

THE CENTRAL LIBRARY OF LOS ANGELES

**A Report on the Present Building
(The Rufus B. von KleinSmid Central Library)
with Recommendations for a Facility
To Meet Service Requirements**

**Presented to the
Mayor and City Council of Los Angeles
by the
BOARD OF LIBRARY COMMISSIONERS**

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**Los Angeles Public Library
December 1966**

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FOREWORD

The Central Library was opened to the public in 1926, forty years ago. Undoubtedly its planners and architects intended to build for a growing city with an increasing need for the reference and research collections which a metropolis demands. However, it is difficult to imagine that the most foresighted of library planners could have predicted the astonishing growth of the City of Los Angeles; nor could they have foreseen the technical and cultural explosion which has brought people into public libraries in unprecedented numbers, or the increased production of the printed materials which an enlightened public demands.

As early as 1962, a detailed survey of space remaining in the building for materials storage was made, and resulted in the discouraging finding that space to house a growing collection was nearing the point of exhaustion. As use of the Library increased, other factors, such as inadequate or non-existent mechanical facilities and an outmoded electrical system, were making the provision of adequate services more and more difficult. Patrons were finding that a visit to the Central Library was being attended with ever growing conditions of crowding and discomfort.

Every feasible attempt has been made to remodel various areas within the existing structure in order to gain useful space, but the end of the road has been reached in the effectiveness of makeshift improvements to cope with the problem. There is no recourse but to face the compelling fact that a much larger central library building must be planned at once.

Even if planning for a new building begins immediately, it will be some years before any actual structure can be completed. To delay this planning will only compound the problems which already face us.

In 1966, when these conditions were unmistakably beginning to call into question the very continuance of effective central library service in Los Angeles, the Board of Library Commissioners, with the approval of appropriate city authorities requested a study of present conditions and of feasible long-term solutions to the problem. Under the direction of City Librarian Harold L. Hamill, qualified members of the Library Department staff undertook a searching study. They were aided by special consultants Ralph A. Ulveling and Charles M. Mohrhardt, respectively Director and Assistant Director of the Detroit Public Library, and the nation's leading experts in library building problems. Expert aid and advice were also given by other agencies of city government, the Bureau of Public Buildings of the Department of Public Works, and the Department of City Planning. This report is the result.

It should be pointed out that all those associated with the project realized from the beginning that any solution which would merely alleviate present difficulties, even if this were possible, would be no solution at all, and an ultimate waste of public funds. The object of this study has been to arrive at the best possible plan to insure the certainty of comprehensive and efficient central library service, not only now, but in decades to come. Therefore library needs have been projected to the year 2000. No one can guess the future with complete accuracy, but reasonable assumptions can certainly be made.

SUMMARY OF REPORT

I. THE LIBRARY IN THE CITY

From its one-room beginning in 1872, the Central Library of the City of Los Angeles has outgrown a series of homes.

The present building, now called the Rufus B. von KleinSmid Central Library, was opened in 1926. During its four decades of service it has absorbed all possible expansion space.

Vast increases in the city's population, notably an influx of literate and informed people, the upsurge in education, and a veritable explosion in publication, particularly of scientific and technical materials--such forces as these have produced an unprecedented demand for library service at a high level of complexity and specialization.

The Central Library today is no longer able to accommodate the books, staff, and mechanical systems required for modern library service.

II. THE DYNAMICS OF SERVICE

The Central Library of a metropolitan city is a distinctive institution. It serves not only as administrative headquarters for a system of branches, but even more importantly, provides rich, comprehensive, and highly specialized collections of books, documents, periodicals, music, films, pamphlets, pictures, maps, and microforms. To select, organize, and maintain these varied collections and to make their content useful to the library's patrons, staff with specialized skills is required.

The library should be viewed as the community's principal information center for the general public, and as an irreplaceable resource for researchers and students in all fields. In Los Angeles, this serious reference function is becoming the predominant role of the Central Library, as statistics and observations record a rapidly growing public demand for service in depth.

The building which houses a central library's collections and services must be adequate in size, functional, and flexible. The Central Library of Los Angeles, as it stands today, crowded and outmoded, meets none of these essential requirements.

In quality and in quantity, all projections for the future of Los Angeles point to heavier demands on the Central Library. The people of our city will probably number four and a half million by the year 2000. Their educational level, already the highest of the nation's half-dozen largest cities, will continue to rise. Increasing employment augurs a prosperous community. The direct relationship between educational level, income, and library use is indisputable. By all the signs, the Central Library must be prepared to accommodate a greatly increased future use.

III. THE INESCAPABLE NEED

The Central Library can no longer maintain a level of service adequate to meet the unparalleled growth of the City of Los Angeles, not in numbers

alone but in terms of economic and intellectual progress. The crisis is directly traceable to the complete inadequacy of the Central Library building, and is fivefold:

- Size and arrangement of rooms and stack areas militate against effective service by the staff and satisfactory usage by the public. Reading rooms are hopelessly overcrowded, and cannot accommodate the growing number of library users. Work areas are insufficient in size to permit the staff to efficiently perform their tasks. The arrangement of materials storage spaces is an expensive barrier to reasonably prompt service to the public.

- Antiquated mechanical and electrical systems are not only productive of inefficiency and discomfort, but sometimes are actually hazardous to persons and destructive to the book collections. The installation of modern materials conveyance systems, or of equipment necessary for the use of miniaturized or audio-visual library material, is precluded. Lack of such facilities condemns the library to second-class status in contemporary terms.

- Housing of library materials has already reached and alarmingly exceeded the saturation point. Yet a more than doubled collection must be accommodated within 35 years. Intensive studies indicate, in fact, that the Central Library will own 2,800,000 books by the year 2000, not counting other kinds of library holdings for which space must be found. Yet, a complete inventory of present available space shows that all possible area for housing additions to the collections is exhausted.

- Although over half of the Library's present users arrive by automobile, parking facilities are scarce and expensive. In this automobile-oriented city of vast distances, this represents an enormous barrier to the library's accessibility. It is unquestionably the largest single source of public dissatisfaction with the Central Library.

- Many modern and widely accepted service features are beyond the limitations of the present building. Besides the already cited impossibility of installing modern library equipment, other serious lacks are evident. The absence of any auditorium facilities, of meeting rooms or exhibit space, of any provision for the care and use of rare and valuable items--all these mark the Central Library as no longer adequate in the light of modern standards.

The conclusion is inevitable: a massive program of building and modernization of the Central Library facility.

IV. A PLAN FOR FULL SERVICE

Recognizing the crucial need for immediate action to correct a situation now at crisis point, the Library recommends:

- Provision of 615,000 square feet of space for public use, staff work activity, and storage of materials, with modern mechanical and electrical equipment, and furnishings conducive to serious library use.

- Provision of adequate off-street movement and parking of library vehicles, and sufficient automobile parking for patron needs.

It is further recommended that these requirements be met by:

- Replacement of the present Central Library building on the same site on West Fifth Street between Grand and Flower.

This site provides:

- Maximum accessibility by automobile, bus, and pedestrian traffic.

- Proximity to a variety of other important activities including business firms.

- Prominence and prestige.

Other site possibilities have been investigated and are deemed inferior to the present site in one or more of these essential requirements.

Possible expansion of the present building was thoroughly investigated and is believed technically feasible. Expansion would, however, place serious obstacles in the path of achieving a Central Library which would meet the future needs of Los Angeles.

The configuration of the present building would limit both horizontal and vertical flexibility of design, compromising to a great degree the architect's ability to provide maximum functional efficiency and esthetic excellence.

The principal appeal of the expansion plan is that it seems to make possible preservation of architectural features of the present building. It is likely, however, that expansion would result in a distortion of its esthetic qualities rather than in their preservation. Moreover, the expansion plan dictates a much greater occupancy of the site than is desirable.

Economically, the lower cost may appear attractive, but the additional expense should be viewed in terms of its long range value to the City. An expenditure of \$22,000,000 to salvage a 40-year-old building seems hard to justify when for 15% more an entirely new building can be erected.

Finally, and perhaps most important, the expansion plan irrevocably fixes the maximum number of parking spaces which can be provided at a figure which is far below the number felt to be essential.

A study will be undertaken to determine the maximum number of parking spaces economically feasible. It is proposed that the parking portion of the program be financed through revenue bonds or other revenue-producing means.

Total estimated cost for the program is \$26,220,300, detailed as follows.

A NEW CENTRAL LIBRARY ON EXISTING SITE

Building Design and Construction	
Building Construction	\$16,800,000
Demolition	609,000
Site Preparation	10,000
Parking Construction (1,000 vehicles)	3,400,000
Mall	396,000
Total Construction	\$21,215,000
Inspection	159,000
Contingencies	425,000
Design	1,485,000
Total Building Design & Construction	\$23,284,000
Furniture and Equipment	1,200,000
Temporary Operation	
Rental for 30 months @ \$51.160 mo.	1,534,800
Moving Out and In	
Cartons - 3,000 @ 50¢ ea.	1,500
Move In and Out @ \$100,000 ea.	200,000
GRAND TOTAL	<u>\$26,220,300</u>

CHARLES M. MOHRHARDT and RALPH A. ULVELING
ASSOCIATED LIBRARY BUILDING CONSULTANTS
3996 Lincoln Drive Birmingham, Michigan 48010

TO: Board of Trustees of the Los Angeles Public Library

On September 28, 1966, the Board of Trustees of the Los Angeles Public Library engaged the undersigned to advise with the Library Director and his staff in studying

- a) the feasibility of remodeling and enlarging the existing Central Library building, or
- b) the advisability of erecting an entirely new building of adequate size and
- c) if such a new building were to be erected, should it be on the site of the present building, on Bunker Hill, or elsewhere.

Complete cooperation on the part of the Board and staff has been given and complete freedom in arriving at a decision has been allowed and encouraged. The best judgment of the Consultants was sought based on their long experience which includes

- 1) site recommendations for the public libraries of Buffalo and Seattle and the State libraries of Michigan and Louisiana;
- 2) planning new central library buildings for libraries in Buffalo; Berlin, West Germany; Medellin, Columbia; and smaller cities in approximately sixteen states; and
- 3) feasibility studies of remodeling and enlarging the main libraries of Detroit and San Francisco and many other smaller buildings as well.

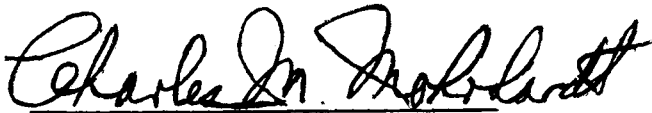
A mass of factual data concerning Los Angeles was studied. This included materials and statistics pertaining to city growth, parking surveys, proposed street changes and freeways, civic developments and, of course, the existing library building and the use now being made of it.

In addition to the statistical and factual information studied, meetings were held with the Library Director, with staff representatives, with Mr. Marvin Levin, Head Architect of the City Bureau of Public Buildings, and with various other public officials during the preparation of the accompanying report.

Our best judgment led strongly to the conclusion that the present site is unusually fine as a location for the Library. We felt too that it combines more public service advantages in one location than could be found in any other site we examined. We believe that an entirely new building of functional design on the present site would yield a far higher return in service and satisfaction to all and would provide a more economical building to operate year in and year out than could possibly be developed by renovating and enlarging the present structure.

The accompanying report, we feel, is direct, honest, forward looking, adequately progressive without being visionary, and the recommendations represent a sound program for the Library's development. We concur fully in the recommendations contained in the report.

Respectfully submitted,

A handwritten signature in cursive script, reading "Charles M. Mohrhardt".

Charles M. Mohrhardt
Library Building Consultant

A handwritten signature in cursive script, reading "Ralph A. Ulveling".

Ralph A. Ulveling
Library Building Consultant

November 22, 1966

CHAPTER I

THE LIBRARY IN THE CITY

BEGINNINGS

In 1872, when Los Angeles had hardly taken its first steps in its transformation from frontier village to world metropolis, an eminent and forward-looking group of citizens formed the Los Angeles Library Association as a public subscription library. Such names as Downey, Stoneman, and Sepulveda were found among the Association's early boards of trustees, along with many other prominent figures who believed libraries were a necessary part of the cultural and educational growth of the city.

This first small library was established in the old Downey Block, on Main Street near the Plaza, and was soon extensively patronized by the public, in spite of the fees which the Association had to charge in order to finance its operations. The trustees then turned to the Mayor and City Council with the proposal that the city take over the provision of library service to the public as a part of city government, and in 1878 legislation to this effect was passed. This year marks the real establishment of the Los Angeles Public Library, now one of the largest institutions of its kind in the world and a fitting monument to the wisdom and enterprise of the citizens and lawmakers of this community.

The rapid growth of the Library exceeded all expectations, proving that Southern California's interest in reading and education is a habit of long standing. In a period of less than twenty years from its founding, the Library's book stock increased from under 2,000 to 42,000 volumes, and its book circulation rose from a few hundred to 329,000. These figures should have given pause to those who sneered at the cultural picture of Los Angeles; they give evidence of an intellectual awareness that few cities of the size of Los Angeles at that time could have matched. The growth of Library use since then is proof that this awareness is undiminished.

THE SEARCH FOR SPACE

Such growth, however, involved a concomitant problem which was to plague the Library and the city for many years, namely, the provision of adequate quarters for the Central Library. In 1889, the Library was forced out of its rooms in the Downey Block by lack of space, and larger quarters in the old City Hall were assigned to it. These however, were soon outgrown, and a series of moves to rented quarters became necessary. By 1908, the Library was housed in 32,000 square feet of the Hamburger Building at Eighth and Broadway, and by 1914 another move, to yet larger quarters in the Metropolitan Building at Fifth and Broadway became necessary. Operations in the former structure rather scandalized Everett

Perry, to become the main mover in the construction of the first Central Library building. Upon his first visit to the library after his appointment as City Librarian in 1911 he was shocked to hear the elevator operators call out the library floors between the women's wear and the furniture, and, coming from New York, seems to have considered this as something of an excess of Western informality.

Such minor irritations dissolved before the massive operational problems then confronting the Library due to the usual problem of outgrown quarters. There were now 190,000 volumes in the Central Library, crowded and inadequately housed without an inch of space for expansion. The move to the larger quarters in the Metropolitan Building could be only a stopgap. Los Angeles needed a large, modern, dignified Central Library building, built for the purpose and large enough, it was hoped, for any future need.

In 1921, 1923, and 1925 three Library bond issues were launched with the consent of the City Council and the support of thousands of enthusiastic citizens. All passed handily, and left the Library in a position not only to build and replace a number of branch libraries, but to undertake the construction of an appropriate central building for Los Angeles. Of the total of \$3,500,000 raised, \$2,500,000 was allocated for the construction and equipment of this long awaited facility.

THE FIRST CENTRAL BUILDING

The razing of the old Normal School had made available the excellent, centrally-located building site where the Central Library now stands. Here, in 1925, ground was broken for the new Library, which was to be completed barely a year later. Four years of architectural planning preceded the turning over of the first shovel.

Designed by Bertram Grosvenor Goodhue, one of America's leading architects, and Carleton Monroe Winslow, a prominent local architect, the building was a marvel for its time, featuring the use of stressed concrete to an extent seldom before attempted. Its relatively functional exterior, almost uncluttered, was in many respects ahead of its time, as was the use of rough concrete surfaces as interior finish in many areas. A blower system for air circulation was one of its features, and its decorations of stencil work, sculptures, and murals were in the most admired taste of the twenties.

It is little wonder that pride and satisfaction permeated those who had labored so long toward the fulfillment of a dream as dedication ceremonies were held on July 15, 1926. The city had been presented with what seemed like a structure for the ages, the

latest word in beauty and utility, to be the center of an ever progressing system of public library service. Space for adequate book storage seemed endless. With 200 employees and a book stock of 300,000 volumes, it must have seemed unthinkable that this great building (wasn't it designed to house 1,000,000 volumes?) could ever be outgrown.

The builders of the Central Library were men of vision and imagination. But the realities of the growth of Los Angeles and Southern California were far beyond the wildest dreams of anyone in 1926, when the city had just passed its first million in population. Certainly nothing like the explosive events of the next four decades could have been envisaged by anyone present at the Central Library's "coming out".

The first obvious result of the completion of the new building was a huge increase in public use of the library. On many days, more than 7,000 people entered the building. More than 100,000 new borrowers were registered in one year, and circulation increased by over 17% in the same period. Particularly noticeable was the rise of the reference services at the Central Library, as, with reasonable reading room space available for the first time, students, business and professional people, and thousands of general readers poured in to pursue studies or to obtain information.

It was soon apparent that, more important than the statistical increase in library use, was a change in the quality of service made possible by the new Central Library. The departmental organization of the Library, making available specialized reference service in all fields of knowledge, was now elaborated, assuming what essentially is its present organizational structure.

DECADES OF GROWTH

From the middle twenties through the middle forties, through depression and war, the Central Library, with a gradual increase in its collections, raised the quantity and quality of its services at a steady pace, in line with the continuing rise of the city's population. More and more, the Library became an accustomed and well beloved feature of the local scene. Difficult problems were encountered during those uncertain years but progress remained the keynote.

The first faint stirrings of sober second thought--disillusionment is perhaps too strong a word--in regard to the central building came about by the concluding years of the era. Already all space designated for future expansion was in full public use. The possibility of the conversion of the tower, unfinished on the inside, to book storage space, proved illusory. Necessary staff increases crowded work rooms and offices. The arrangement of rigid walls around what now seemed quite small areas prevented desirable rearrangements of reading room space. Mechanical and electrical systems proved unequal to the load placed upon them. The building's six exits and entrances had already proved difficult and expensive

to maintain. Three of them had to be shut off, making access to the building more circuitous and difficult. But as yet there was no serious thought of a real building expansion; times were lean, and it was thought that various minor improvements would be sufficient to alleviate these problems.

