Recommendations of the Library Committee.

1. That the location of the Library on the campus be as central as possible.

2. That the site be if possible on sloping ground, so that there may be a book room above ground in the basement.

3. That the building be so planned and situated that it may be extended without destroying its administrative plan.

4. That the heating plant be outside the building if possible, to protect the books from dust.

5. That an efficient system of ventilation be provided.

6. That all parts of the building have abundant natural light throughout the day, That the windows extend to the ceiling if practicable. That the building be wired throughout for electricity and that individual study lamps be provided for the study tables, to be turned on and off separately.
7. That the books be shelved in alcoves and wall cases, not in stacks separated from the students. That ample space be provided for free access to all books.

8. That interior decorations which would make cleaning difficult be avoided. That all surfaces be so finished that they may be readily cleaned.

9. That staircases be straight - not circular.

10. That telephone connections be provided between the various parts of the building.

11. That an elevator (about four feet square) go from the packing room to the cataloguers room and to the second floor for carrying a regulation book truck.

12. That room be provided for 500 readers. That the tables for readers in the alcoves and in the reading room be divided into separate sections for individuals, as in the Cornell University Reading Room (illustrated in New England Magazine v. 17, p. 732. December 1897.).
13. That shelving be planned for 100,000 volumes counting 100 books to a standard tier. That the shelving consist of “standard size” metal cases, 3 feet high, 30 inches between uprights, 5 tiers to a care, shelves 3 inches wide, all shelves movable. That shelving be provided in every room for oversize books.

14. That the following rooms be provided in the basement: Alcove room below main floor Alcove room; Packing room below Cataloguers’ room; Binder Cloak rooms (students’, faculty, men and women); Store room; Janitor’s room. Outside entrance for packing cases, etc. into basement.

15. That the following rooms be provided on the first floor: Large Alcove room; Reading room; Reference room; Catalogue room; “Reserved Book” room; Periodical Reading room; Cataloguers’ room; Bibliography room; Librarian’s office.

16. That the following rooms be provided on the second floor: Large Alcove room; at least 13
Department rooms, 3 larger and 5 smaller.

Janitor’s closet with running water for cleaning, on each floor.