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INDIANA UNIVERSITY
INTERDEPARTMENTAL COMMUNICATION

TO: Robert Pond, University Architect FROM: Dominique de Lerma
DEPT. Services DEPT. Music Library
SUBJ. Sycamore Hall DATE. December 19, 1968

TELEPHONE. 7-6157

I have checked the following figures, provided by those members of my staff who will be moved to Sycamore Hall, and feel that the immediate space requirements requested are minimal. Following Dean Hagen's suggestion, I am listing apart those anticipated space needs for 1984.

CIRCULATION

1969 1984

Present area occupies 144 sq. ft., including 3 ft. wide passage area for library patrons, and closed reserve stacks. Only in this latter category do I anticipate additional needs in the future..

144 160

IMMEDIATE REFERENCE AND SUPERVISION

One person occupies this position. His location must be within the public area, but it must be somewhat isolated to reduce sound transmission. By 1984, I expect to have an additional position for reference.

100 200

TECHNICAL SERVICES

Current full-time staff consists of three persons, with two new positions requested for next fiscal year.

500 700

Bibliographic tools, including books and furniture, with 3 ft. allowance for use.

90 150

Current part-time staff, six of which will be working simultaneously.

300 600

Storage of materials prior to cataloging and binding. This figure does not, alas, consider such materials now being stored at Trees Center in 5 rooms (if space can be provided for these, it would be better; the Fire Marshall has already complained). Furthermore, there is constant need for storage space for gifts (some of which, of rarity, will not be submitted to us until we can store them safely), and other materials (such as 78rpm discs awaiting dubbing). Any reduction in this space will cause operational problems in the future. My figures, then, are quite modest.

150 300

ADMINISTRATION

This presently consists of one person, with a secretary. The space needs become more complex in view of the fact that the Music Librarian must have added space for conferences (including small class teaching) and for storage of archival material, in addition to book storage space. The secretary will need room for ordinary office operations, serials acquisition and reader service. The space needs of these two are roughly equivalent. Within fifteen years, an additional administrator should be expected.

500 750

cc: Dean Hagen, Dr. Flener, Ted Jones.