 volumes.

Reference room to house the Book Arts Collection of 1,100 (present size) to 2,500 volumes. It should have

locked glass cases, including folio cases for the above number of volumes, a table and eight chairs and one or two exhibition cases.

d. An Archives Room - room and stack space for Archives and Historical Collection.

The alumnae have requested space for better housing, display, and use of manuscripts and publications by and about faculty and alumnae. The library wishes to include in the same group of materials theses, official bulletins, reports, publications, so that the past and present life of the College shall be treated as a unit.

It is hoped that one medium-sized room with alcoves would take care of this collection for some time. Also, if the room joined a section of the stacks, the provision already made for stacks would be sufficient for a long time to come. Four or five readers only need be accommodated at one time, since the collection should not become widely popular for fear of dispersal.

A small workroom for sorting, repair and mounting is suggested adjacent to the reading room.

The rare book stack will have locked, dust-proof cases and will be air conditioned.

A film reading machine should have space somewhere in Special Collections, possibly in a cubicle in the Rare Book stack.

The question is raised as to whether or not Wellesley should provide space for making photostats and microfilm, at

some unforeseeable date.

In accordance with present practice exhibition space should be generously provided as at present, as well as more adequate bulletin boards, with sliding glass doors, and horizontal cases as well. If space permits all public exhibitions to be made available here, there should be cases for fifty books to be shown at one time - or about 80 linear feet of space.

ROOM FOR RECREATIONAL READING

This should be an intimate room where books of current interest may be examined and from which books that "surprise by a fine excess" may be borrowed out of a changing collection. Construction should if possible permit a large alcove or small inner room to be closed off and used as a sound-isolated listening room for those who wish to follow important events on the radio, or to hear the voices of notable persons read from their own writings.

Founder's Room: A multi-purpose room.

First, it would honor the founder of the College who brought the library into being in 1875 by the gift of 8,000 volumes and who was, to a remarkable degree, wise in the ways of books. All but some 3,500 Durant books have been worn out in the cause of learning, but most of the residue have been collected and are now shelved in the faculty room as a unit. Second, the room would be a lecture hall equipped for sound broadcasting and film projection used for small lectures of 100 people, occasional seminars of more than average interest, teas for visiting scholars, lectures sponsored by the Friends of the Library, meetings of the Library committee, etc.

It is suggested that while most of the library should be modestly equipped this should be the really rich and handsome room of the new building, furnished elegantly as well as for comfort and possibly with Mrs. Durant's picture above its fireplace. Folding chairs to be brought in at need should be provided and there should be a kitchenette. Possible dimensions might be 38' x 42', or slightly larger than the present Brooks Room.

An Exhibition Hall - 1,400 square feet with vertical and horizontal exhibition cases allowing for 80 - 100 linear feet of exhibition space. (The present South Exhibition Hall is approximately 1,440 square feet.)

A seminar room with space for 25 to 30 students as its outside limit 900 square feet. (This would take care of

classes such as now meet in the Plimpton Room, Treasure Room, etc. It should open out of the exhibition room.)

Research Librarian's office - 200 sq. ft.

SOUND-ISOLATED ROOMS

It is recommended that a section of the library be given special acoustical treatment to prevent noise from reaching other parts of the building. Purposes to be achieved are as follows:

1. A series of booths to which persons wishing to use a typewriter may be assigned, hour by hour. Typewriters if left in the library would be checked with the janitor and kept in a locked closet. The estimate is for ten booths, each 8' x 8'.

2. A series of listening rooms to which records of poets' readings, recorded plays, talking books for students having defective vision may be taken and in which a radio may be used to hear addresses of literary, social, and political significance.

One room to accommodate 20 people, 25' x 20'.

Three rooms to accommodate 5 people, 10' x 14'.

