

FURNITURE AND FIXTURES FOR WISCONSIN LEGISLATIVE

REFERENCE LIBRARY.

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LIBRARY ROOM:

Wall Shelving. We now have temporary pine shelving around the room and a large walnut case in the back of the room. The walnut case especially should be replaced because it is so old that the shelves give way very frequently under the weight of the books and besides it is placed outside of the lighting fixtures which means that we will have at least two more feet in space when it is removed. Before the shelving is installed, the wall space should be carefully measured so that all of the available space can be shelved and not leave spaces in the front and back of the room, between the shelves and the wall, for superfluous material, as is the case now.

Catalog Case for 3" x 5" Cards. On south wall covering the entire space between the doors (no space left free at entrance to stack as at present). In order to make the best use of our space the units which compose each part of this catalog should be four drawers wide and six drawers high. The catalog should be placed on a wooden pedestal, approximately 2 feet from the floor. Forty-eight of these drawers (for the private and local index and for the shelf list) should not be equipped with rods, and they must be built so that they can be removed in a single or two units from the rest of the catalog. Necessarily, it must also be possible to move the pedestal on which these 48 drawers rest. The workers in the library insist that these cases be wooden catalog cases with no steel except the rods and made by one of the firms specializing in such equipment, e.g., the company which makes the Globe Filing case, or the Library Bureau. Construct pedestal under these cases and not supply cabinet.

- 4 Flat top working desks 3' x 5'
- 1 combination typewriter and working desk, double tier drawers, etc., 2' 6" x 4' 6"
- 3 reading tables, about 4' x 8'.
- 2 chairs for reading tables.
- 1 small table 2' x 3'
- 2 three-drawer vertical filing cases, cap size.

STACK ROOM:

- 1 small stand for electric fan.
- 1 small table 2' x 3' for reading purposes.
- 1 small table of such dimensions that it will fit under stairs on first floor of stack.
- 2 small tables of such dimensions that they will go between stacks on third and fourth floor. At present we have nothing up there on which to file because it is too hard to get the ordinary table between stacks.

small

MR. WITTE'S OFFICE (219):

Shelving.

- 1 flat top desk 3' x 5'
- 1 larger standard chair.

MISS BRABANT'S OFFICE (220)

- 2 three-drawer cap size, vertical filing cases.
- 1 cupboard or cabinet of same kind of material as uniform shelving in outer rooms to replace the two walnut cupboards now there. Maybe this could be dispensed with and one of the cupboards now in room kept. The two cupboards seem almost too much in this room.
- 1 Combination typewriter and working desk.
- 1 Typewriter chair
- 2 small tables 2' x 3'
- 1 table somewhat larger than 2' x 3'
- 1 large standard chair.

ROOM 213 (NOT ROOM 212)

- 1 flat top desk.
- 2 combination typewriter and working desks, double tier drawers, etc.
- 2 small tables 2' x 3'
- 1 revolving desk chair
- 2 typewriter chairs
- 5 three-drawer filing cases, cap size, ball bearing
- 2 4-drawer wooden cabinet cases to hold cards 3" x 5", without rods.

ROOM 211 (DRAFTING ROOM)

Shelving

- 4 flat top desks 3' x 5'
- 1 reading table, about 4' x 8"
- 6 large standard chairs
- 1 table or stand for telephone
- 3 typewriter tables.
- 3 typewriter chairs

CORRIDOR:

1 supply cabinet practically same size as at present.

VAULTS:

1 steel table for second vault opening off the corridor.
Vertical filing cases in the vault to be cap size
and not correspondence size.

CLOAKROOM:

1 mirror
1 umbrella rack
1 shelf for personal belongings of women workers.

Women workers in dept should like to be consulted about equipment for coats and hats because the hat rack that is now in use takes up too much room and is otherwise unsatisfactory; at the same time they don't want just hooks on the wall because such an arrangement is too hard on all their clothes.

WALL SHELVING:

All shelving uniform throughout all rooms used by the Legislative Reference Library, preferably adjustable, and having a base of 6 inches. Light fixtures to be considered in fixing height.

SHELVING:

The Legislative Reference Library uses only two sections of shelving in room 211, now the drafting room. The workers out there say that we now have too much shelving and feel that we do not need in any case, more shelving than we now have out there.

If we build a supply cabinet in the hall, supply closets in the drafting room seem unnecessary.

CORRIDOR:

What does Mr. Lester want to do about the supply cabinet just inside outer door? Probably replace.

Why does Legislative Reference Library want book cases with glass doors in corridor?

FLAT TOP WORKING DESKS:

Why now have all uniform size 3' x 5'. Measurements for width of desks in library rather narrow.

Supply cabinet under catalog in library room too low to use with comfort, and so low that "supplies" will be grabbed out with no idea of keeping order. Pedestal seems better.

WOODEN WASTE PAPER BASKETS:

The wooden waste paper baskets in law library seem much more satisfactory than the wire ones in this department. This will be especially true if we have new desks, for wire baskets are found to scratch the sides of the desk.