THE POST-WAR YEARS TO THE PRESENT

With the end of World War II, the Los Angeles Public Library suddenly found itself overtaken by revolutionary changes of such magnitude as to force radical changes in the very concept of library service.

The first of these new factors was the population explosion, an unprecedented phenomenon which saw millions pouring into Southern California, to raise the area to the rank of second largest metropolitan complex in the nation. This was an in-migration of often highly skilled and educated people lured by the expanding technical and scientific industries which had established themselves in the Southland. It soon seemed almost impossible to satisfy, in sheer terms of quantity, the vast demand for library services engendered by such a literate and constantly expanding population.

A second factor, of at least equal importance, was the concurrent educational upsurge. Given impetus by the G. I. Bill and by a rising birthrate, the student population not only increased at a faster pace than that of the general population but demanded a higher level of service than ever before. And not only those who could be classified as students, but thousands of adults no longer enrolled in educational institutions, began to expect a level of specialized services far beyond what libraries had formerly attempted to supply. The American public was becoming an informed public, a reading public with a thirst for knowledge.

The third great change was the technological revolution, accelerated by the impact of Sputnik, and the space program. Not only did patrons, in the computer age, require an unprecedented level of service touching the scientific and technical fields, but the output of material in these areas stunned librarians. From the viewpoint of selection, of cost, and of sheer space for storage, it seemed an almost insoluble problem to supply all the items needed. There was also an internal factor of the technological age, as many new types of library materials, such as microforms, came into common usage. Many forms of automation began to be applied to library procedures, to keep up with greatly increased workloads.

Beyond doubt, the complex problems which library service suddenly faced were most heavily felt by the Central Library, the pre-eminent public research center for the people of Los Angeles.

There has been a determined effort on the part of the administration and the staff of the Central Library to find dynamic and progressive responses to these challenges, and an enlightened city administration has supported the Library's efforts with considerable resources, considering the vast problems which confront

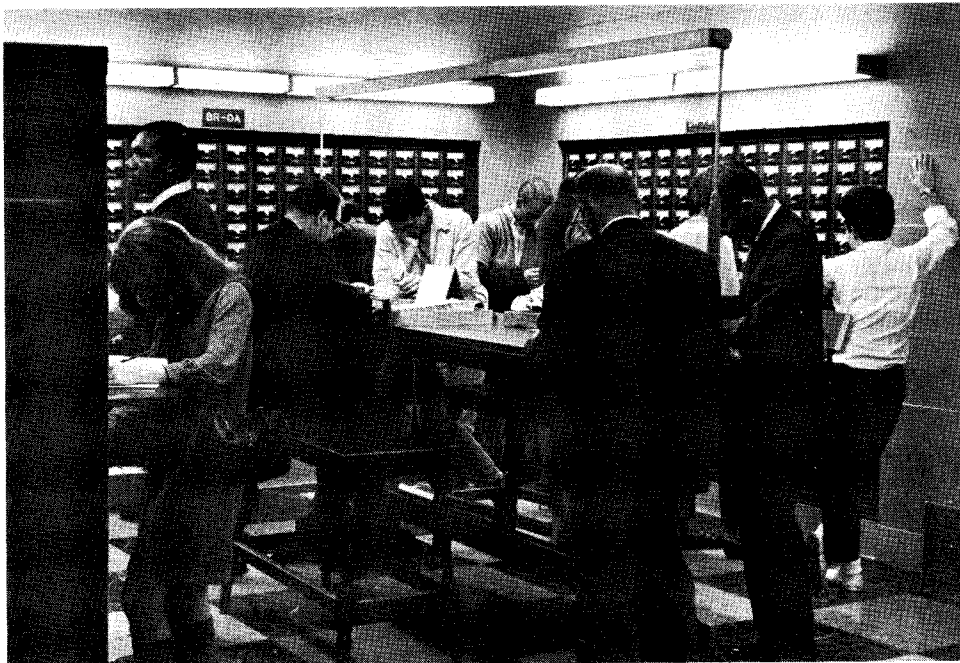


Figure 1. At the main catalog. Crowding is often so intensive that patrons find great difficulty in consulting these files of the Central Library's holdings.

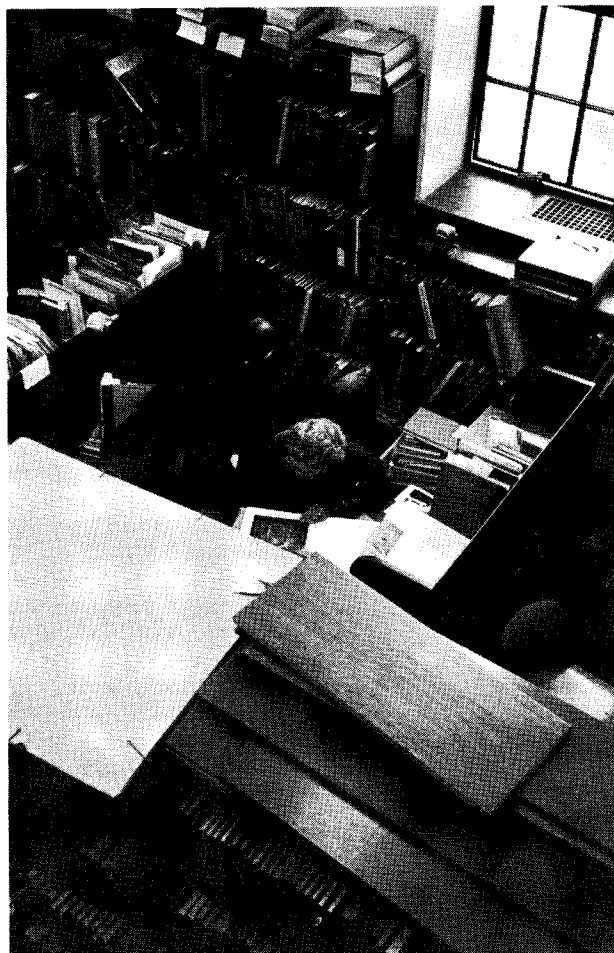


Figure 2. A work area, already cramped, is engulfed by books for which no storage space can be found.

all the departments of city government. Some examples of innovation are the organization of a separate Business and Economics Department, an Audio-Visual Department, the application of data processing techniques to circulation and acquisitions procedures, and greatly increased facilities for the reproduction of materials. Book budgets are on an upswing, and more professionally trained librarians are available to help the public.

Yet more and more, the best efforts of the Library's staff members to supply the materials and services demanded by today's patrons are being frustrated by the impossibility of compressing an operation of the magnitude of the Central Library within the confines of the present building. Still sturdy, still almost monumental in appearance, a structure which seemed spacious for a staff of 200 and a collection of 300,000 volumes has become impossibly cramped for a staff of over 400 and a collection of over 1,250,000. Even more critical is the complete absence of space for future expansion, in the face of constantly growing holdings, with full utilization of all existing areas an accomplished fact. The complete inadequacy of the electrical and mechanical systems, the makeshift crowding of books and people into inaccessible nooks and crannies--these now constitute a crisis situation.

In addition to these problems, the Central Library also faces a critical problem of accessibility. With the removal of most of the large parking lots in the vicinity of the building because of unprecedented new construction, parking has become increasingly scarce for library users. Despite the distant possibility of rapid transit, it has become imperative that the Library make some provision of parking space for the more than 50% of its users who come by car.

With all its inadequacies, the Central Library still ranks as one of the country's largest book circulation agencies, while its volume of reference questions answered, many by telephone, increases every year. But this precious community resource cannot continue to function even at present levels without substantial physical enlargement.

In 1926 the science of projecting such factors as future population, social and economic levels, or educational development, was in its infancy. Under the circumstances, a remarkable job was accomplished by the builders of the Central Library, who came close to giving Los Angeles the best possible facility for its time. With the tools now available, however, it is far more feasible to plan intelligently for the time ahead, and to reach solutions whose validity will be borne out in the years to come.

CHAPTER II

THE DYNAMICS OF SERVICE

WHAT IS A "CENTRAL LIBRARY"?

There is a temptation to think of a city's central library as its "main branch," carrying the implication that aside from housing various administrative services it differs from the community or branch libraries only in size. This misconception does relatively little harm when applied to smaller cities, but it approaches absurdity in metropolitan centers like Los Angeles.

A library begins with a single central building, then branches out to provide residents in outlying parts of the city with certain basic, frequently required services and books for which it would be inconvenient and expensive to travel. These include the bulk of the library's service to children and young adults, most of its circulation of current and popular materials and a great deal of general reference and information service.

The central library continues to provide these services for individuals who reside, work or shop near it. But as branch library systems become more effective and central cities become decreasingly residential, the central library's activities assume a quite different character.

In a large city such as Los Angeles, with a high level of educational attainment, a variety of business and industrial activity, and a great deal of cultural and academic endeavor, the demands made upon the library require a size of book collection and specialization of services which cannot be duplicated even in the largest branch libraries. In current library parlance, the super-library required in a large metropolitan city is called a "research center" or "research library."

Perhaps two-thirds of the book titles held in the Los Angeles Public Library system do not appear in any branch collection. Generally only popular periodical titles appear in branches, while the Central Library subscribes to more than 6,000 current periodicals and maintains complete files of most of these, which in some cases extend back to the 1800's. Through its function as an official depository library, the Central Library maintains a huge collection of government documents, including patents. Recent studies indicate that while Los Angeles more nearly approaches "research center" adequacy than any other California public library, it still falls short of full collection strength.* It should provide approximately 200,000 more book titles and 2,000 more periodical titles than it now does.

Aside from textbooks, obsolete technical books, the most ephemeral popular materials, books acquired by the Central Library are retained permanently to provide the researcher with the fullest possible perspective in his field of inquiry. Magazines are retained in complete files. Non-book materials requiring special handling and housing are provided, including music, films, microforms, pamphlets, pictures and maps.

But a central library is much more than a storehouse of written knowledge. As early as 1900 libraries became aware that the traditional type of organization with its emphasis on popular reading and general information service was not fully meeting the needs of many of its readers. The patron whose interest in his subject stemmed from a professional or academic need, it became apparent, could be better served if the materials he required were segregated from the rest of the book collection. Furthermore, such patrons were increasingly asking for assistance that could be properly rendered only by librarians who by concentrating in specific subject areas became specialists.

The first subject areas to be so recognized were Art and Music, but departmentation received its greatest impetus from the growing dependence of the businessman on the library's resources. Departments which cater specifically to the needs of the business community are found in the libraries of most cities of over 200,000 population. Central library departments frequently develop in response to specific local business needs. Hence the early establishment of Los Angeles as the center of the motion picture industry, with its insatiable demand for story materials, contributed to the development here of an exceptionally strong Fiction Department. In recent years the concentration of the aerospace industry in the Los Angeles area and the allied scientific activities which support it has required the development of a Science and Technology Department which has become the largest and busiest of the Library's operating units.

The advantages of departmentation of Central libraries by subject has been widely recognized, and Los Angeles has indeed been singled out as a particularly outstanding example. Among these advantages are:

(a) Patrons engaged in serious and difficult research are led more directly to all the materials which they require.

* Boaz, Martha. *Strength Through Cooperation in Southern California Libraries*. Los Angeles, 1965. p. 64.
Martin, Lowell A., and Bowler, Roberta. *Public Library Service Equal to the Challenge of California*.
Sacramento, California State Library, 1965. p. 76-77.

(b) Librarians working in a well-defined subject area become more familiar with the needs of specialists in such areas.

(c) The greater familiarity with existing materials and with patron needs leads inevitably to the development of better book collections. The greatly increased output of today's publishing industry requires specialists who can properly anticipate demand, identify the obsolete and the book of historical value, and know whether a book under consideration represents a substantial contribution to the literature.

(d) Specialist subject department librarians are better able to assist in the building of adequate branch collections.

In order for departmental organization to realize its full potential, recently constructed large libraries have employed an open building plan in which related subject departments are placed in proximity without being separated by walls. The present Central Library in Los Angeles with its multiplicity of rooms presents many barriers to the researcher using more than one department.

In modern central library buildings the same open design which permits easy access among related subject departments also provides the flexibility which is necessary to accommodate uneven growth of the various subject areas. The Los Angeles central building abounds in examples of the problems created by an inflexible design. The Art and Music Department and the Patents Room, among other services, have fully occupied all the space allotted to them and there is no possibility of a reallocation of space to provide for needed collection growth.

Although a central library emphasizes specialized reference services and book collections of the widest possible scope, as the largest unit of an institution devoted to the promotion of books and reading it must play a significant role in the cultural life of the community. It should provide a generous amount of space for the presentation of book-related exhibits. It should contain an auditorium and meeting rooms in which programs, lectures and meetings of cultural significance may be held. That significant cultural institutions make a great contribution to a city's strength should be obvious from the enthusiastic public response and the national recognition accorded the new Music Center and Art Museum. It is imperative that the Public Library, the cultural institution which touches more people's lives in the greatest variety of ways, contribute its part in these developments.

The presence within a city of significant non-public library facilities does not usually relieve the city of the responsibility of maintaining an excellent central library. While academic libraries sometimes make their books and services available to the general public, they are geared to the needs of their faculties and student bodies. Usually they are hard-pressed to meet these needs adequately and are not equipped to give the specialized reference service that is expected in a public library. In fact, the reverse seems to be

true, as witness the vast number of students who, despite college library resources, must turn to the public library for further book needs. Certain types of library materials are clearly within the province of the academic or private research library; for example, most rare books and manuscript materials, much foreign language technical publication, and highly specialized works in such fields as law and medicine. But wherever there is a demonstrated need on the part of the general mature reader, the public library must meet the challenge by providing these materials in sufficient depth and in sufficient duplication to meet the demand.

Generally accepted standards have been established to determine the amount of space that a given number of books should occupy, the space that should be allotted to each reader seat in a library, and the space that should be provided for employees engaged in various library tasks. Wherever they apply, such standards have been used in this report. Because of varying local conditions, there are no standards for determining how large a central library book collection should be, how many employees it should have, or how many reader seats it should provide. These factors must be based on past experience of central library use and on what is known about the growth of a city.

A word should be said about the present role, shared by all large public libraries, of serving substantial numbers of patrons from beyond the city's borders. Usually this service is limited to reference service, unless individuals qualify for borrowing privileges under various non-resident rules which local jurisdictions adopt. Libraries have traditionally granted reference service to non-residents freely and without question, and it would seem impossible to limit such service to residents even if it were desirable to do so. The important point is that the central libraries of large cities function to a great extent as the research centers of much larger areas and must plan their facilities accordingly.

This should not be considered as a one-sided contribution, because service is rendered to business and industrial firms which employ Los Angeles residents and generally contribute to the city's economy. Furthermore, this role has been recognized in recent State and Federal library planning, with the intention of reimbursing large reference centers for the service rendered to non-residents. There is definite promise of benefit to the city here, in the form of increased funds for improvement of the book collection.

CHALLENGE OF GROWTH

Dynamism and growth are the key words in any description of the present and the future of Los Angeles and Southern California. Probably not in the entire history of the world has an equivalent area experienced so vast and rapid a gain, not only in population, but in cultural, economic, and educational facilities. It is this growth, not just in numbers, but in the quality of life, which is the most important factor to be taken into account in planning for an adequate Central Library.

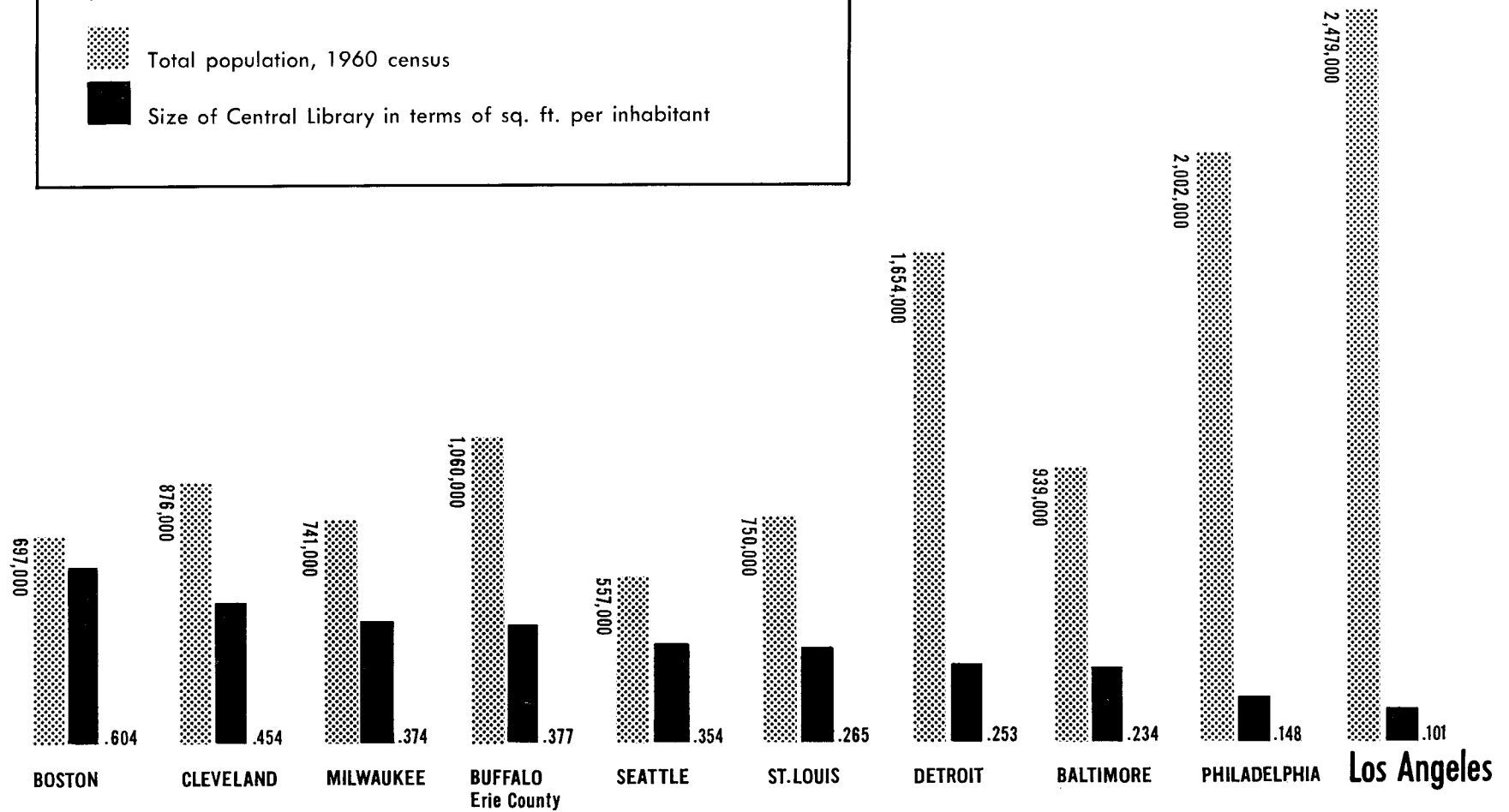
SIZE OF CENTRAL LIBRARY IN MAJOR U.S. CITIES



Total population, 1960 census



Size of Central Library in terms of sq. ft. per inhabitant



Projections of the Department of City Planning show that by 1970, the total population of Los Angeles will be 2,960,000 and that by 1980 this will have increased to 3,600,000. No figures have been established beyond these dates, but a conservative estimate, merely following the steady line of past increases, would seem to indicate a population of over 4,000,000 by 1990 and of nearly 4,500,000 by 2000.