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# LIBRARY

FOR WELLESLEY COLLEGE

THESIS MASTER ARCHITECTURE MIT JANUARY 22, 1951



MAIN IDEA

READING ROOMS ON THE NORTH WITH ACCESS THROUGH THE STACKS  
AND CIRCULATION ON THE SOUTH

OPEN STACK SYSTEM DICTATES THAT BOOKS BE EASILY LOCATED

SIMPLICITY OF STACK ARRANGEMENT  
COLOR INDICATED ON CATALOGUE CARD AND STACK THE SAME

SITE

APPROACHES: SEE MAP

LOCATION OF ENTRANCES: TOP OF HILL CHOSEN

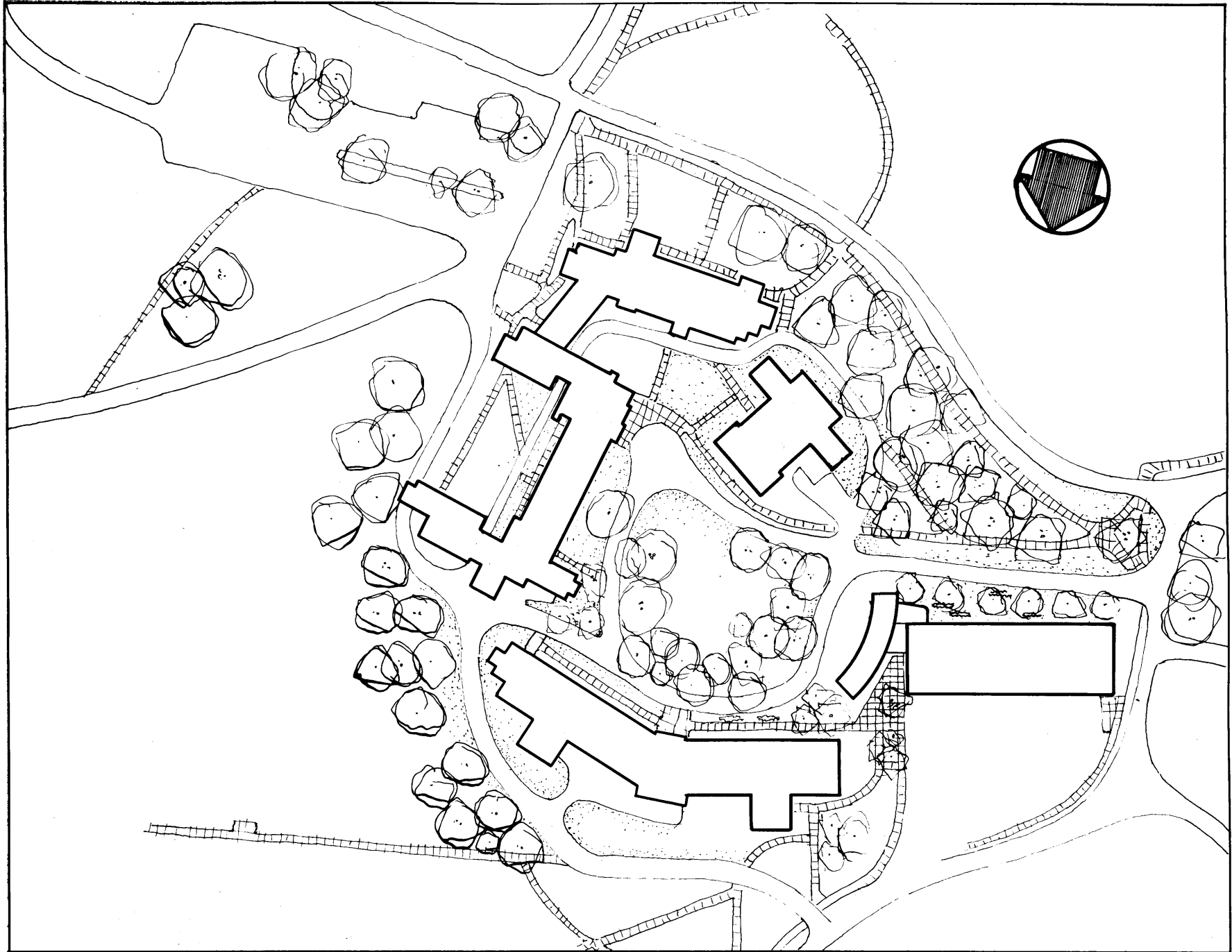
CONVENIENT TO ACADEMIC BUILDINGS FOR USE BETWEEN CLASSES  
AND ON WAY HOME

ENTRANCE  $\frac{1}{2}$  FLIGHT BELOW TOP OF HILL MINIMIZES CLIMB FROM  
LOW SIDE AND ALLOWS EMERGENCY EGRESS FROM SECOND FLOOR

DOWN HILL BICYCLE PARKING ELIMINATES CLIMB TO TOP OF HILL

COVERED APPROACH FROM BOTTOM OF HILL (NOT INDICATED ON  
MODEL) FOR GENERAL USE, TO ENCOURAGE CIRCULATION THROUGH  
EXHIBITION AREA

EVERYONE MUST PASS CHARGE DESK



DETACHED ELEMENT

DIFFERENT FUNCTIONS, THEREFORE DIFFERENT STRUCTURE  
INTEGRATES LIBRARY WITH ACADEMIC GROUP

FIRST FLOOR MULTI-PURPOSE ROOM:

USED FOR LECTURES AND VISUAL TRAINING AIDS  
