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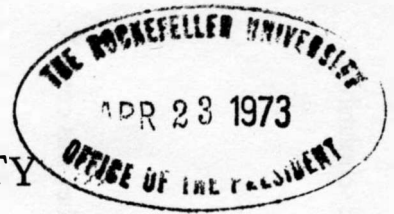
Library History

5-1973

Memorandum. April 20, 1973

Library Staff

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THE ROCKEFELLER UNIVERSITY

New York, N. Y. 10021

MEMORANDUM.

April 20, 1973.

To : Dr. C. E. Sunderlin
From: Mr. C. R. LeSueur
Re : Proposal for a Newsletter on the Welch Hall
Renovation.

It seemed to me that it might be a good idea to anticipate the opening of the renovated Library with a campus newsletter outlining what we have done, and how the collection will be distributed in the new quarters. I propose the following text, and would appreciate your reaction to the idea, and comments and suggestions on the text.

Welch Hall was built in 1926 with three floors above ground and three basement levels, and has experienced shared occupancy between the Library and dining services through the years.

Renovation of Welch Hall to make the Library the sole occupant was begun March 5, 1973, and will be completed early in May, a remarkable achievement which produced very little inconvenience for Library users and staff.

The original concept was worked out by the Librarians with the skilled assistance of Kilham, Beder and Chu, Architects, and Jay K. Lucker, Associate Librarian of Princeton University, and was carried out effectively by Irvine & Wilcox, Contractors. Special thanks are due to those of The Rockefeller University staff who have been instrumental in the success of the project: Director of Engineering Thomas P. McGinnity who, the Contractor frequently assured me with complete exactitude, "runs a very tight ship"; Superintendent Paul R. Penndorf of Buildings and Grounds who masterfully matched the necessary in-house operations with the Contractor's schedule; Superintendent of Purchases James J. Stewart who made buying and receiving the new equipment simplicity itself; Director of Administrative Services Roger C. Elliot, who solved our very difficult telephone problems; and Mrs. Patricia C. Berlin who tastefully charted the dangerous shoals of selection of the furniture and decor. The listing of the names of only the heads of the various departments of course must not obscure the fact that it is the staff of the departments who actually implement the changes, and the manner in which the project has been accomplished is a high tribute to as fine a body of craftsmen as will be found in any institution. Too many

to name individually have helped us to our goal, not least of whom are the staff of the Library itself, who have continued to perform their tasks with cheerful aplomb in the midst of almost daily interruptions of their customary work patterns, and the Library users, who have suffered in silence.

The Third Floor of the Library will contain the offices of the Librarian and the Cataloguing Staff, the Archives, and all the books in the Library of Congress subject classifications from "Q" to "QT", except for reference and oversize volumes.

On the Second Floor of the Library will be found the offices of the Associate Librarian and the Acquisitions and Circulation Desk staff, as well as all books in the LC subject classifications from "QU" to "Z". Also on this floor will be the new Reference Section, which will include all Library reference and bibliographic materials as well as Reserve Books, and a Browsing Area replacing the former Common Room featuring new books, newspapers, and general interest periodicals.

On the First Floor, the former Faculty Dining Room will provide shelving for all periodicals from 1971 to date, including the unbound current issues in contiguous shelving, a coin-operated Xerox machine, and the Periodicals and Interlibrary Loan Staff. The former Common Room will house the display tables with the "first and second day" current periodicals. In the former Sandwich Room will be all the periodical indexing and abstracting journals, and the former kitchen area on this floor will house the Library Photocopy and TWX Services.

Basement Level 1, formerly the Ladies' Dining Room, will be the location for all periodicals prior to 1971. The Storage Stacks adjacent to this main room, to the north (numbers 1 through 12) will be empty, for future growth.

Basement Level 2 will contain Storage Stacks numbers 13 through 24, left empty for future growth. On the more or less independent level between Levels 1 and 2, formerly the kitchen serving the Ladies' Dining Room, will be located a lounge for the Library Staff, and Library storage rooms.

Basement Level 3 will be the location for all books within the LC subject classifications "A" to "P", except for reference and oversize volumes. The oversize volumes will remain for the present in the small room adjacent to the Storage Stacks numbers 25 through 36 on this level.

All floors except the Third Floor will be furnished with new study carrels or tables, and most also will have new casual seating as well. Improved lighting and minimum painting have been added wherever necessary, and the two small rooms on the First Floor - Periodicals Display and Periodicals Abstracts - will be air conditioned. In addition, the garden areas outside this floor will be available for use freely during good weather.

On each floor except the Third, a station will be established for the signing-out of books you wish to borrow. These stations will be supplied with blank charge-out cards and a receptacle for completed cards, which will be collected daily by a member of the Library staff so that you will not have to make a trip to the Circulation Desk from the more remote areas of the Library. On the Second Floor the charge-out station will be the Circulation Desk, as before.

We hope that the renovation of Welch Hall will make your use of the Library easier and more profitable; it certainly will prolong the life of Library materials.

Your comments and suggestions will be welcomed by the Librarian.