Where will this great population live? It is projected that by 1980 the largest single population block will still reside within the area of Central Los Angeles. Beyond that, it can only be assumed that the trend toward apartment living, already evident, cannot but continue with increased population pressure, so that the suburban spread, so characteristic a feature of the past few decades, may be proportionately lessened in the future.

What kind of citizens will Los Angeles have? The 1960 U.S. census established that the average educational level of Los Angeles residents above 25 years of age, in terms of school years completed, was 12.1, almost two points higher than the national average. This means that the average person in our community is not only a high school graduate, but has had some post-graduate training. Certainly this is the nation's highest educational level for any city of comparable size, and we may be equally certain that this figure is steadily rising.

Even today, 166,000 persons--6% of the city's population--are attending colleges, universities, or other institutions of higher education in Los Angeles. This figure represents more than half of the total junior and senior high school enrollment, and shows that a point at which the majority of students go on to some type of post-high school training has already been reached. If this trend continues, and all signs indicate that it will, the day is not far off when the typical Angeleno will be a college graduate.

Some reasonable estimates as to the composition of the population of the future can be made. By 1980, there will probably be 1,100,000 persons under twenty-one years of age living in Los Angeles, about 30% of the total population, while there will be over 400,000 persons, almost 11%, over the age of 65. There is no particular reason to forecast a significant change, percentage wise, by the year 2000, except that the proportion of older people will probably show an increase. Young people will be overwhelmingly enrolled in some educational institution, while older citizens generally will be retired and at leisure.

In 1960, 1,013,688 persons were gainfully employed in Los Angeles; by 1980, an estimated 1,622,000 jobholders will work in the city, 65% of them in the Central City area. The proportion of employed persons to total population will be higher in 1980 than in 1960, 45% as

against 41%. This proportionate increase in employment argues an increasingly prosperous community.

These factors give an encouraging picture of the future of Los Angeles, and they significantly affect the planning of an adequate Central Library. Studies show that there is a direct relationship between education level, income, and library use. Many surveys continue to confirm this fact. A recent Minnesota study states that "the commonly held assumption that the higher the educational level, the greater the use of the library" was again proved, and that "there does exist a direct relationship between educational attainments and library use,"* while a similar survey in Minneapolis showed that the heaviest library users were persons with a college education and an income of \$10,000 or over.** It must be concluded that the more prosperous, more highly educated population which will inhabit this city will use the library to an ever greater extent.

There can be little doubt, moreover, that in the years to come all the citizens of Los Angeles will require library services far in excess even of present needs. A larger retired leisure class has been postulated for the future, and these people, with a higher educational background than in the past and with the need for constructive recreation, will be heavy library users. The increased demand for specialized skills and knowledge in the highly technical complex of industry which will continue as a feature of this city will call for increased use of the library's resources by workers needing information on the techniques of their jobs.

Taking all the above into account, it becomes obvious that the Central Library must be equipped with physical facilities which, both in size and versatility, can accommodate a use of unprecedented proportions, in a future which is already upon us.

No picture of Los Angeles in the last third of the 20th century would be complete without some consideration of the city as the hub of a vast metropolitan complex. The California State Department of Finance and the Los Angeles Chamber of Commerce have both made studies which predict a population of 15,000,000 persons in the fifteen Southern California counties by 1975, and of nearly 20,000,000, more than the entire current population of the state, by 1985. No projection for 2000 has been made, but if the trend were to continue on this basis, between 25,000,000 and 30,000,000 people would be living in Southern California by that year. It is almost frightening to envisage the effect of these fantastic figures, but it is certain that Los Angeles will be the core of one of the world's largest urban areas. It will also be, taking into consideration some of the factors already discussed, an international center of commerce, culture, science, and art. The planning of any major city facility, intended to serve far into the future, must reckon with these developments.

* Taves, Marvin, et. al., "Variables related to library use." Minnesota Librarian 21:159-160, June 1965.

** "Minneapolis-St. Paul survey reveals high public library use." Library Journal 90:2790, June 15, 1965.

ORGANIZATION FOR SERVICE

The central facility of the Los Angeles Public Library system, despite its many problems, is a busy, dynamic, progressive institution. Its resources include more than one and a quarter million books and bound periodicals, and hundreds of thousands of pamphlets, documents, and maps. Materials almost unknown in libraries not many years ago are held in great variety, films, records, microfilms and microcards among them. Over one and a half million items were circulated in 1965/66, and the Central Library's staff answered almost four million questions. In the course of these activities, five million items were shelved and reshelved within the building. It is one of the most heavily used libraries in the United States.

A staff of more than 400 persons works in the central building, carrying out the varied tasks involved in maintaining this level of activity. Skilled reference librarians advise readers and answer informational questions, many of them over the telephone. Clerical workers perform a multitude of duties involved in the huge registration and circulation system, or in the necessary routines of each department. Messenger-clerks shelve books and other materials, while carpenters, electricians, and custodians attend to the physical needs of the building. Supervisory librarians train and oversee the staff of the various units and take part in the vital process of book selection. In short, the Central Library is a large, modern, complex organization.

The Central Library is the administrative center of the city-wide public library system. The Board of Library Commissioners, charged with the duty to "supervise, control, regulate, and manage the department" regularly meets here. The Library's administrative offices, and special services, such as personnel management, accounting, public relations, and display preparation, are also located in the central building.

An important part of the operations of the Central Library takes place in the Technical Services departments. The Order Department is charged with the responsibility of obtaining over 250,000 volumes annually, while its Serials Section receives over 300,000 periodical and serial items. The Catalog Department catalogs and classifies about 25,000 titles a year, and processes 400,000 volumes in various ways. The Bindery Department handles an annual total of 325,000 pieces of material needing repair. The efficient working of these units is essential to the maintenance of the Library's resources, not only in the central building but in all branches.

Important as these behind-the-scenes activities are, it is of course the library service to the public which is the most important function of the Central Library, and which occupies by far the largest part of the building. Library users have long been familiar with the departmental organization of the public service division, established in essentially its present form since 1927. Los Angeles' Central Library was one of the pioneers of subject departmentalization, and, over the course of years, this type of organization has come to be used by almost all other major libraries. The

value of this departmental organization has already been discussed, but a brief description of the scope of the various units may be appropriate here.

The Art and Music Department collection covers all phases of the fine arts, architecture, recreation, crafts, and antiques. In the Music Room, in addition to the basic collection of books and periodicals, is a collection of scores and parts used by many orchestras in Southern California. Artists, students, teachers, lecturers, craftsmen, musicians, motion picture and radio research workers use the resources of the department. The collection of sports books is outstanding.

The Business and Economics Department houses the financial, statistical, and management aspects of business, as well as the economics and transportation materials. Many popular and practical fields are included such as accounting, advertising, trade unions, foreign trade, retailing, employment, taxation, investments, insurance, real estate, and the regulation of utilities and business. The Business and Economics Department has an extensive collection of city and telephone directories, and also puts out Business News, a publication designed to help members of the business community make better use of the library.

The Fiction Department contains books in English written since the Renaissance. The Department has many detailed indexes, including lists of novels by type, as well as by subjects treated in the story. All short stories in collections are indexed. The collection of California in fiction is probably the most extensive collection of its kind. Foreign fiction in translation is well represented, with an index to various translations and some reference to their relative value. This department does considerable research for motion picture studios, radio and television, and advertising and business groups.

The Foreign Department contains books in 25 modern languages. The collections are especially strong in history and literature, drama, poetry, biographical material, and fiction. Television, radio and motion picture studios and business firms use the department constantly. (Foreign language recordings are in the Audio-Visual Department.)

The History Department contains books on history, travel, and general biography. The department includes the Mary E. Foy California Room with a rich collection of State and local history, the Map Room with a diverse collection of maps including those issued by the Army Map Service Depository, and the Genealogy Room with an outstanding collection of local and family history, and books on flags, heraldry, and personal and family names.

The Literature and Philology Department contains poetry, plays, essays, literary criticism, biography, and related material including printing, publishing, journalism, drama, creative writing, and language. The Department has English language dictionaries and encyclopedias, both current and historical, some of the major foreign encyclopedias, and a comprehensive collection of dictionaries and grammars in minor foreign languages. The theater section, containing the Dobinson material on theatrical performances in Los Angeles during 1800-1900, is the outstanding collection of its kind in this area.

The Philosophy and Religion Department covers philosophy, religion, and psychology. The philosophy books include the standard and popular, as well as reference material, on ancient, medieval and modern philosophy. Books on religion comprise the greater part of the collection with most of these on Christianity. The Jewish and various Oriental religions are well represented. The psychology books include mental health, personality, general and applied psychology, schools of psychology, and other special subjects. Besides the three major fields are allied subjects such as metaphysics, logic, ethics, and etiquette.

The Science and Technology Department has material on the pure and applied sciences, with emphasis on the applied. Mathematics, astronomy, physics, chemistry, and biology books are selected for many levels of study. The department is strong in the fields of chemical technology, geology and mining, engineering, and agriculture. There is a large collection of pamphlets and trade catalogs. More than a thousand trade, technical, and scientific journals are received and there are long back files of many periodicals. United States Government and California publications in many fields are on deposit. Publications from other Western states are collected. Material on agriculture and health is obtained from the United Nations. There are books for the layman on automobile mechanics, TV and radio repair, building, medicine, health and nutrition. The cookbook collection is extensive. The Patents Room provides the only complete file of U.S. Patent drawings and specifications and indexes in the west. Microfilm readers are available for those making detailed patent searches.

The Social Sciences Department contains material on social problems, political science, law, government, schools, teaching, vocations, and parent education. Some of the popular subjects included are foreign affairs, constitutional history, criminology, propaganda, race problems, civil service, political systems, and social customs. The Social Sciences Room is a depository for federal, state, city, and United Nations documents, and the collection is particularly strong in pamphlet and periodical publications.

There are also a number of public service departments which specialize in the form rather than the content of the materials which they hold, or perform a particular service function.

The Audio-Visual Department circulates 16mm information films on a variety of subjects for use by groups and individuals. It maintains and circulates a large collection of mounted pictures and clippings used by artists, teachers, television and motion picture studios, art groups, and fashion designers. The Library's microtext materials, except newspaper and patents microfilm, are located here. Recordings are available for use in the Library. The record collection covers the fields of literature, social sciences, fiction, history, and language skills, as well as music for study, appreciation, and enjoyment.

The Children's Room not only serves young readers with books on all subjects appropriate to their age level but is a major community resource for teachers and others working with children. Its large collection has served to make it a model library in its field.

A department known as General Reading Services coordinates the following four public service activities:

The Information Desk helps the general public to use the resources of the library by giving directions and furnishing aid in the use of library tools. It serves as a bibliographic search center, for locating materials that may be found in another library.

The Newspaper Room specializes in making the back files of many newspapers available to the public, now usually on microfilm. It has nearly complete holdings of Los Angeles newspapers, beginning as far back as 1851, plus long files of a number of important national and foreign publications.

The Periodical Room makes available for home circulation a large number of both popular and scholarly periodicals, as distinct from the permanent bound files held in the subject departments.

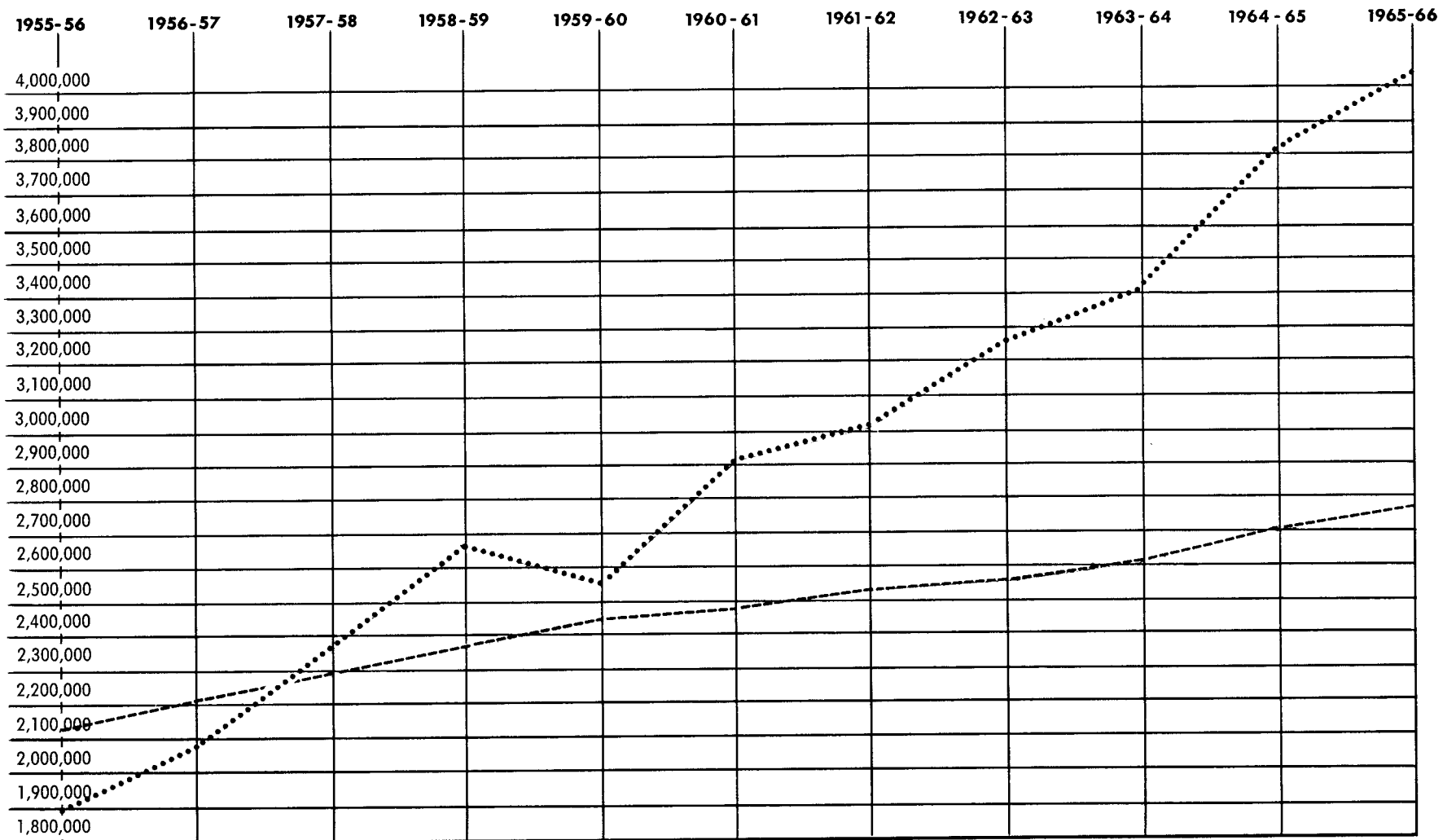
The Popular Library maintains, on racks placed in the building's halls, a small but active browsing and home circulation collection of the best in current literature.

THE PUBLIC RESPONSE

The multiplicity of resources available at the Central Library, and the variety of library users who take advantage of them, emerge to some extent from this organizational summary.

This report has already discussed the fact that a large central library undertakes many varied functions, which include the selection of materials, aid to

Requests for information at the Central Library, 1955/56—1965/66
in relation to total city population.



Questions Asked

Total Population -----

the public in using the tools of library access, and the assumption of the role of community reference and information center. To efficiently perform these tasks, the Library needs to train skilled reference librarians knowledgeable in the literature of the subject with which they are concerned and imbued with a genuine spirit of helpfulness. It has been the aim of the Central Library to build such a staff, together with a book collection of significant size and value, and its success is measured by the large public response to the services offered.