IMMEDIATELY ACCESSIBLE FROM ACADEMIC BUILDINGS

SECOND FLOOR RESERVED BOOK READING ROOM AND MUSIC ROOM:

BOTH UNDER SUPERVISION OF RESERVED BOOKS LIBRARIAN  
THE STAIRS ARE IN MAIN BUILDING FOR CIRCULATION THROUGH  
EXHIBITION AREA  
AT SAME LEVEL AS THIRD FLOOR OF LIBRARY TO FACILITATE  
BOOK SERVICE

FIRST FLOOR

HOUSES ENTIRE REFERENCE SECTION AND ADMINISTRATION:

OTHER MATERIAL, SUCH AS DOCUMENTS, PERIODICALS, AND  
EPHEMERAL PUBLICATIONS UNDER THE REFERENCE LIBRARIAN

STUDENT CIRCULATION ON THE SOUTH, CATALOGUERS' CIRCULATION  
ON THE NORTH FOR ENTIRE REFERENCE FLOOR

CATALOGUE AND BIBLIOGRAPHY SECTION:

SHELVES REPLACED BY COUNTER SPACE IN ALTERNATE STACKS



TYPICAL STACK FLOORS (2nd, 3rd, 4th, 5th, AND 6th )

STACKS, 24 CARRELS, 6 FACULTY STUDIES, AND 1 OR 2 SEMINARS

CORE:

APPROXIMATELY IN CENTER OF THE STACKS TO CENTRALIZE  
UTILITIES AND CIRCULATION

STACKS AND READING AREAS:

NORTH OF CIRCULATION PATH

DEPARTMENTAL SEPARATION IN READING AREAS CORRESPONDS  
TO SUBJECT SEPARATION IN STACKS

CARRELS:

ON SOUTH

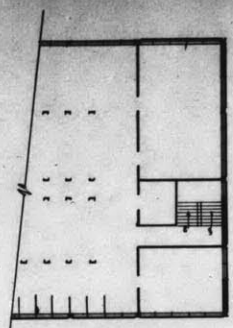
5 TYPING CARRELS PER FLOOR

SEMINARS:

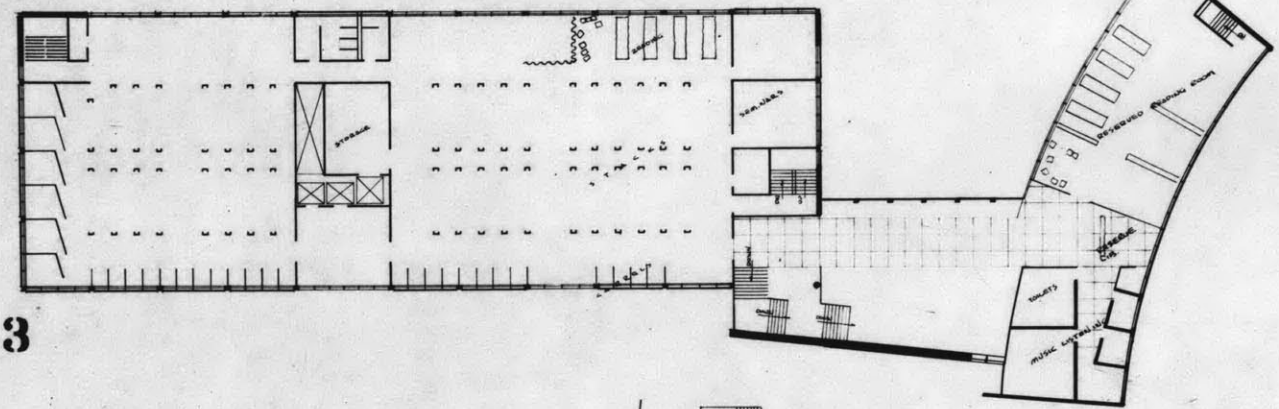
ON EAST TO AVOID AFTERNOON SUN

FACULTY STUDIES AND CONFERENCE ROOMS:

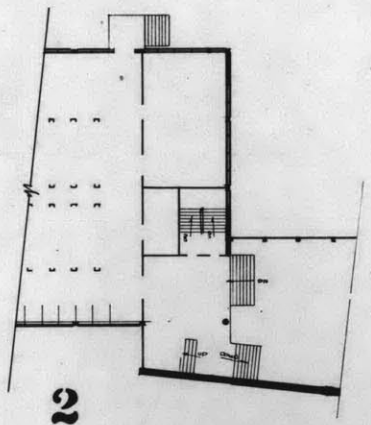
ON WEST IN QUIETEST AREA



4-5-6



3



2

ROOF

HOUSES RECREATIONAL READING ROOM, SPECIAL COLLECTIONS, EXHIBITION SPACE, AND MECHANICAL EQUIPMENT

RECREATIONAL READING ROOM:

ALSO A MEMORIAL TO THE COLLEGE FOUNDERS

DIFFERENT SPIRIT FROM OTHER READING ROOMS WITH TELEVISION, KITCHENETTE, AND FIREPLACE

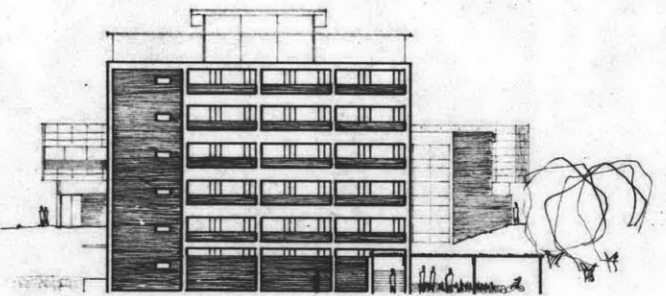
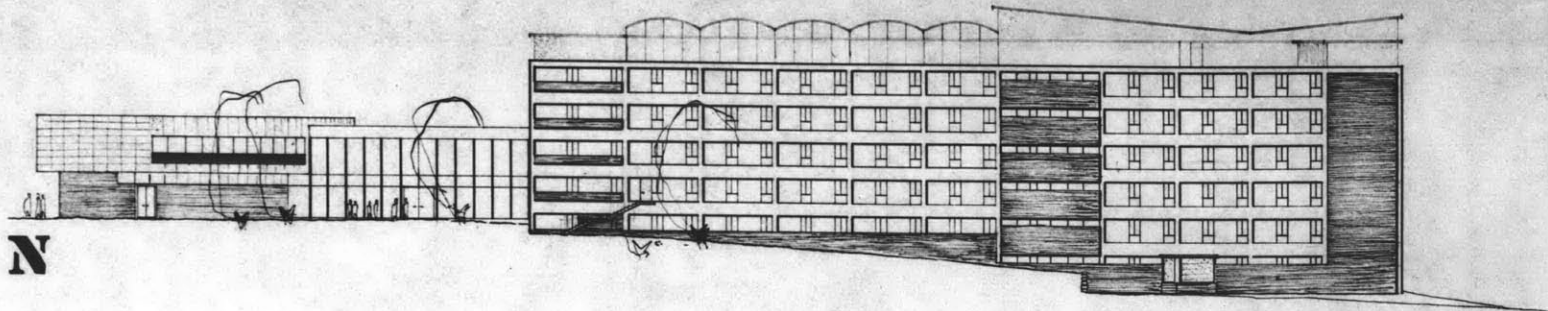
SPECIAL COLLECTIONS:

5 STACKS CARRIED UP TO HOUSE AIR-CONDITIONED RARE BOOK COLLECTION

EXHIBITION SPACE:

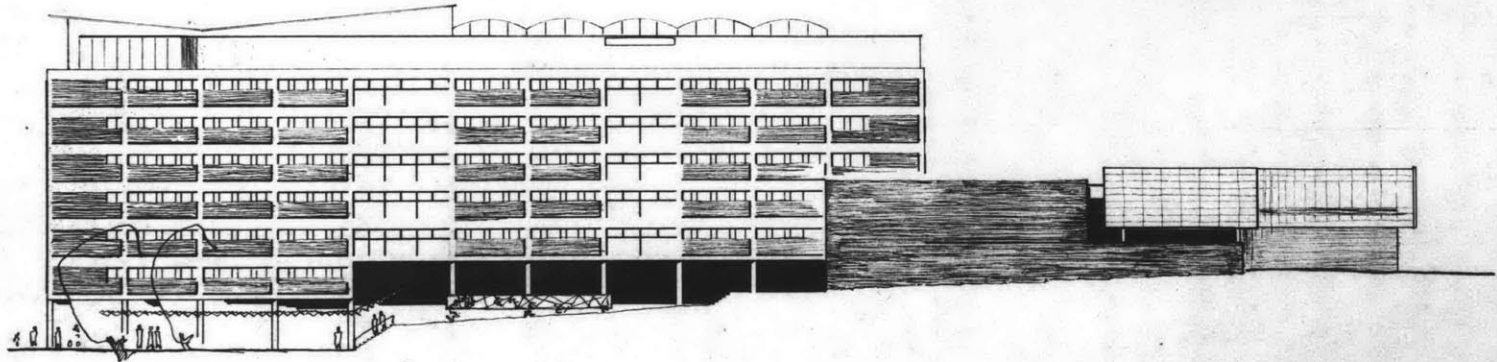
INCLUDES THE PRINTING PRESS AND BOOK BINDERY OF THE BOOK ARTS LABORATORY



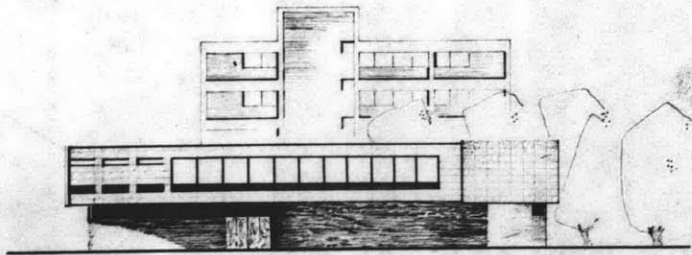


N

W



**S**



**E**

## STRUCTURE

### CONCRETE FRAME

NOTE METHOD OF SPANNING AREAS EITHER SIDE OF STACKS (SEE SECTIONS). A PRELIMINARY DESIGN COMPARISON OF THIS SYSTEM WITH A 2-WAY SLAB ON A 20' x 25' BAY WAS MADE AND INDICATED A 33% SAVING IN CONCRETE. "

