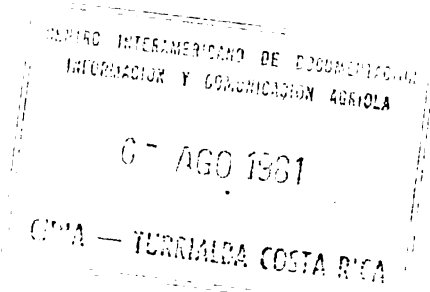


REPORT ON THE LIBRARY

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A.- Suggested developments to the service

Not necessarily affecting space provision within the new building:

- 1.- An Abstracting Service. I suggest that this would still be desirable even if the AGRIS programme develops. Would need a professional abstractor and a typist. A possible first stage could be the xeroxing of contents pages of journals and the circulation to CATIE subject experts of a Current Awareness Bulletin.
- 2.- A terminal. (Through San Jose ?), so that input can be made direct and searches made to Lockheed, Blaise, Euronet, etc. Print-outs can be both filed and circulated.
- 3.- A relationship with the British Library Lending Division at Boston Spa, England, which has much the greatest scientific document photocopy service with very fast delivery. Coupons can be used for payment.
- 4.- A Translation Service is badly needed for access to the literature of non-Spanish or English speaking countries throughout the world. Possibility of contact with Boston Spa and Paris for this.
- 5.- The expansion of the In-Service Training programme for librarians will require the post of In-Service Training Officer with typist. She would organise the courses and do the lecturing. I have allowed space in the plans.
- 6.- Provision of microform production equipment and an A2 Xerox machine.
- 7.- Provision of a Xerox machine in the General Reading Room. For decision should this be coin-operated or manned behind a counter by one of the "boys"?
- 8.- Provision of a Seminar Room. I suggest that it should be partitioned so that it can also be used for 30 In-Service students. Access from inside for this but access from outside for general CATIE use. For decision--number of seats 150 or 200? Provision of full conference facilities would be a much more expensive matter.
- 9.- In-house multilith machinery and staff. Leave until Phase 2?
- 10.- In-house binding of sets of journals. Great advantage in giving a service in days rather than months; possible financial advantages? Would need two men and simple machinery, principally a guillotine. Leave until Phase 2?

11.- Incorporation within the library of Documentation Services in the fields of 1) Systems production, 2) Forestry and 3) Milk production (and possible other future services would be highly desirable. It is for decision as to whether space can be found for them in the new building or whether they must wait until Phase 2.

B.- Statement of intentions and purposes for the guidance of the architect

- 1.- Statement of CATIE's policy, operation and rate of expansion. It is most important that the architect be given a firm estimate of the time scale of expansion.
- 2.- Statement of the purposes of the library indicating its intended service to designated sections of readership. Quantification of use by each section and estimated times of use. This will also involve a decision on the hours of opening of the library. I have suggested in the Space Relationship Diagram that the Graduate Student and Faculty Reading Room (which will have no books in it) could be shut off from the library and opened (by key?) for late night use.
- 3.- Statement of the operation of the technical services of the library. I do not have the time to produce a flow chart, but I have provided a simple list of the operational hierarchy of the library as it now is.
- 4.- Decision as to the services which must be provided in Phase 1 and those which can be left until a possible Phase 2.

These statements can only be provided from within the institution.

C.- Hierarchy of operations of technical services in present library

Chief Librarian

Secretary

Acquisitions Department

Head of Department (Acting Deputy Librarian)

Control of book receipt

Internal distribution

Despatch and receipt of material to IICA for input

Selection of material for acquisition

Ordering

Budgetary control

Exchange procedure

Cataloguing Department

Checking books on receipt

Accessioning

Cataloguing, classification, assignment of subject headings

Typing of entries

Stencilling

Checking of stencils

Running off stencilled cards

Filing of cards

Book labelling

Documentation Department

Preparation of bibliographies

Preparation of other publications

Preparation of notes for In-Service Course students

Mimeographing

Despatching to multilith printer

Assembly of printed material

Despatch by mail

Personal Service to readers

Supervision of reference room

Enquiry service for readers

Checking of request forms for stack books required by non-graduate students

Fetching and return of books to and from stack

Loan control

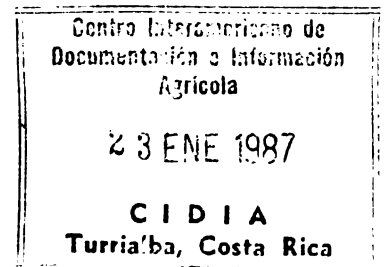
In-Service Training Programme

Organization

Lecturing

The total staff appears to be:

- 2 Professional librarians
- 5 Semi-professionals
- 3 typists
- 1 Reading-room assistant
- 2 Boys on photocopy service
- 2 Boys on Reading Room service



D.- Schedule of accomodation and furniture

Because of shortage of time I have been unable to go into full details in this area. I have listed the required areas together with their main contents so that the architect can make his own assessment of space requirements. This list should be read in conjunction with the Space Relationships Diagram.

I have made no assessment of what items of existing furniture will be transferred to the new building.