Many thousands of citizens make use of all these services and facilities. A recent survey shows that an average of nearly 5,000 persons enter the building every day. This large number of people need library service for many different purposes, on several levels, and in a variety of ways.

Naturally a large segment of the Library's public consists of the general reader, who prefers obtaining books where the largest possible selection is available. Although people often come from an appreciable distance just for this larger selection, many are no doubt attracted by being in the vicinity of the Library sometime during their normal day. Such casual or general use is not to be deprecated. Helping in the growth of an informed, knowledgeable community is certainly not the least of the library's functions.

More and more, however, the Central Library's use is an increasingly specialized and purposeful one. An outstanding example is the tremendous rise in the number of students using the Library, called forth by a combination of the rising birth rate with the knowledge explosion. With an increasing awareness of the role of education in the successful functioning of the individual in our complex society--and of the importance of an educated population for national survival--the schools have rightly made higher demands on each student. In all cases, such demands include extensive assignments calling for individual study and research and here the Central Library becomes an important part of the picture. No single school library can present anything approaching the wealth of materials available here, nor are even the largest college

libraries equipped to handle all the requests made of them, particularly for duplicate copies. As a result the Central Library is filled, during the school year, with purposeful, determined students from our high schools and colleges, prepared to do serious and intelligent work. During some week nights, on Saturdays, and during vacation periods, the Library seems filled to bursting with these young people. To serve this large body of users is a challenge which the Library has accepted, huge though the problems posed may be, for this is a thoroughly legitimate use of a facility which was always meant to be a keystone of the total community educational structure.

An even more intensive use of the Central Library's materials is made by the researchers and specialists in various fields, who, in ever growing numbers, have come to look upon it as an indispensable part of the city's total resources. Such research may be private, as by writers, artists and musicologists, inventors, and so on; or it may be carried out by employees of business, manufacturing, or scientific concerns. In either way, such use of the Library represents an increment to the community's intellectual, cultural, and commercial assets. Continual use of, for instance, the Science Department by aerospace or electronics firms, or the Business Department by accounting and financial firms, might be cited. However, it is necessary only to make the point that a very real demand for in-depth library service exists in the community, that the Library is attempting--so far, successfully--to satisfy this need, and that this is another reflection of the real importance of Central Library service to the city.

This has been a very brief survey of the resources, services, and functions of the city's present central facility, the Rufus B. von KleinSmid Central Library. Of necessity, only the highlights could be discussed. The following section will consider whether the present level of service is really as good as it should be, whether service at this or superior levels can be maintained in the future, and how service is affected by the Central Library's physical facilities.

CHAPTER III

THE INESCAPABLE NEED

STANDSTILL AMIDST GROWTH

The Central Library has attempted to keep pace with the increasing demands for high level services placed upon it, and has up to now succeeded in satisfying these in most respects. The Board of Library Commissioners and the Library's staff have been greatly aided in meeting the needs of the public by the helpful and far-sighted attitude generally displayed toward the library by city officials. But the facts of the physical and cultural growth of Los Angeles have outdistanced the Central Library to a point where no amount of dedicated work, or the most ingenious shuffling and re-shuffling of limited facilities, can any longer suffice to maintain a level of service adequate by today's standards.

The unparalleled growth of the city, not only in sheer numbers but in terms of economic and intellectual progress, can be observed from the grounds of the Central Library, unmistakably expressed in steel and concrete. The towering headquarters of great financial and commercial institutions rising all about to mark Los Angeles as the economic capital of the West, the magnificent buildings of the Performing Arts Center toward the North, the rise nearby of the most impressive governmental complex outside of Washington, D. C.--all these attest the solid and continuing advancement of the metropolis in all spheres. By contrast, it becomes easy to perceive that the Central Library, a vital factor in community development, has not kept pace with the city's expansion.

A sober and realistic assessment of the present state of the Central Library not only gives rise to dissatisfaction with present conditions, but raises grave doubts for the future. A critical situation exists from the point of view of the maintenance of present services, while any attempt to provide for the inevitable increase of demands for services and materials is simply hopeless within the context of present facilities.

The crisis in which the library now finds itself--and it is a very real crisis--is directly traceable to the complete inadequacy, under present and future conditions, of the Central Library building. What follows is an analysis of the problems, and of the reasons for their existence.

It has been stated that the citizens of Los Angeles are still obtaining good to excellent service from their Central Library. A recent survey of library users revealed a generally high level of satisfaction with these services. However, this is the result of a dedicated staff operating under very difficult conditions, and these conditions will inevitably lead to a deterioration of this high level of accomplishment.

STRANGLEHOLD ON EFFICIENCY

IT IS BECOMING MORE AND MORE DIFFICULT TO MAINTAIN PRESENT STANDARDS OF CENTRAL LIBRARY SERVICE. DELAY AND CONFUSION IN THE USE OF LIBRARY MATERIALS IS CONSTANTLY INCREASING, FRUSTRATING LIBRARY USERS AND LOWERING STAFF EFFICIENCY.

For forty years, the Central Library's present building has served Los Angeles. A structure which once seemed large, even grand, in the context of a still provincial city, has almost visibly shrunk in attempting to fulfill the demands of a world metropolis. Rooms which once were cavernous have become narrow, crowded, and filled to overflowing with staff, patrons, and books. Stack areas which when empty seemed awesome in extent have become overcrowded, noisome, badly lighted warrens, which serve rather to hide the riches of the collection than to make them available to the public. Apart from sheer inadequacy in terms of size, the general arrangement of space within the building shows that the term "functional" had a different meaning in 1926, for the confusion of many different floor levels, isolated public service areas, and inaccessible work spaces presents almost insurmountable difficulties to efficient service.

Examples of how these conditions affect direct service to the public could be multiplied endlessly. One major department has to store its materials in eleven widely separated locations, on six different floor levels; and this situation, if extreme, is not unusual. Another department must store a portion of its materials in a location so inaccessible that staff members have been injured in trying to reach them. There is insufficient space for adequate book shelving in the reading rooms, so that most items cannot be put in the open for convenient selection but must be hand carried from remote stack areas. Searching for materials in different departments often involves the patron in a weary round of climbing steps, walking along distant hallways, and quite possibly getting lost. It is obvious that an aggregation of these circumstances, and dozens like them, inevitably leads to irritating delays for the library's patrons, and negates the best efforts of the staff to efficiently attend to their needs.

Bad as the spatial arrangement of the building is now seen to be, the mechanical and electrical systems of the structure present an equally serious problem. There is a complete absence of anything like a modern materials moving system that might

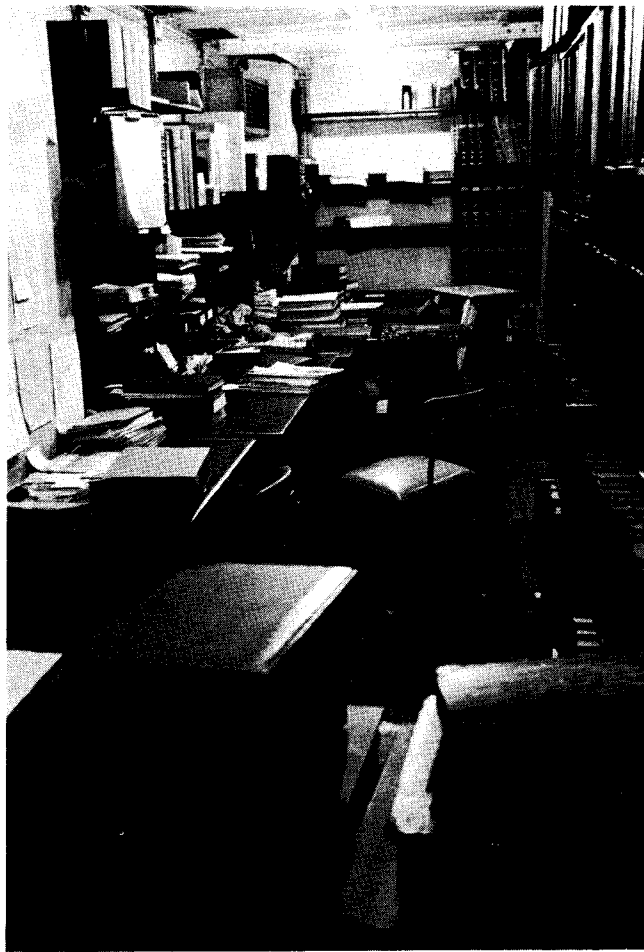


Figure 3. Cramped, inaccessible work areas - in this case, work desks crowded into a badly lit stack area - are the rule in the present Central Library building.

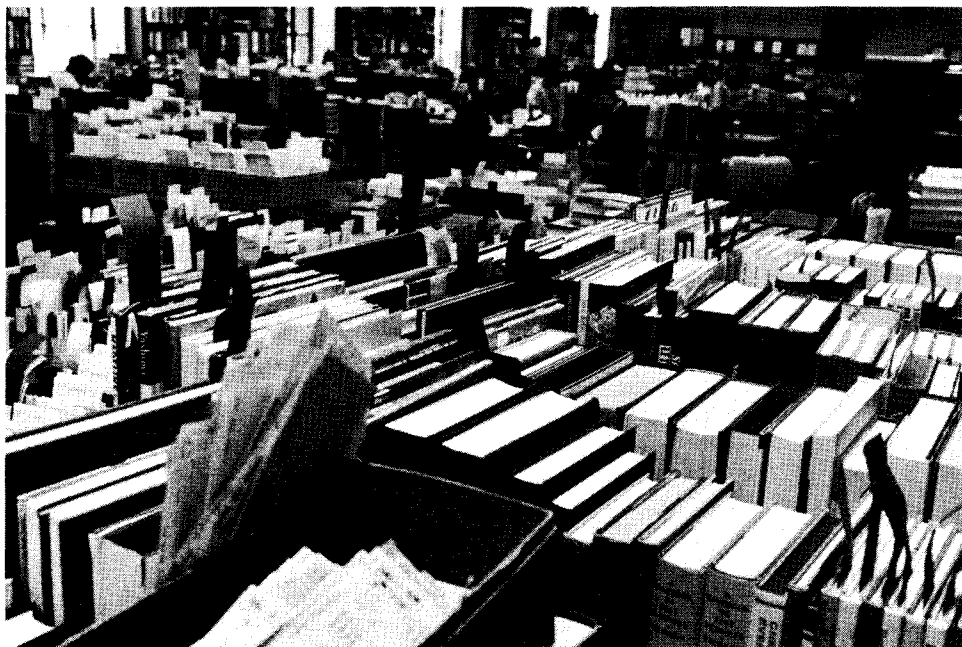
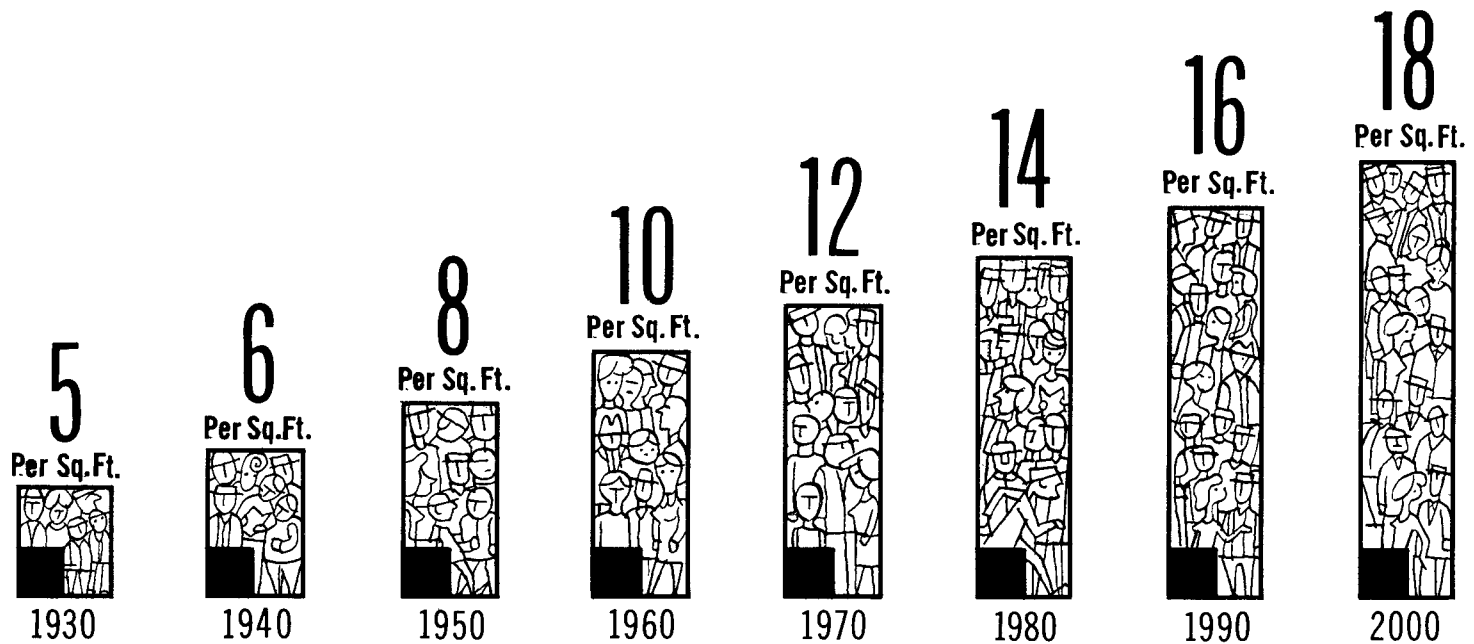


Figure 4. The Cataloging Department. Books in all stages of processing are everywhere; an efficient arrangement of materials is precluded by lack of space.

SIZE OF THE CENTRAL LIBRARY

Expressed as number of population per sq. ft. of building area

A remarkably steady decline in size in proportion to total population is shown. While no definite area per capita standards exist, it is obvious that the figures shown from 1970 on are far below what has been considered acceptable in any major city.



 Existing Central Library space

 Total Population

go some way toward tying together the confusing complex of areas. Books and other materials must be moved by hand, aided only by four small, slow, antiquated stack elevators, and a few creaking book lifts which frequently break down. Modernization of existing equipment could be accomplished only by a complete replacement of the overloaded electrical system, an extremely expensive stop-gap which would do nothing to alleviate a myriad of other problems.

The inadequacy of the electrical system also precludes proper lighting in many areas, particularly in the stacks. Lighting there falls far below foot candle levels established for office or industrial activities. It is often extremely difficult to distinguish and find wanted items.

A rising volume of requests for information--in line with the Central Library's increasing use as a public information center--comes by telephone. The present telephone equipment cannot begin to cope with the volume of calls now coming into the building. Patrons get repeated busy signals, and, when they are able to reach the switchboard, may then have to wait for half an hour or more to be put through to the appropriate station. Six or seven calls may be waiting in line for some departments during busy periods, legitimate complaints are frequent, and the efficiency of the library staff is unjustly questioned. A thorough modernization and expansion of the entire telephone system is urgently and obviously needed--but space and other facilities for more than token improvements are lacking in the building in its present state.

An obvious area where prompt and efficient service should rightly be expected is that of circulation, the simple checking out and return of library materials. Unfortunately, the narrow entrances and inflexible space arrangements of the structure as it now stands make it impossible to set up modern charging lines which can be adjusted to the volume of business. This leads to time-consuming delays which waste the public's time. Patrons should not be expected to climb to the second floor and wait patiently and without complaint for 15 minutes or so merely to return a book. The existing entrance and exit arrangements also frustrate the efforts of the security staff to prevent book theft, which is resulting in the loss of valuable and irreplaceable materials.

Many procedures not visible to the public directly affect service to patrons, as in any large organization. Not only in the technical departments responsible for ordering, cataloging, and similar tasks vital to collection maintenance is such work performed, but the work spaces of all subject departments are the scene of important activities. Selection of materials, correspondence, budget preparation, reference research, staff training--these and similar duties are necessary for the proper functioning of each unit. The space allotted to these activities in almost all cases is far too small, overcrowded, badly lit and badly ventilated. Staff efficiency and morale are difficult to maintain under these outmoded conditions. Matters are becoming worse in both technical departments and subject

department work rooms as increasing amounts of materials for which there is no room elsewhere are unavoidably moved into these areas, reducing available space still further.

CRISIS OF SPACE

THE CENTRAL LIBRARY FACES A SERIOUS AND IMMEDIATE PROBLEM IN THE HOUSING OF ITS MATERIALS, AND A CATASTROPHIC SITUATION IN THE VERY NEAR FUTURE AS THESE MATERIALS INCREASE AT AN ACCELERATED PACE.

The handicap imposed on the Central Library through the limitations of the present building can most easily be documented in terms of space for materials storage and expansion.

The Library now holds 1,300,000 volumes of books and bound periodicals. The space available to house this collection totals 75,500 square feet. By conservative up-to-date standards, at least 93,000 square feet should be available for proper shelving of these holdings right now. Under an upgraded shelving system which would enable the public departments to keep a total of 400,000 volumes on accessible open shelves, 100,000 square feet of space would be needed. In other words, a shortage of from 17,500 to 25,000 square feet of space exists at the present moment, in spite of the fact that all available space for the housing of library materials is being used. Visual observation confirms what these figures suggest--overcrowded shelves with items piled on top of one another and subject to loss or damage, remote nooks and crannies jammed with often valuable materials, books piled on tables, sorting shelves or book trucks because there is no shelf space for them.