THE LOAD IS CARRIED BY THE STACKS AND A DEEP SPANDREL BEAM. THE SPANDREL BEAM ALSO PROVIDES ABOUT 1/3 OF THE EXTERIOR WALL.

THE CORE AND BOTH END BAYS ARE FRAMED IN A CONVENTIONAL MANNER.

## MATERIALS

SIDE BAYS FILLED TO WINDOW SILL WITH BRICK. EXTERIOR BRICK SAME AS OTHER WELLESLEY BUILDINGS. THIS BRICK FILL-IN PROTRUDES FROM THE SPANDREL AND COLUMN TO ACCENTUATE BOTH THE BRICK FILL-IN AND THE CONCRETE FRAME.

EXTERIOR CONCRETE FINISHED WITH PROTECTIVE COAT OF WHITE CEMENT.

## DETACHED UNIT

### CONCRETE FRAME

LIGHT, DELICATELY TEXTURED, MARBLE VENEER

FIXED WINDOWS, LOUVERS BELOW TO PERMIT SOUND ABSORPTIVE MATERIAL INSIDE LOUVERS, GIVING PROTECTION FROM COURT AND ENTRY NOISES.

## NOISE CONTROL

NOISY AREAS (LOBBY, CORE) SEPARATED FROM QUIET AREAS BY DOORS.

CORK FLOORS

## SUN CONTROL

SOUTH: HIGH WINDOWS ON SOUTH IN CARRELS - BLINDS

1. SIMPLIFIED DESIGN OF CONCRETE FLOOR SYSTEMS, PORTLAND CEMENT ASSOCIATION  
REINFORCED CONCRETE DESIGN HANDBOOK, A.C.I.

EAST: SEMINAR ROOM USED MOSTLY IN P. M. -BLINDS

WEST: BLINDS

#### ILLUMINATION

CARRELS: DESK LAMPS

STACKS: FLUORESCENT LAMPS WITH TWO WAY SWITCHES AT EACH END OF STACK.  
MASTER FLOOR SWITCH

READING AREAS: GENERAL ILLUMINATION AT END OF FURRED STACK CEILING.  
INDIVIDUALLY CONTROLLED LAMPS ON TABLES. MASTER FLOOR SWITCH.

OUTSIDE UPHILL APPROACH AND BICYCLE DEPOT ILLUMINATED

#### HEATING AND VENTILATION

STEAM SUPPLIED BY SCHOOL

FROM CORE, A TWO PIPE SYSTEM GOING TO EACH HALF OF BUILDING, SUPPLYING  
CONVECTORS WHICH GO AROUND THE PERIPHERY OF THE BUILDING UNDER THE  
WINDOWS

VENTILATION BY A HEAT EXCHANGE ON ROOF. DUCTS RUN TO AND FROM CORE  
UNDER FURRED CEILING.

ALL AREAS ARE PROVIDED WITH OPERABLE WINDOWS

#### WINDOW WASHING

FACILITATED BY POWERED SCAFFOLD TRAVELING ON RAILING SURROUNDING  
ROOF OF 6th FLOOR. STORAGE SPACE FOR EQUIPMENT ON ROOF.

#### SMOKING

RATHER THAN SMOKING ROOMS THERE ARE AREAS WHERE SMOKING NOT ALLOWED,  
SMOKING PERMITTED IN REST OF LIBRARY WITH EXCEPTION OF SPECIAL COL-  
LECTIONS.