- 1.- Entrance area
- 2.- General Reading Room

270 linear metres of shelving plus 10 linear metres of deep shelving for directories etc.

Catalogues.

Counter for loan control plus control of entrance and exit.

1 Enquiry desk.

Journal display racks for 400 titles. Such display racks should allow the front of each journal to be seen; journals are staggered to take up less space.

Large tables and chairs to seat 80 readers.

- 3.- Graduate student and faculty reading room

Tables, either individual or double, with a low partition between, with chairs for 30 readers. No shelving.

Individual carrells or semi-carrells (the decision to depend on both cost and space available) to seat 20 readers.

Four carrells equipped with microform reading apparatus...

- 4.- Map Room.

To accomodate existing map cases plus a 50% increase

4 large conslutation tables or slopes

- 5.- In-Service Training Course Room

Large tables with chairs to seat 15 readers

55 linear metres of shelving with the facility to secure by grill when required.

6.- Stack

2225 linear metres of shelving

Small consultation and sorting tables

7.- Reserve stack

To contain books removed from the main stack as being little used.

Could be in a basement (subject to geological comment).

1100 linear metres of shelving

This shelving could be replaced by rolling stacks (compact shelving) as Phase 2 becomes necessary.

Office and technical service areas

8.- Chief Librarian's Office

Desk, chair and some shelving

9.- Secretary's office

Desk, chair and room for admin files and storage for material being distributed

10.- Acquisitions office

Desk, chair for Librarian in charge

11.- Receipt, distribution and exchange office

Room for 5 workers, including desks for 3 typists

Shelving for many books in process

Book trolleys

12.- Cataloguing office

Desks and chairs for 6 people (1 professional, 3 clerical, 2 typists)

Large table for book labelling

Shelving for material in progress

Book trolleys

13.- Documentation office

Preparation of bibliographies and publications

7 desks and chairs (2 professionals, 3 clerical, 2 typists)

tables and some shelving

- 13.- Abstracting and current awareness preparation
 - 2 desks (1 professional, 1 typist)
 - Table, some shelving
- 14.- In-Service Training section
 - Librarians office. 2 desks (1 professional, 1 typist)
 - Table and some shelving
- 15.- AIBDA Office
 - Librarian's office; desk, chair, some shelving
 - Office for 2 desks (1 typist, 1 clerical). Table, shelving and filing cabinets

Work Areas

- 16.- Unpacking and mail room
 - Space for 2 workers
 - Tables for unpacking
 - Space for cartons opened and retained for packing
 - Some shelving
- 17.- Exchange reserve room
 - Large table
 - 40 linear metres of shelving
 - No permanent occupants
- 18.- Stationery store
 - Large table
 - 55 linear metres of shelving
 - No permanent occupants
- 19.- Mimeograph room
 - Machine and space for 1 clerical and 1 boy to work
 - Large table

19-A.- Photographic room

Dark room area with running water; studio with m/f camera; working tables. 1 technician

Xerox room; machine and operator

Other Areas

20.- Relaxing area

10 lounge chairs

Racks for display of semi-popular magazines and newspapers, particularly of the countries from which students come.

Coffee dispensing machine

21.- Seminar room

Seating for 150/200 (decision required), with facility to partition easily down to 30 seats. Access both from outside (for CATIE use) and from library (for In-Service Training use)

22.- Toilets for library users. Number to depend on decision on expansion of programme.

23.- Rest area for library staff

10 lounge chairs

Numbers depend on staff numbers as approved

8 dining places

Small kitchen

24.- Toilets for library staff.

E.- Explanation of base of shelving computation

1.- The nominal capacity of book stock available to readers is c 110,000. Total capacity is much larger because of the thinness of the average document held in the library.

2.- General reading room

Present capacity plus 15%. A number of the present books would be withdrawn to reserve.