The Library uses about 14,000 square feet of space for the housing of pamphlets and such non-book materials as films, maps, microfilms and records. Because of the variety of such materials, and the different storage methods used, it is difficult to give a precise figure for the amount of area actually needed for this purpose. Even a casual glance will show, however, that the storage conditions for these sometimes fragile or easily damaged materials is as bad as or worse than it is for books.

The most serious aspect of the problem, however, is the complete absence of expansion space for materials storage, in the face of a rapidly rising rate of acquisitions. Every available indicator shows a continuing rise in the number of books published, with an increasing proportion of worthwhile titles in all fields of knowledge, which it is incumbent upon the Central Library to purchase. Publishing is experiencing a particularly rapid growth in the area of science and technology as man's rapidly expanding knowledge opens up new fields of skill or of investigation almost daily. It is unthinkable that in a community such as this, with its high level of education



Figure 5. A standard book stack area of the Central Library. The results of insufficient space for proper shelving are evident.

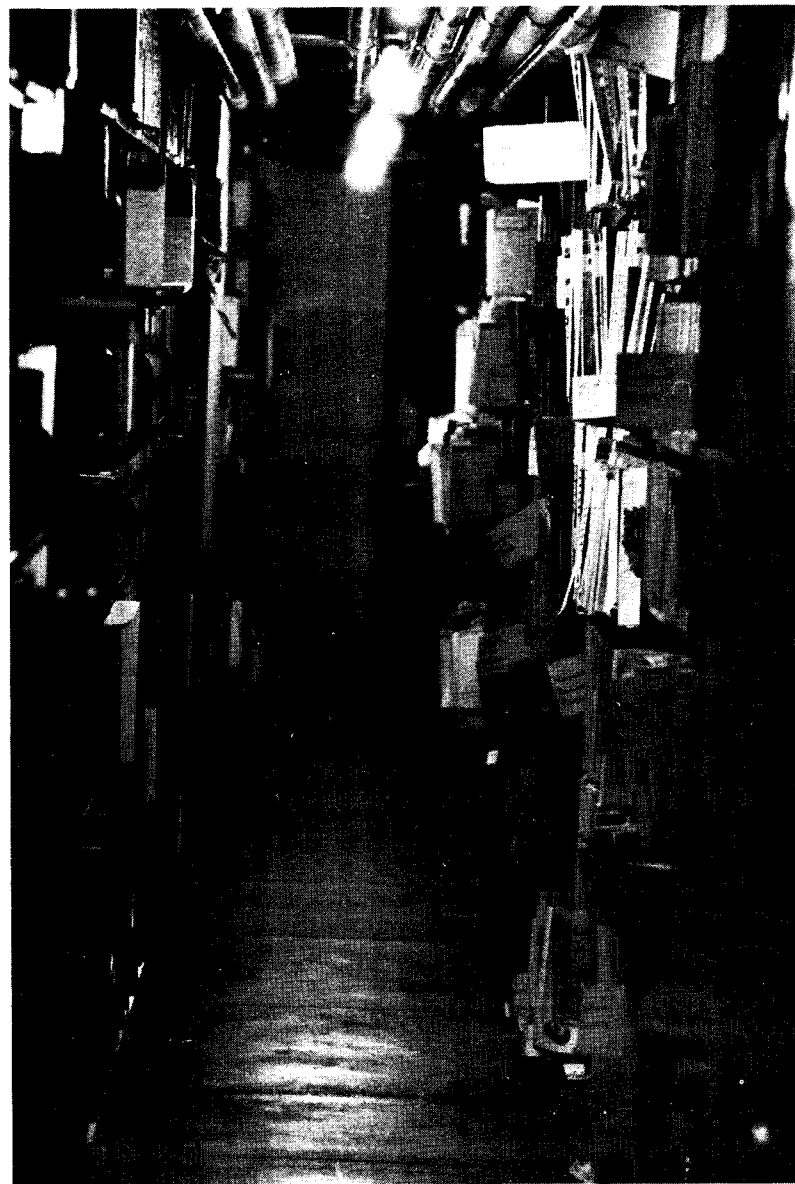


Figure 6. Pamphlets, documents and periodicals cannot be properly housed on standard shelving, particularly if they are as packed together as they are in the typical stack area shown here. The dim lighting is an obvious barrier to efficient search and retrieval.

and high degree of technological and cultural interest, the Central Library would fail to supply these materials. On this basis, as will be seen in the detailed space standards appended, it is conservatively projected that the Central Library will contain at least 2,800,000 volumes, more than double its present collection, in thirty-five years.

Even at present, the Central Library is adding over 33,000 volumes to its holdings annually, in itself a large increase over past years. These items require a minimum of 2,200 square feet of stack area for proper housing, and there is not the remotest possibility of finding this amount of space in the building. By the year 2000, the total space required to store the collection will be almost three times as large as the total such area now available. On this point alone, the Central Library faces disaster, and faces it soon, if drastic remedies are not applied.

THE PENALTIES OF OBSOLESCENCE

THE CENTRAL LIBRARY, IN EFFECT, IS NOT PROVIDING THE CITIZENS OF LOS ANGELES WITH REASONABLY CONVENIENT CENTRAL LIBRARY SERVICE BECAUSE OF LACK OF SPACE, DIFFICULTY OF ACCESS, AND ABSENCE OF THE MOST ELEMENTARY PROVISIONS FOR COMFORTABLE USE OF NEEDED MATERIALS.

The Central Library is a busy place, but as is typical of active institutions it is busier at some times than at others. It is probably impossible for practical purposes to plan a library building big enough to insure that no users will ever have difficulty in finding a seat near the materials needed, or that certain areas will never be crowded. It is unfortunately true, however, that the situation in the present building has deteriorated to the point where normally busy periods create havoc.

During peak periods of library use, such as on Saturdays, which many patrons find the most convenient day for a visit to the Central Library, or on many nights and during vacation periods when hordes of students come to do their research assignments, many departments present a chaotic scene. Reading rooms can become crowded to a degree which precludes many patrons from making use of the material available. Even when sufficient seats are provided, this is achieved only by crowding chairs and tables together so closely that it is difficult to find room to read or write. There is an ever-growing amount of material which because of its cost, complexity or permanent reference value cannot be circulated, but must be used in the library--and it is just because such materials cannot be duplicated and are available only at the Central Library that patrons come to it from the most distant parts of the community. The provision of such important reference materials implies a responsibility on the part of the library to

provide conditions conducive to study and reflection. Under current conditions, with noisy, jam-packed public areas, such an atmosphere is impossible to achieve.

In spite of these harassments, the thousands of patrons with urgent need for specialized information or materials still use the Central Library, and will continue to do so if at all possible. But recently, through developments probably inevitable with the growth of the Central City and the rebirth of Bunker Hill, another obstacle has been placed in their path, and one whose seriousness increases daily. This is the almost total elimination of parking facilities near the Central Library--and it is certainly not necessary to dwell upon the fact that the lack of parking space, in this city, is the most certain way to prevent public use of any institution.

The library building is reasonably convenient for those who already find themselves in the downtown area, as it is located within walking distance of much of the Central City's retail and office activity. For those able to use public transportation, the library is well placed near the downtown focus of the present transit network. But for the many thousands of patrons, a majority of the Library's users, who are not already present in the Central City or who find public transportation either inconvenient or nonexistent, no provision is now made. The recent survey of library visitors showed that lack of parking facilities was by far the largest single complaint about the Central Library.

The problem will grow even worse, not just in the long run but almost immediately. Within the past few months, at least nine major public parking lots near the library have been eliminated by building activity. Two small ones remain, but their days are numbered. On-street parking is practically nil in the vicinity, although many patrons in their desperation brave citations by parking in posted areas. The erection of high-rise buildings in the immediate neighborhood will, when they are completed, cause extreme difficulties, as the owners of these structures cannot possibly supply enough parking space for even their own employees and visitors. In the near future there will simply be no place for library users to park their automobiles anywhere within reasonable distance of the Central Library.

The first ominous results of all this are already apparent, as 1965/66 witnessed the first drop of Central Library use, as measured by circulation, in many years. Staff members who are in contact with the public attribute this in large measure to the sudden inaccessibility of the Library with the removal of the parking facilities during that period. It would seem logical that the concurrent rise in telephone information requests, which the overburdened telephone system is finding increasingly difficult to handle, is also a direct result. This extremely dangerous trend may well result in the isolation of the Central Library from its public, and thus in its decline as a significant city facility.

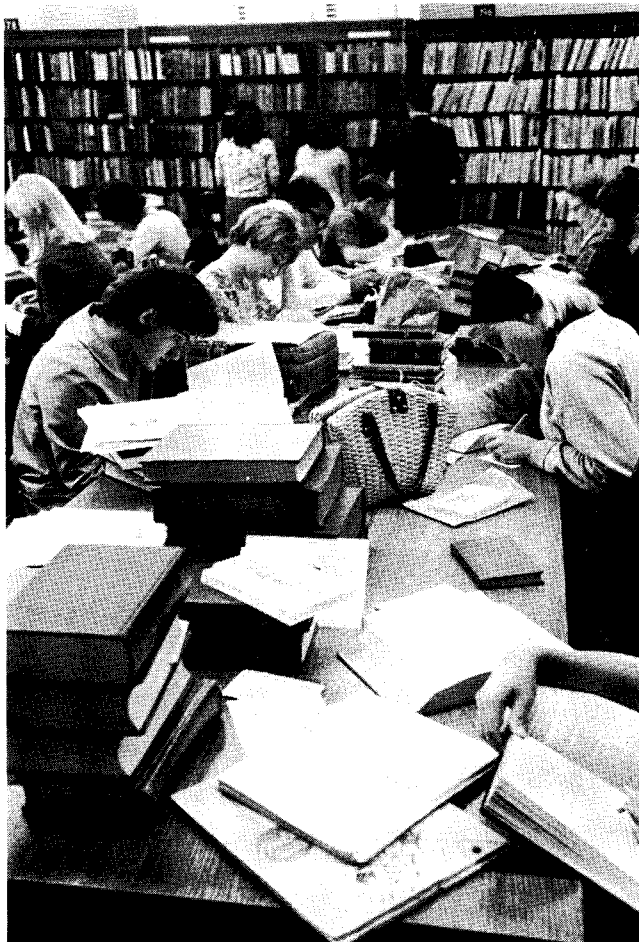


Figure 7. A busy day at the Central Library. A section of the Social Sciences reading room pictured here graphically shows the difficulties facing library users during much of the year.



Figure 8. A typical reading room in a new wing of Detroit's Central Library. Though busy and well used, it is not jampacked, and the well designed seating arrangements, with no more than four seats to a table, permit study and concentration with reasonable comfort.



Figure 9. A frequently encountered scene in the Literature Department.

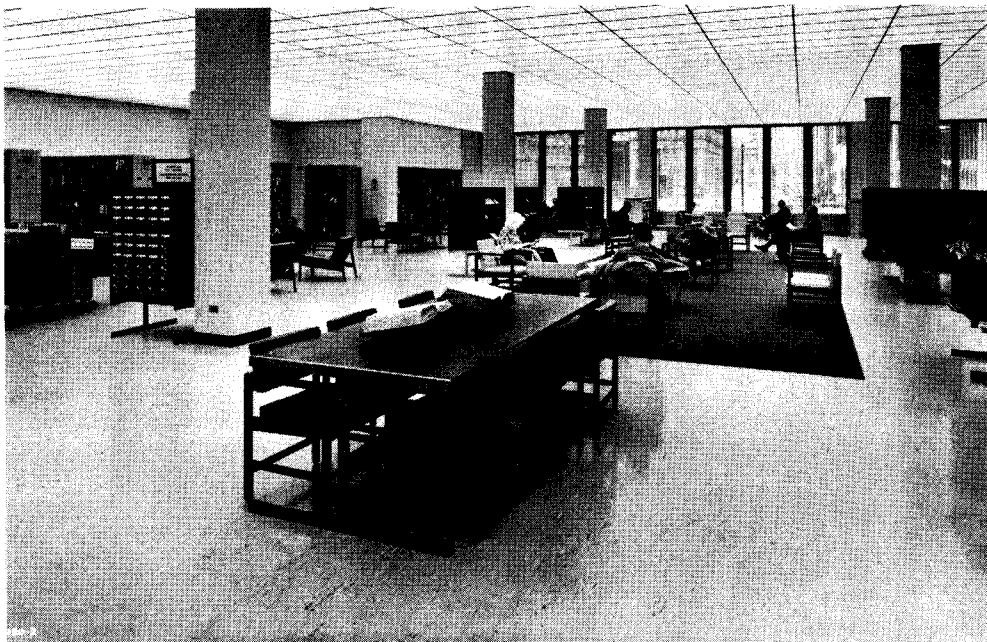


Figure 10. This reading room in Buffalo's new building is a fine example of modern library design. The open, spacious modular construction, and comfortable furniture as well as the scientifically designed lighting, should be noted.



Figure 11. Valuable library materials are suffering damage and deterioration under the crowded and outmoded storage conditions of the Central Library.

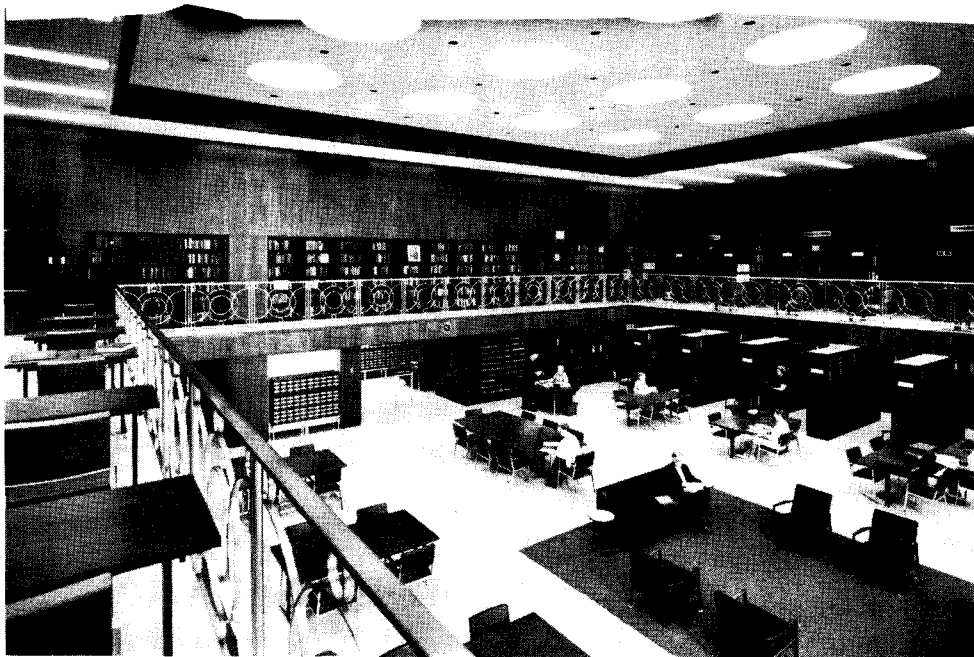


Figure 12. The Burton Historical Collection in the New Detroit Public Library an excellent example of modern facilities for the handling of important items.

NEEDS UNFULFILLED

THE CENTRAL LIBRARY NOW DOES NOT OFFER MANY SERVICES AND FACILITIES WHICH ARE DEMANDED BY MODERN STANDARDS FOR MAJOR LIBRARIES.

The modern Central Library in a large city is, as has been pointed out, not just a book collection, nor even just an information and research center, but an institution which takes an active part in satisfying the civic and cultural needs of the community.

One of the basic requisites of this role is that facilities for public meetings concerned with worthwhile community interests, or for cultural or educational programs, are provided. The Central Library as it is at present, lacking any auditorium area, is completely unable to supply this type of service.

A major modern Public Library is expected to supply some arrangements for smaller groups of citizens to meet for the purpose of taking part in group study or discussion in a particular field of interest. Book clubs, historical societies, scientific hobbyists, groups interested in the arts--these are the kinds of organizations which would rightly expect some provision for meeting rooms to be made in the city's principal cultural facility. The present building offers no such possibility whatever.

Effective library service implies the frequent staging of well prepared exhibits, not always necessarily book-connected, but drawing attention to worthwhile endeavor across the entire range of human culture and knowledge. Lack of adequate space now limits the Central Library's undertaking of such programs. In other cities, such exhibits are among the most popular and appreciated functions of the library.

The rise in the use of non-book materials has been extensive in recent years and will become an increasingly vital area of library service in the future. To function effectively in this regard, the Central Library will be expected to furnish such facilities as listening facilities, slide, film, or filmstrip viewing equipment, and to make similar provision for use of a wide range of audio-visual materials. The need for these is already urgent, but there is no way of satisfying it within the present structure. Lack of space and lack of the necessary power supply preclude any extension of the pitifully small existing provisions.

Perhaps most disturbing, not only for the present but in its implications for the future, is the grave shortage in facilities for the use of micro materials. The conversion of truly important reference materials such as periodical files, documentary material, the patents collection and so forth, is proceeding apace in all major libraries. Indeed, this is an unavoidable necessity if even the largest library buildings are not

It can be seen that it is no longer a simple operation merely to get to, and get into, the city's Central Library. Once they arrive, however, patrons who have managed this feat will find that they must use the library's facilities under conditions which fall far below reasonable standards for modern institutions.

The stifling atmosphere which obtains in the building during much of the year is the proof that the antiquated blower system can no longer provide an acceptable level of comfort. Intended to distribute fresh air throughout the building, it has proved utterly insufficient for this task. It is an increasing maintenance and repair problem, and its effectiveness has sunk to a point where most patrons are not even aware of its existence.

