

Contents

<i>Foreword</i>	ix
<i>Preface</i>	xi
<i>How To Use This Book</i>	xv
I. Library System Profiles	1
II. Trends and Dilemmas	7
III. The Shape of Things	19
A. <i>On the Outside</i>	19
B. <i>Variety in Interior Design</i>	50
IV. Essential Functions and Their Physical Implications	69
A. <i>The Logic of the Main Floor Layout</i>	69
B. <i>The Elements of the Main Floor Layout</i>	71
1. The Entrance	71
2. Exit Controls	79
3. Reference Departments — Staff Offices	85
Reference Departments — Special Services	95
Reference Departments — Materials Housing ...	96
4. Serials	111
5. Current Periodicals and Newspapers	114
6. Technical Processes Departments	135
7. Circulation Services	144
8. Reserve Book Services — Open and Closed	155
9. The Catalog — In Card or Printed Form	160
10. Photocopy Services	170
11. Administrative Offices	171
12. Directories	177
13. Floor Plans	179
a. <i>Fixed Core Service Elements</i>	179
b. <i>Examples of Main Floor Layouts</i>	180

V.	Books and Readers — People and Books	210
	A. <i>Basic Systems</i>	210
	B. <i>Carrels — Reading Room and Tables</i>	213
	C. <i>Carrels for Research; Lockers</i>	232
	D. <i>Faculty Research Studies</i>	245
	E. <i>Seminars and Group Study Rooms</i>	264
	F. <i>Faculty Reading Rooms</i>	280
	G. <i>All-Night Study Rooms</i>	282
	H. <i>Lounges and Smoking Rooms</i>	284
	I. <i>Typing Facilities</i>	298
VI.	Housing Books and Other Media	303
	A. <i>Books — Management and Use</i>	306
	1. Bookshelves	326
	a. <i>Shelf Heights</i>	326
	b. <i>End Panels and Guides</i>	327
	c. <i>Inspection Shelves</i>	327
	d. <i>Oversizes</i>	330
	e. <i>Placement of Book Cases</i>	331
	2. Book Handling	336
	a. <i>Conveyors</i>	336
	b. <i>Book Return Chutes</i>	341
	c. <i>Communications With the Pages</i>	342
	3. Book Protection	342
	a. <i>Bookstack Entrance Controls</i>	342
	b. <i>Fire Protection</i>	344
	4. Rare Book Rooms	346
	5. Pamphlets	358
	6. Maps and Atlases	358
	B. <i>Other Media</i>	362
	1. Listening	362
	2. Looking	376
	3. Storage of Hardware for Listening, Viewing, and Data Processing	380
	C. <i>Microforms — Housing and Use</i>	386
VII.	Types of Libraries in Colleges and Universities	397
	A. <i>Business Administration Libraries</i>	401
	B. <i>Education Libraries</i>	406
	C. <i>Law Libraries</i>	407
	D. <i>Medical Libraries — Including Dentistry and Nursing</i>	413
	E. <i>Music Libraries</i>	418
	F. <i>Science Libraries</i>	421

VIII. The Building — Structure and Details	429
A. <i>Structure</i>	429
1. Modular Planning versus Fixed Function	429
2. Provisions for Expansion	434
3. Enlarging versus Building a New Building	445
B. <i>The Structure — Physical Details</i>	446
1. Fenestration and Ventilation	446
2. Lighting	447
3. Carpeting	470
4. Cloak Rooms	471
5. Paraplegics — Provisions for	472
6. Exhibitions — Facilities	473
7. Screens to Divide Rooms	479
8. Stairways	480
9. Food Services	484
IX. Special Staff Offices and Workrooms in Academic Libraries	489
A. <i>Staff Offices</i>	489
B. <i>Staff Lounges</i>	492
C. <i>Book Repair Rooms</i>	494
D. <i>Data Processing and Machine Rooms</i>	495
X. The Human Part — Plus and Minus	501
XI. Conclusions About Planning	517
<i>Appendix I: List of Libraries Included [in the Study]</i>	521
<i>Appendix II: Photograph Acknowledgments</i>	525
<i>Appendix III: References Cited</i>	526
<i>Index</i>	527