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
Patching 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

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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 consultation 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
   8 dining places
   Small kitchen
   Numbers depend on staff numbers as approved

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 numbered sections refer to table D.

1. ENTRANCE AREA
2. GENERAL READING ROOM
3. GRADUATE STUDENTS READING ROOM
4. MAPS
5. IN-SERVICE OFFICE
6. IN-SERVICE ROOM
7. RESERVE STACK
8. SECRETARY LIBRARIAN
9. SECRETARY LIBRARIAN
10. ACQUISITIONS
11. CATALOGUING
12. PHOTO ROOM
13. DOCUMENTATION
14. STUDENTS RELAXING TOILETS
15. AIBDA
16. STATIONERY STORE
17. MAIL ROOM
18. STAFF REST ROOM AND TOILETS
19. EXCHANGE RESERVE
20. MICROFO ROOM
21. STUDENTS TOILETS
22. GENERAL READING ROOM
23. STAFF REST ROOM AND TOILETS
24. TECHNICAL SERVICES AREA WITHIN DOTTED LINES

SEPARATE ENTRANCE FOR CATIE
SEPARATE ENTRANCE WHEN LIBRARY IS CLOSED
DELIVER AND DESPATCH
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 interchange-ability of sections.