The lack of air conditioning, now viewed as an absolute essential in Southern California for any structure in which many people congregate, is not only thoroughly unpleasant for patrons and sometimes disastrous to staff efficiency, but leads to the rapid deterioration and destruction of library materials. The latter is an important consideration at a time when many items are not only increasing in value but are becoming practically irreplaceable.

Patrons who brave these conditions because of their need for services or materials which can be obtained only at the Central Library face numerous other annoyances as well. Many of them, as has been seen, come for prolonged sessions of research or study for important private or business reasons. They will find:

Ancient, uncomfortable, badly designed and badly arranged furniture.

Bad lighting even in many important public areas.

Inability to use typewriters, because no segregated area for this purpose can be found in the building.

Inability to use tape recorders or similar equipment because electric outlets are lacking.

No facilities for such ordinary comforts as a cup of coffee or a cigarette.

No facilities whatever for study booths or carrels where major research projects can be pursued in appropriate conditions of quiet and privacy.

Outworn, crowded, dilapidated rest rooms.

This is not a listing of luxuries, but of features and conveniences which are taken for granted in modern library buildings. The fact that Los Angeles' Central Library is still being so heavily used must be taken not only as a tribute to the quality of its collections and the hard work of its staff, but to the stamina of the general public.

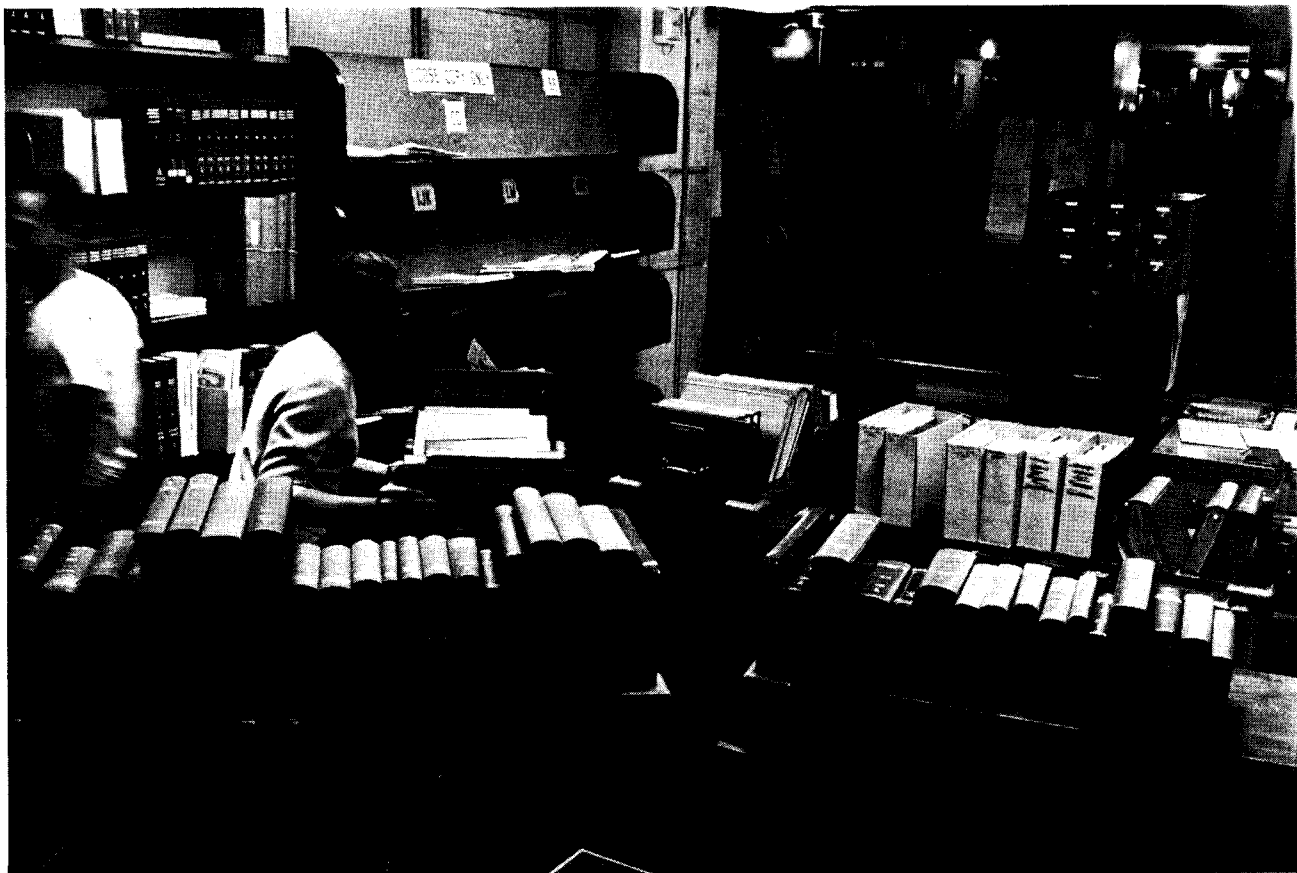


Figure 13. Antique equipment, homemade devices and human labor cannot take the place of an efficient, modern materials conveyance system. The dim lights and crowded, hazardous conditions should be noted.



Figure 14. Microfilm viewers in the Newspaper Room. All five machines, which must be crowded into the only area that is near a power source, are in full use - and the next shift of patrons is waiting. Note the bank of lights dimmed in an attempt to provide better viewing conditions.

to be crushed under the mass of materials which they must house. Quite obviously, this trend towards holdings of microfilm, microfiche, and microcards will continue, ushering in a new era of library technology. To some extent this era is already here, and more and more library users are becoming familiar with viewing machines and the use of micro materials.

Those who must use these increasingly extensive files, however, face time-consuming delays and frustrations. There are simply not enough viewers in the building to supply the demand during peak periods of activity. A patron must reserve a machine ahead of time, and sometimes wait for long periods to be allowed to use it for an hour. Because of the often-cited lack of electrical outlets, and the impossibility of installing them in anywhere near sufficient number, there is no way to add significantly to the existing facilities--nor would space be available even if a power

source existed. Adequate equipment of this kind, now taken for granted in other major cities, cannot be said to exist in Los Angeles' Central Library, nor can any way of providing for future needs be envisaged within the building as it now stands.

The conditions outlined in this chapter seem to admit of only one conclusion, namely, that a massive building and modernization program must be undertaken, and must be undertaken now, if superior or even adequate Central Library service is to continue in Los Angeles. Given the solid and often-demonstrated advantages of such service, and taking into account the unquestioned interest of this community in intellectual and cultural affairs, it is hard to conceive that such a program would not meet with the enthusiastic support of the public.

CHAPTER IV

A PLAN FOR FULL SERVICE

WHAT IS THE NEED?

Planning a truly adequate Central Library building for Los Angeles is not only a monumental task, but is, in many ways, a pioneering venture. This is not only because the size and growth of this city would necessitate a central building larger than any other of recent construction, but because of the peculiar, sometimes unique conditions of life in this community. Factors such as the geographical extent of the city, modes of transportation, the constant of growth in all spheres, the rapidity of the increase in demands for library services--these are some of the realities which make the background against which library planners must work in Los Angeles quite different from that presented by older, more stable, and less rapidly growing communities. There exists no comparable environment against which proposed solutions can be checked, and it can be truly said that the library's staff, in undertaking to arrive at sound proposals for an improved Central Library, was accepting an unprecedented challenge. The Appendix will show, in detail, the results of many hours of thoughtful research, study, and deliberation.

There are in existence a number of new central library buildings in major American cities, and, even though none of these communities approaches Los Angeles in size or in other factors concerning library use, it was considered obviously useful to study these modern structures and to draw lessons from their planning and construction. In view of this, the City Librarian and Assistant City Librarian, the Director of Central Library Services, the Director of Technical Services, and the Library Business Manager inspected new or expanded buildings in such cities as Seattle, Buffalo, Detroit, Minneapolis, Kansas City, Cincinnati, and Queens Borough. On many of these visits, the members of the library staff were accompanied by Mr. Marvin Levin, Chief of Design in the Bureau of Public Buildings, Department of Public Works. The knowledge and experience thus accumulated formed a valuable part of the background from which specific plans could be formulated.

Certain objective quantitative and space standards were fortunately available as an aid in the formulation of building requirements, and were extensively utilized throughout this study. These are detailed in the introductory pages of the space need compilation, and concern such basic areas as books per square foot in open and closed stack areas, space allocated per patron seat or per work station, and total room sizes in relation to books, public facilities, and staff. In cases where no generally accepted standards have been established, the library staff, through actual counts and measurements, was able to arrive at a number of reliable criteria for projecting necessary space requirements. These include such factors as

average square footage needed for the adequate housing of given numbers of pamphlets, maps, unbound periodicals, and microform materials, for the accessible placement of filing cabinets or public catalogs, and for the space requirements of microform viewers. All these standards, whether found through research in the applicable literature or empirically established, are the basic building blocks out of which total space needs are assembled.

Obviously, the most basic consideration in any building plan is over-all size, and in a library, size is determined principally in relation to the book collection and its projected growth. To arrive at a rational prediction of collection size is therefore fundamental to all planning, and exhaustive studies were made by the staff in this highly technical field. The figures given in the space needs survey reflect the best professional judgment of experienced librarians.

Factors taken into consideration were:

Past acquisitions records of the various departments with particular attention to recent trends.

Growth curves of collections in relation to past and present publishing output.

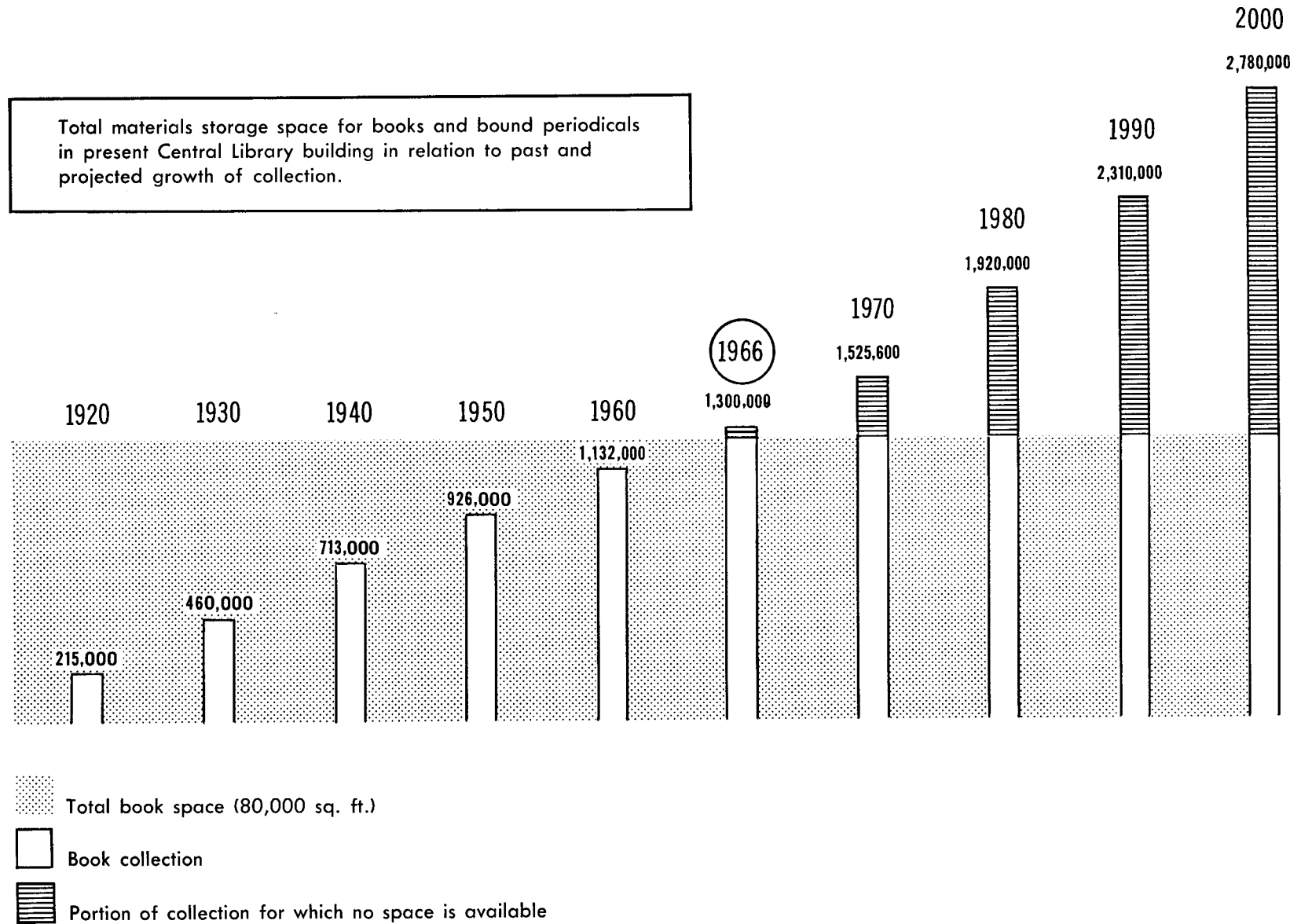
Industry projections of future activity in the publishing field.

Population estimates, including the study of all available indicators of future age, educational, and socioeconomic groupings.

Predictions of public demand in specific fields based on known and probable community interests and needs.

The probable effect, based on past experience, of a continued conscientious program of collection "weeding" and discard of obsolete material.

It is well recognized that an increasingly important part of future development will be in the growing use and availability of microform materials; indeed, it has already been pointed out that one of the great difficulties of operation in the present building is the lack of facilities for the utilization of such holdings. In the immediate future, however, the printed book will remain the basic resource of library service because the use of the various forms of microprint presents problems which will make such form of reproduction unsuitable to the greatest proportion of library items for years to come. An obvious example of these difficulties is the need to provide expensive and complicated viewing machinery for each



type of microform, and the impossibility, for this and other reasons, of using such items for home circulation. Furthermore, although microfilm has been in use for many years, technology has not succeeded in making it nearly as satisfactory from the reader's standpoint as the printed page.

Even in a new, modern building there is a practical limit to the number of viewers that can be made available. Nonetheless, it is certain that many special noncirculating materials, such as long files of periodicals and newspapers, will increasingly be held only in the form of microfilm or other miniaturized reproduction, and this factor has been seriously considered in the formulation of future space needs.

The technological revolution in the handling of all types of information involves much more than the miniaturization of materials. The future state of the art will no doubt be such that computer systems and other kinds of information retrieval and storage methods will be part of the library's operations. Space for the first generation of such installations has in fact been provided in the detailed plan for an improved Central Library building. More important still, one of the major considerations for planning a Central Library that will still be adequate by the year 2000 is the presumption, supported by the predictions of specialists, that by that time these various techniques will have advanced to a point where they will have a significant effect in slowing down the growth rate of library collections.

Staff increases, which necessarily must follow collection and population growth, also have an important effect on planning a new central building. These increases--it may be reiterated that these are not called for at present but are merely an inevitability of the future--have been calculated on a modest basis. They represent the minimum staff needed to carry

the estimated workload of the library at full capacity, and are well below other estimated growth factors in ratio.

Calculations of the space that will be needed for the various technical and administrative services and functions of the Central Library are based on careful estimates of future needs and work programs. It should be noted that in the Technical Services departments space has largely been projected on the assumption that the use of various types of mechanical equipment will permit greatly increased workloads with no increase in total personnel.

The requirements for building maintenance and other service needs concur with generally accepted standards for major structures.

It is assumed that a modern building will include in its design up-to-date and adequate mechanical features now largely lacking, such as air conditioning and adequate vertical transportation. The space needs survey also includes area allotments for a number of public service functions now nonexistent, such as a public auditorium, exhibit room, adequate space and equipment for the use of microform material, study carrels, typing facilities, a public lounge, lockers, adequate rest rooms--all features taken for granted in any central library by today's standards.

There are no figures regarding the provision of a reasonable amount of public parking in the space needs survey, which is concerned only with the space requirements of library service per se. This very vital consideration will be treated later in this report.

The following summary is a realistic assessment of the actual space needed for an adequate Central Library in Los Angeles, with a breakdown of some of the principal factors which are the basis of these requirements.

SPACE REQUIREMENTS FOR AN ADEQUATE CENTRAL LIBRARY

SUMMARY

I. Growth in collections, staff, and major public facilities.

	<u>Current</u>	<u>Projected *</u>
A. Books and bound periodicals	1, 300, 000	2, 800, 000
B. Pamphlets, maps, documents, etc.	800, 000	1, 600, 000
C. Staff **	350	554
D. Reader seats	1, 174	2, 100
E. Microform or audio stations	17	125

II. Space requirements for projected growth and services.

	<u>Current Area</u> (Sq. Ft.)	<u>Projected Area</u> (Sq. Ft.)
A. Administrative offices	7,370	14,925
B. Public Services		
1. Reading rooms	44,595	128,215
2. Stacks	77,240	160,500
3. Work rooms	<u>9,580</u>	<u>23,800</u>
Total	131,415	312,515
C. Technical services	14,935	39,200
D. Miscellaneous facilities	4,350	25,580
E. Maintenance, shipping, and security services	4,628	17,900
TOTAL NET FLOOR AREA	162,698	410,120
TOTAL GROSS FLOOR AREA	250,000	615,000

* At full expansion by year 2000.

** Above Messenger-Clerk level. Includes maintenance and custodial employees.

WHERE SHOULD THE CENTRAL LIBRARY BE LOCATED?