3.- Stack

Present stack, less 20% which will be removed to Reserve stack, plus 50%

4.- Reserve stack

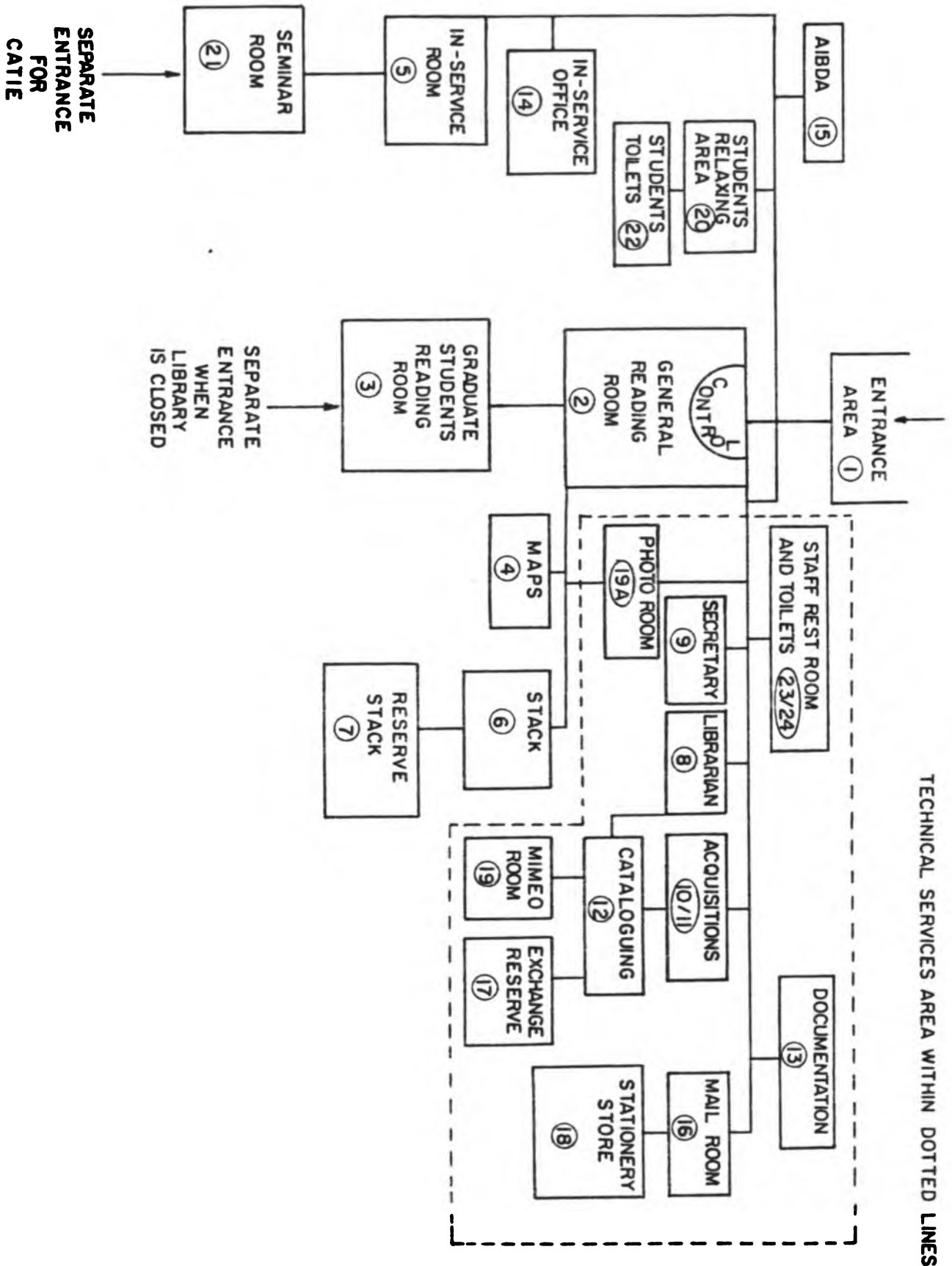
20% of present stack plus 100%

5.- In-Service Training room

Present stock plus 10%. A number of the present books will be transferred to Cataloguing office

SPACE RELATIONSHIP DIAGRAM

The ringed numbers refer to table 10



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G.- General Comments on Building and Equipment

1.- SITE

Because of lack of local knowledge I am not able to make very helpful comments here. There will obviously be a need for a geological survey particularly as regards the possibility of a waterproof basement.

2.- ORIENTATION

Again I am not an expert on this. The architect will be well able to protect readers and books against the effects of the sun when he is supplied with details of hours of use. It is obviously undesirable for both readers and books to be exposed to direct sunlight or for the internal temperature to be raised above a normal figure. In general, if the readers can stand the heat, the books can; this does not of course apply to direct sunlight on books.

3.- HUMIDITY

Because the material here has a comparatively limited life (in decades at any rate), the effect of the high humidity in the area is not as critical as if rare books and fine bindings were involved. I would suggest local dehumidification for stacks, but natural ventilation for reading rooms. Staff areas should be dealt with as would any office accommodation at modern standards of comfort. Unless dust is a serious problem (I have no experience to guide me here) I would suggest that open-packed shelving and natural ventilation could be acceptable in all except a basement stack which will certainly need dehumidification.

4.- THE BUILDING

Modular construction is essential because of the lack of certain knowledge of future expansion. In particular, demountable partitions or walls should separate the General and the Graduate reading rooms because their comparative use can only be surmised. In the technical

service areas partitions are highly desirable between offices and work areas.

5.- SHELVING

Metal, free-standing adjustable shelving would be best. Naturally it should have been stove-enabled, plastic coated or otherwise treated to avoid rusting. Almost all the material to be stored will be less than 35 mm high but because of the thinness of most of it, the weight will be higher than the equivalent amount of books. Normal one metre shelves will take this load comfortably. For the same reason lateral shelf supports are essential, shelf and case guiding will also be necessary. I am attaching a leaflet describing the products of one form (LDE) which would provide all these facilities and in any case will illustrate what I would recommend.

6.- LOADING

Reserve stacks would presumably rest on the ground. Other stacks would need. I cannot foresee any other section of the building calling for specially high loading provision but I would recommend the same level throughout in the interests of future interchangeability of sections.