Central libraries have traditionally occupied prominent locations in the principal downtown areas of cities. Such areas are usually the most accessible to all types of traffic: automobile, bus or rapid transit, and pedestrian. Furthermore, a central location enables a maximum number of patrons to combine their visits to the library with other pursuits such as business, shopping, and employment. Such a location is also frequently in proximity to city and other governmental offices, as well as to business firms which make heavy use of library facilities. While such practical considerations usually dictate a central location for a main library, there is also a philosophical value associated with a downtown site. A prestigious location announces to long-time resident, newcomer and visitor that a city regards culture and education as important, that it regards a well-read, informed citizenry as essential to the city's well-being. Other cultural institutions may perhaps thrive in non-central locations, but the goal of the public library to serve the book and information needs of all the people cannot be served if its impressive facilities are hidden from view.

The present location of the Rufus B. von Klein Smid Central Library ranks high on all the points mentioned above. Situated near the point of convergence of seven major freeways, it certainly is accessible by automobile, the most important means of transportation in Los Angeles. Traffic congestion occurs only during rush hours. Indeed, during much of the day the traffic flow on Los Angeles' downtown streets is more rapid than that in other large cities. It should be further noted that slightly more than half of the use of the Central Library occurs in the evening (after 5:00 p.m.) and on Saturdays when automobile access is considerably eased.

The chief liability of the present location with respect to automobile access is the scarcity of parking space at reasonable cost. Until recently, parking in the vicinity of the Library was abundant, but recent office building construction has preempted much of this space. Any temptation to move the Central Library to a location where unlimited parking could be provided must be weighed against the other site considerations, however.

It is no secret that public transportation in Los Angeles leaves much to be desired. Nevertheless, 24% of the patrons of the Central Library come there by bus, a small percentage when compared with the 54% who arrive by automobile, but a quite substantial number if viewed in the light of the estimated 5000 persons who use this facility daily. The downtown area, as the terminus of many of the city's major bus routes, is clearly more accessible by bus than any other location. Whatever the future of public transportation in Los Angeles, it appears bound to become more significant, and the projected routes are planned to converge in the Central City.

Seventy percent of the Central Library's visitors come downtown primarily to use the Library. Although

the percentage of patrons who combine their library usage with other activities is relatively small, there is evidence that their number is likely to increase, and that this group represents some of the library's most significant patronage. Visual evidence of the revival of the Central City area is abundant. The present site of the Library is in the heart of some of the most impressive building development. This growth of office building space must inevitably increase the numbers of people who will use the Central Library in conjunction with other activities. The greatest significance of the downtown building boom for the library lies, however, in the important reference and research services performed for major business firms. Prominent among these are financial and banking institutions, the large oil companies, advertising, and utility companies. Having the research facilities of the largest library west of the Mississippi close by is an enormous asset to the enterprise which requires accurate, up-to-date information for business purposes. Although many industrial and business firms which are not located downtown make heavy use of the Central Library, there is no other area of Los Angeles where the concentration of activities which may benefit from proximity to the Library is nearly as great. That the new multi-story buildings will contain many more such firms seems indisputable.

It may be presumed that a substantial number of patrons using the library for business purposes walk to the library from nearby offices. The survey taken in May of 1966 indicated that 22% of all patrons come to the library on foot and that 9.4% walk from their place of employment. Again, this is a relatively small proportion of the total number of library users, but it is hard to imagine another area of the city which would be anywhere near as accessible on foot to so many people. It would seem probable, furthermore, that the new construction will lead to an increase in the number of patrons walking to the library.

The Central Library has been an important part of downtown Los Angeles since its establishment, and there are compelling reasons why it should continue to be so. City planning principles dictate that efforts at urban revitalization such as those currently proposed for the Central City include important governmental and cultural facilities. The Central Library provides a supreme opportunity to fulfill both requirements. In addition, the present location admirably meets the prestige criterion mentioned above. The environment on all four sides is pleasant (notwithstanding present construction activities), consisting of high-grade office buildings and hotels, and is being constantly improved. The proximity of the Bunker Hill Redevelopment area gives promise of further improvement. The importance of the Library's environment cannot be overstressed. The public library is not an ivory tower to be tucked away in some remote corner, but its location should have a dignity appropriate to its high purpose, and a prominence which invites use.

One further advantage of the present location is the prospect it affords of retaining open park space, a scarce commodity in the downtown area. The 5.12 acres comprising the Library's site is sufficient to allow for a building of adequate size and new landscaping which could enhance its present beauty and still provide the open space which the Central City needs.

This study included, of course, consideration of possible alternatives to the Central Library's present location, both within the Central City and outside it. Locations outside the downtown area offer the potential of greater convenience for the patron coming to the library by automobile, not in terms of the number of access routes, for most of these converge in the Central City, but in the possibility of lessened traffic congestion on streets approaching the library and in the possibility of improved parking facilities. On the surface, this is an attractive alternative. Fifty-four percent, a clear majority, of patrons currently drive to the library, and additional numbers of patrons might be encouraged to use the Central Library if automobile access were improved. But what of the 46% of patrons who come to the library by other means? It would seem more prudent to render the present site more convenient for the motorized majority than to risk a location which would be considerably more difficult of access for the non-driver, who is much more restricted in his movement. In fact, the only location outside of the Central City which appears at all comparable to the present location from the point of view of public transportation would be Wilshire Boulevard, and then only if the proposed rapid transit development becomes a reality. However, the narrowness of the Wilshire corridor, as compared with the concentration of activity on all sides of the present site certainly offers a much smaller potential of pedestrian access.

An effective alternative which has been chosen in some cities, notably Detroit, has been to locate the library near the city's principal cultural center. In the case of Detroit, this consists of two important museums, and Wayne State University. That Los Angeles has no such cultural "center" is apparent. Our museums are scattered widely. The Music Center and Mark Taper Forum, though they represent a significant cultural development, are not related to library functions in a way that would make closer proximity especially desirable, and in any case this complex will be closely linked to the present library site by the future development of Bunker Hill. The Exposition Park/University of Southern California area may appear promising from the cultural center point-of-view, but it is too remote from many of the city's library-oriented activities. The City Librarian of Detroit, Mr. Ralph Ulveling, and the Assistant City Librarian, Mr. Charles Mohrhardt, who served as special consultants in this study, concur in the conclusion that the Detroit situation differs from Los Angeles in important respects that render their solution unworkable here. First, Los Angeles has no one single area that qualifies as the cultural center. Second, the Detroit downtown area is not experiencing a dramatic revitalization comparable to that of Los Angeles. Lastly, the business enterprises served

by the Detroit Central Library are concentrated in two areas, about equidistant from the library, while in Los Angeles, business and industrial users of the library are scattered, but with the greatest concentration in the downtown area.

One of the principal objections to removal of the Central Library from the downtown area is that it would necessitate the establishment of a downtown branch library of considerable proportions. It cannot be ascertained how much of the Central Library's present service is of the type normally provided by community libraries, but it can be safely assumed that it would require book stock, floor space, and size comparable to the largest regional branches, and in addition would have to duplicate those materials and services which have become so important to the business community. It is the conclusion of this report that the advantages of locating the library outside of the Central City would have to be overwhelming to justify this duplication of service.

The possibility of other sites in the Central City must of course be considered. Specific consideration was given in this study to three areas, the Bunker Hill Redevelopment Area, the Main Street/Los Angeles Street district, and the area of the proposed Convention Center near the intersection of Pico Boulevard and Figueroa Street.

The Main/Los Angeles Street idea must be rejected on the grounds that proposed renewal developments in this area seem unlikely to occur within the time that the library's expansion must take place. Until considerable upgrading of this area occurs it will fall far short of the prestige requirement described above. It is not snobbery to suggest that citizens engaged in serious library use deserve a better environment than this.

The Convention Center area is considerably superior from the environmental standpoint, but the Convention Center is only in the most limited sense a library-related institution, and this area is quite remote from the center of downtown activity.

The Bunker Hill area is vastly superior to the other two and received much more attention in this study. Much of the Bunker Hill area already meets, or will soon meet, the requirement of pleasant, dignified surroundings. This is particularly true of the portions near the top of the hill. Bunker Hill, however, presents a formidable obstacle to those who must reach the Library on foot, especially from the office buildings and stores which are served so well by the present location. This barrier might be overcome by erecting the library on one of the hillside lots adjacent to Angel's Flight, with a lower-level entrance on Hill Street. Unfortunately, this reintroduces the environmental problem (though to a lesser extent) that is encountered in the Main Los Angeles Street district.

The possibility of a downtown location other than those considered here must be regarded as outside the scope of this study. The problems of land acquisition and cost are so complex that retention of the present site already owned by the city seems overwhelmingly preferable.

It is the conclusion of the Library Administration that the present site offers the following advantages which in combination render it superior to all others which have been considered:

1. It is in the heart of the greatest concentration of daytime population to be found in the City of Los Angeles.
2. It can be reached most conveniently by automobile, public transportation (taking into consideration future rapid transit plans), and by a great many pedestrians.
3. It is particularly well situated to serve one of the most important segments of its clientele--the business community.
4. The site is large enough to provide ample underground parking for patrons and staff.
5. It carries with it the weight of tradition, and admirably fulfills the requirement of a location which is both pleasant and prominent.
6. It provides an opportunity for retention of open park space in the downtown area.
7. It obviates the serious problem of site acquisition.

A BUILDING TO MEET THE NEED

It was one of the objectives of this study to explore the feasibility of enlarging the present building. Indeed, of the central libraries visited by the staff, the most successful was an expansion of an existing building, the Detroit Public Library. What is more, it was this effective solution of Detroit's building problem as well as their considerable experience in the field, that influenced us in the selection of Mr. Ulveling and Mr. Mohrhardt as consultants to this study. The consultants have urged, however, that Los Angeles not adopt the expansion solution. Differences in the design of the original Detroit building as compared with the Los Angeles Central Library are such that satisfactory results would be much more difficult and expensive to achieve than in Detroit.

It is the judgement of the Library staff that the plan for expanding the Central Library suggested by the Bureau of Public Buildings would provide the space required for all services in an acceptable open and flexible arrangement. The Library concurs with the Bureau, however, that the cost of the enlargement so closely approaches the estimated cost of an entirely new building that it is decidedly the less attractive alternative.

The enlargement offers some advantage:

1. A 15% lower cost.
2. The possible retention of architectural features of the existing building for their historical or sentimental value.
3. The possibility of continuing Central Library service during construction with relatively slight curtailment.

Replacement of the present building, on the other hand, offers the following benefits:

1. Ability to achieve optimum efficiency in service features and departmental relationships, without the limitations imposed by the present structure.
2. The ability to provide much greater utilization of the site for parking.
3. The probability of retaining a larger portion of the site for park land.

Avoiding the limitations of the present structure, the Library staff feels, is of paramount importance. Many of the problems of the present building enumerated in this report are built-in. An architectural analysis of the present building by the Bureau of Public Buildings reveals that expansion is feasible.

Many of the barriers between departments could be erased; the multi-level stacks could be replaced by large continuous stack areas, and the mechanical and electrical equipment which is now so deficient could be supplied. The configuration of the present building, however, would unavoidably dictate many of the enlarged building's features. The tower and rotunda, and the arrangement of columns and entrances especially, would place serious limitations on building design. If such an expansion could be achieved at moderate cost these limitations would diminish in importance; for a building which will cost more than \$20,000,000 to erect they seem serious indeed. The choice here seems to be between an adequate library and an excellent one. In view of the relatively small difference in cost, the staff feels, Los Angeles should choose excellence.

The problem of parking at the present site has been referred to at several points in this report. The scarcity of parking is known to be a handicap in the recruitment and retention of good employees. More important, it is a frequent complaint of patrons, and can be assumed to be a factor in the recent slight decline in circulation. In any event the importance of the automobile as the chief means of transportation to the library underscores the desirability of providing maximum parking facilities. The fact that a completely new building would make possible much more parking space than an expansion gives added weight to this choice. The cost of maximum parking would not, it is presumed, be borne by the taxpayers, but would be met by the issuance of revenue bonds.

The recommendation for a completely new building is made with full recognition of the likelihood of serious curtailment of central library service during the construction period. The cost of rendering temporary library service could amount to as much as \$1,500,000 depending on the quantity and quality of service felt to be essential during the construction period. Nevertheless, the staff feels that this is not too great a price to pay in order to achieve the goal of a central library building which will fully meet the requirements of the City in the years to come.

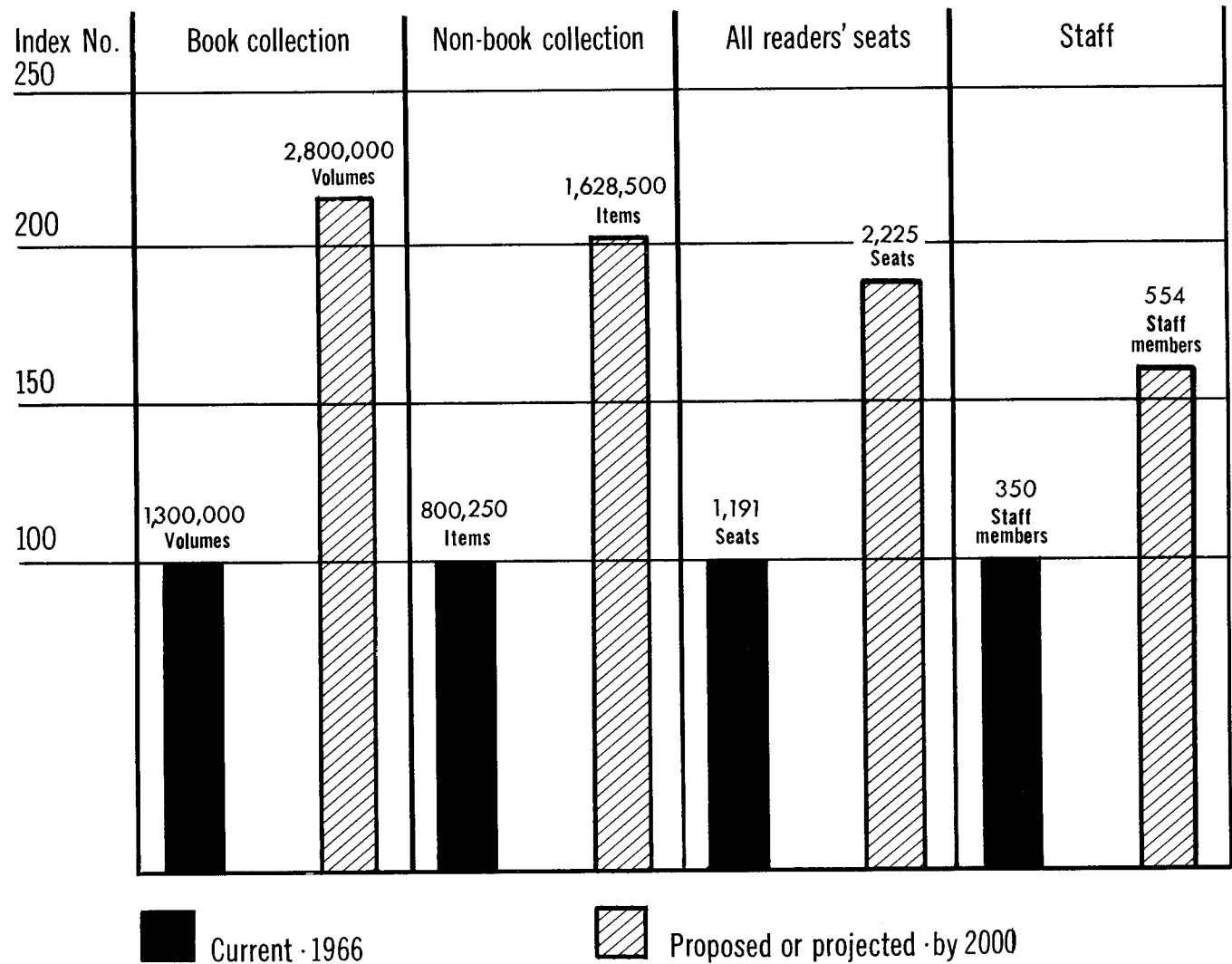
Phasing the construction of an entirely new building so as to allow uninterrupted operation on the present site has been indicated as a possibility by the Bureau of Public Buildings. It will certainly be a boon if the architect eventually selected to design the building can provide such a plan and at the same time, meet both library and park-site requirements. There would seem to be sufficient doubt on this point, however, to dictate that the recommendation of this report be a new Central Library building at a cost of \$26,220,300 detailed as follows:

A NEW CENTRAL LIBRARY ON EXISTING SITE

Building Design and Construction	
Building Construction	\$16,800,000
Demolition	609,000
Site Preparation	10,000
Parking Construction (1,000 vehicles)	3,400,000
Mall	396,000
Total Construction	<u>\$21,215,000</u>
Inspection	159,000
Contingencies	425,000
Design	1,485,000
Total Building Design & Construction	<u>\$23,284,000</u>
Furniture and Equipment	1,200,000
Temporary Operation	
Rental for 30 months @ \$51,160/mo.	1,534,800
Moving Out and In	
Cartons - 3,000 @ 50¢ ea.	1,500
Move Out and In @ \$100,000 ea.	200,000
GRAND TOTAL	<u><u>\$26,220,300</u></u>

A study will be undertaken to determine the maximum number of parking spaces economically feasible. It is proposed that the parking portion of the program be financed through revenue bonds or other means not representing a tax burden.

Chart of projected growth factors



A PLAN FOR TEMPORARY SERVICE

The construction of an entirely new building on this site will necessitate the provision of interim Central Library service for a period of approximately two and one-half years, or from about the time the contract is let out for bid until the new structure is completed and accepted.

It is realized that temporary service arrangements during new construction will inevitably offer many inconveniences to the public, but the relatively short-term problems involved, though serious, should be viewed as acceptable if they make possible the ultimate construction of a truly superior Central Library. Much thought has been devoted to this factor, and a plan for the maximum effective library service in temporary quarters has been evolved.

Four divisions of service, based on the different environmental requirements of each, are proposed. These are public service, technical services, administrative offices, and remote storage areas. These divisions are necessitated by the fact that the cost of moving all Central Library functions into a single temporary location would be prohibitive, even if a suitable structure could be located.

The public service would be maintained in a rented office building-type structure, with about one half of the present total collection. Reading room space and the Library's circulation of materials would inescapably be seriously restricted. However, every effort would be made to keep reference services on as high a level as possible, and this would include the installation of adequate switchboard and other facilities to handle an extensive telephone service. The books that will be immediately available to the public in these quarters will be carefully selected for research and study value, and would include most of the specialized items not available through branches.

Technical services, such as acquisitions and cataloging, will be separately housed in an adequate warehouse type of environment, with sufficient space to fulfill their functions during this period.

Administrative offices will also be housed in rented office space. Unfortunately, there is no possibility of finding room for them in any presently-owned city building.

Remote storage will be used for the remainder of the library collection, which will be accommodated in a minimum warehouse building, although care must be taken to make sure that such a structure can stand up to the high load levels represented by books. These volumes will be on shelves, not stored in boxes, so that they can be made available to patrons at least on 24-hour call.

All shelving for books used during temporary operations will be re-usable in the new building, and the greater proportion of these will in fact be salvaged from the present stack areas. In the interest of efficient moving, books remaining with the public service division will go on open shelves in the new building and books in warehouse storage will be transferred to the new stack areas.

Actual moving will be done by private firms, but with the Library's staff handling as much as possible of the job in order to reduce costs.

It is assumed that this reduced service will result in a staff decrease during this period. The reduction in professional staff will probably be small, since a heavy workload in reference service is projected. Reduced circulation functions, and a lower volume of public in-person visits to the Library resulting in lesser internal book movement, may result in greatly lessened staff requirements in the clerical and Messenger-Clerk categories, however.

**STATEMENT OF COSTS
TEMPORARY OPERATION
of the
CENTRAL LIBRARY**

Type of Operation		Monthly Cost
1. Book Storage--Warehouse		
700,000 volumes @ 15 vol./sq. ft.	50,000 sq. ft.	
Miscellaneous equipment storage	10,000 sq. ft.	
Total area	60,000 sq. ft.	
60,000 sq. ft. @ 5-1/2¢ sq. ft./month		\$ 3,300
Utilities		800
2. Technical Services (Including Shipping)		
15,000 sq. ft. @ 10¢ sq. ft./month		1,500
Utilities		200
3. Public Service Areas		
Books--600,000 volumes @ 10 vol./sq. ft.	60,000 sq. ft.	
Reading Room--600 seats @ 25 sq. ft./seat	15,000 sq. ft.	
Workroom	7,000 sq. ft.	
Circulation, Registration, Overdue processing	3,000 sq. ft.	
Miscellaneous	15,000 sq. ft.	
Total area	100,000 sq. ft.	
100,000 sq. ft. @ 42¢/sq. ft./month		42,000
4. Administrative Offices		
8,000 sq. ft. @ 42¢ sq. ft./month		3,360
Total Monthly Rental		<u>\$ 51,160</u>

APPENDIX

SPACE REQUIREMENTS FOR AN ADEQUATE CENTRAL LIBRARY

SPACE NEEDS SURVEY*

I.	Administrative Offices	39
II.	Library Services to the Public	43
III.	Technical Services	61
IV.	Miscellaneous Facilities	69
V.	Building Maintenance, Shipping, and Security Services	71

* This survey, completed October 17, 1966, was made by the Director of Central Library Services. Projections were arrived at through consultation with department heads and other informed staff members.

CHAPTER I

ADMINISTRATIVE OFFICES

General space standards used are: 250 sq. ft. of office space for Division Librarians, Business Manager, Personnel Officer, and Public Relations Officer; 200 sq. ft. of office area for heads of other administrative units; and 150 sq. ft. for professional assistants, analysts, and equivalent personnel attached to various administrative offices.

Practically all these staff members will need fair-sized tables in their work areas.

100 sq. ft. is the standard used for each clerical employee or professional staff member without supervisory responsibility. Part of the space so allocated will be needed because of the presence of extensive files. For example, the clerical area of the Personnel

Office must house the personnel files, or in the Business Office large numbers of plans, specifications, and catalogs must be accommodated.

Some units need small stack areas for books under review or evaluation. Such areas are designated as "materials shelving." The suspense area is a larger stack room for materials held for branches in connection with the functions of the Adult Book Coordinator.

The office of the Board Secretary should be of sufficient size to house the extensive Commission files, annual reports, minutes, and so forth.

All figures in parentheses are subtotals and are disregarded in arriving at total figures.

	No. of Staff		Area (in sq. ft.)	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Board Room	---	---	525	800
City Librarian	1	1	305	325
Assistant City Librarian	1	1	155	300
Board Secretary	1	1	100	250
Clerical area	2	4	385	450
Reception area	---	---	0	600
Rest room facilities for Board, City Librarian	---	---	0	150
Administrative Services & Research	(1)	(3)	95	(350)
Administrative Assistant	1	1		150
Other	0	2		200
Personnel Office	(4)	(7)	620	(1,500)
Personnel Officer	1	1		250
Personnel Analyst	1	2		300
Clerical area	2	4		400
Interview room	---	---	0	250
Reception area	---	---	0	300

	<u>No. of Staff</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Public Relations Office	(2)	(5)	(250)	(750)
Public Relations Officer	1	1	150	250
Public Relations Assistant	0	2	0	300
Clerical area	1	2	100	200
Business Office	(3)	(5)	500	(750)
Business Manager	1	1		250
Data Analyst	1	1		150
Administrative Assistant	0	1		150
Clerical area	1	2		200
Accounting Office	(7)	(7)	695	(800)
Chief Accountant	1	1		200
Clerical & accounting area	6	6		600
Central Subject Departments	(1)	(3)	170	(500)
Director	1	1		250
Professional Assistant	0	1		150
Clerical	0	1		100

	<u>No. of Staff</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Extension Services				
Director	1	1	310	250
Professional Assistant	0	1	0	150
Administrative Assistant	1	1	40	150
Clerical	1	1	40	200
Adult Book Coordinator				
Coordinator	1	1	165	200
Senior Librarian	1	1	80	150
Other	3 1/2	4	280	400
Materials shelving	---	---	785	700
Community Program Coordinator				
Coordinator	1	1	80	200
Other	1	1	80	100
Service to Shut-ins				
Coordinator	1	1	80	200
Senior Librarian	0	1	0	150
Other	3	10	240	1,000

	<u>No. of Staff</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Technical Services	(2)	(3)	330	(500)
Director	1	1		250
Professional Assistant	0	1		150
Clerical	1	1		100
Children's Services	(5)	(6)	550	(900)
Director	1	1		200
Senior Librarian	1	1		150
Other	3	4		400
Materials shelving area	---	---		150
Young Adult Services	(3)	(4)	505	(600)
Director	1	1		200
Senior Librarian	1	1		150
Other	1	2		200
Materials shelving area	---	---		50
Unassigned space	0	Unknown	0	1,500

CHAPTER II

LIBRARY SERVICES TO THE PUBLIC

Standards

Art and Music Department

Audio-Visual Department

Bibliographic and Information Center

Business and Economics Department

Children's Room

Fiction Department

Foreign Languages Department

History Department

Literature and Philology Department

Newspaper Room

Philosophy and Religion Department

Popular Library

Rare Book Room

Science and Technology Department

Social Sciences Department

STANDARDS

The following space standards were used in the computation of area needs for public service departments:

Personnel:

200 sq. ft. for the offices of department heads in all units except Children's Room, Newspaper Room, and Popular Library.

150 sq. ft. for the offices of assistant department heads and the heads of the Children's Room and Popular Library. The latter units do not constitute full-fledged departments, and their supervisors do not hold the same rank or responsibility as do those of larger units.

All supervisory personnel will require work tables and, in most cases, shelving for books to be evaluated and space for fairly extensive departmental files.

About 65 sq. ft. is allocated for each non-supervising librarian and for each clerical worker. 35 sq. ft. per each such employee is provided as a total departmental work area, for processing of materials, sorting, receiving, and similar functions. The need for this space is presumed to be roughly proportional to the number of employees in the librarian and clerical categories.

It should be noted that figures for number of employees do not include Messenger Clerks. Staff members in that class do not require permanent fixed working areas, and the standards used for stack shelving are sufficient to allow for stack work stations. However, the total departmental work area referred to above does necessarily include space for Messenger Clerks when performing certain tasks which cannot be relegated to stack areas.

Materials:

Figures are based on the assumption that, at maximum projected expansion of holdings, the subject departments will be able to shelve approximately 15% of their materials in the reading rooms. This proportion initially would, of course, be much larger.

Area requirements under the heading of "Materials" include all space needed for storing these, whether in closed stacks or in reading rooms.

10 volumes per sq. ft. is the standard used for calculating space needs for books on open shelves in reading rooms.*

15 volumes per sq. ft. is the standard used for estimating closed stack space needed for books and bound periodicals.*

1 sq. ft. per title per year is the standard used for housing of circulating periodicals.

1 sq. ft. per 150 pamphlets or similar material is used as the standard for this type of holdings.

Space for large maps is estimated in terms of 2,000 items per 25-drawer map cabinet, occupying 30 sq. ft.

Records are estimated in terms of 20 items per sq. ft.

Films are estimated in terms of 5 items per sq. ft.

Microfilm space is calculated on the basis of 45 reels per sq. ft., when stored in standard 8-drawer file cabinets.

Public facilities:

A standard reader seat is estimated to occupy 25 sq. ft. of space, including table area, aisles, etc.

A microviewer seat, since somewhat bulky equipment is involved, is estimated at 35 sq. ft.

Total reading room area includes total seat space, total space occupied by materials shelved in the room, plus an additional 20% over all to accommodate reference desks, catalogs, and other necessary service facilities.

Stack areas:

This figure is for closed stacks only, and does not include figures for the part of the collections stored in reading rooms. Stack areas are intended to hold 85% of a department's holdings at maximum projected expansion.

Total areas:

Figures which, when added, result in the total departmental area are marked (X).

NOTE: Circulating periodicals are now housed in a separate Periodicals Room. In an adequate building, they would be housed in their respective subject departments.

* 12/17 for Fiction Department; 20/25 for Children's room.

ART AND MUSIC DEPARTMENT

This department is continuing to feel the impact of the "culture explosion" which has been a prominent characteristic of the last few years, as a more and more art-conscious public fosters a growing demand for library materials in this field. The new Music Center and County Art Museum are tangible evidence of local interest in the fine arts.

As a prime resource for citizens actively engaged in artistic pursuits, such as painters, designers, photographers, musicians and architects, the department is obliged to supply specialized materials which are increasingly required by this type of patron.

In response to a nationally rising need, the output of publications in the field of the arts is substantially larger than ever before, and it is incumbent upon the department to acquire a respectable proportion of

such items. In the light of this, and taking into account an undiminishing public demand, the estimate that the unit's present 106,000 volumes will grow to 250,000 by 2000 is certainly quite reasonable.

Presently, the department holds the unenviable distinction of being the most hard-pressed unit for space in the building. Books can be housed at all only because much of the work area has been given over to improvised stacks, resulting in intolerable crowding. Certain stack areas are almost inaccessible, and bad storage conditions are endangering the preservation of such valuable materials as an extensive collection of music scores which is unique in Southern California.

Public areas are small and overcrowded, and offer no facilities for concentrated research or study.

ART & MUSIC DEPARTMENT

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	9 1/2	14	500	1,550 (X)
B. Materials:				
1. Books and bound periodicals	106,100	250,000	5,050	17,900
2. Pamphlets	250	500	---	---
3. Circulating periodical titles, 10-yr. file avg.	(40)	65	0	650
C. Public facilities:				
1. Reader seats	100	180	2,890	4,500
2. Microview seats	0	3	0	105
3. Total reading room area	---	---	4,340	10,000 (X)
D. Stack area:	---	---	3,600	14,750 (X)
TOTAL AREA:			8,440	26,300

AUDIO-VISUAL DEPARTMENT

This unit's importance in the total picture of library services is rapidly growing, as such materials as phono records and films enjoy increasing use and popularity. While books are, and will continue to be, the library's basic stock in trade, public demand for audio-visual materials, not only for individual enjoyment but for use by cultural and educational organizations, grows apace.

The department recently has been able to organize a record circulation system, which has met with immediate public response. The problem of storage space for the recordings needed to satisfy this long-felt need is an acute one, however, and will make it impossible to maintain a collection of really adequate size.

Turntables with earphones are provided for music listening in the room, and are heavily used and much

appreciated by serious students. The total number of three such stations, however, which are all that can be provided under present conditions, is not nearly sufficient.

The picture collection is widely used by artists, illustrators, and teachers, but necessary expansion is made impossible by lack of space. Seating facilities for the public are minimal.

A film viewing or preview room is a necessary adjunct to film and filmstrip service, but the present makeshift quarters are too small by far the purpose.

Projections for the growth of the collection are conservative, and inescapable in view of increasing demand. However, the department is already at more than full capacity for materials storage.

AUDIO-VISUAL DEPARTMENT

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	11	15	1,040*	2,050* (X)
B. Materials:				
1. Pictures	70,000	125,000	430	635
2. Records	10,000	25,000	500	1,250
3. Films	1,020	3,000	200	750
C. Public facilities:				
1. Regular seats	16	24	400	600
2. Audio seats	9	20	315	700
3. Preview room	35	50	378	700
4. Total reading room area (including preview room)	---	---	2,180	4,230 (X)
D. Stack area:	---	---	300	1,000 (X)
 TOTAL AREA:			 3,520	 7,280

*Includes film servicing room, currently 280 sq. ft., projected need 400 sq. ft.

BIBLIOGRAPHIC AND INFORMATION CENTER

The establishment of this new unit will meet three urgent service needs, which cannot be adequately satisfied in the present building because of space and mechanical service limitations.

The rising demand by individual researchers and by business concerns for aid in obtaining materials not found in the Central Library, or perhaps nowhere in Southern California, will be the concern of the Interlibrary Loan section, whose task it will be to locate needed items wherever they may be found, and to arrange for their loan to local patrons when possible. This unit will bring together all of the library's general bibliographic resources, and will be equipped with modern communication devices such as teletype. This will also be the agency through which the resources of the Central Library will be made available throughout the Branch System.

The staff of the Information Desk will continue to aid patrons in the initial steps of gaining access to the Central Library's collections, by directing them to the proper departments and by aiding in the use of the card catalog and other tools. With the increasing complexity and specialization of library materials, such help will be more and more necessary, and will need to become more intensive. It is intended that personnel of this unit will in time be able to supply patrons with subject bibliographies compiled with the aid of computerized information retrieval devices.

The Telephone Information Room will act as the agency of first instance in answering those telephone reference questions of a simple general nature and route more complex specialized requests to the subject departments. This will result in a streamlining of the Central Library's telephone reference service, greatly reducing the present delays in reaching subject departments.

BIBLIOGRAPHIC & INFORMATION CENTER (to include Interlibrary Loan function)

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	6 1/2	20	250*	2,200 (X)
B. Materials:				
1. Bibliographic reference tools	410	5,000	75	600 (X)
2. Catalog drawers	2,380	6,000	900	3,300 (X)
C. Public & Departmental facilities:				
1. Central information desk	---	---	425	425 (X)
2. Telephone information room	---	---	0	250 (X)
3. Reader seats	0	20	0	500 (X)
4. Data communication devices and information retrieval, etc.	---	---	0	1,000 (X)
TOTAL AREA:			1,650	8,275

*Present Interlibrary Loan service area only.

BUSINESS AND ECONOMICS DEPARTMENT

Although the most recently established of major departments, this unit dramatically illustrates the impact of modern library service on the community. The great number of representatives of business firms and financial institutions who habitually make use of the department's resources, the accountants, stock brokers, realtors or labor experts who are constant patrons--all these testify to the practical value of the services offered here. Use by the general public, and by students, in these times of rapidly increasing economic sophistication, is on the rise.

The number of worthwhile publications in the fields of general business, management, labor, economics, and finance is increasing at a higher ratio than in most fields, so that the projection of a future collection triple the current size is justified and may indeed be too conservative.

Pamphlet holdings, such as corporation reports and documentary material, must necessarily increase with the growth of the nation's economy.

The department faces a serious problem in housing its collection since growth space is exhausted. A point has been reached where items of real value, particularly reports and documents, cannot be kept because of lack of storage space.

The department's reading room is often overcrowded. Since increasing public use of the unit is considered a certainty, and since there is a growing collection of valuable reference material that must be used in the library, a significant expansion of seating and service area is considered essential.

Extra space in the reading room must be projected in order to accommodate the heavily used directory service which is a part of this department.

BUSINESS AND ECONOMICS DEPARTMENT

		<u>Number</u>		<u>Area (in sq. ft.)</u>	
		<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A.	Personnel:	9	15	730	1,650 (X)
B.	Materials:				
1.	Books and bound periodicals	86,000	240,000	8,075	17,200
2.	Pamphlets, reports, documents	115,000	200,000	600	1,330
3.	Circulating periodical titles, 10-yr. file avg.	(20)	50	0	500
C.	Public facilities:				
1.	Regular seats	92	175	3,150	4,350
2.	Microview seats	0	8	0	280
3.	Total	---	---	3,480	10,4008 (X)
D.	Stack area:	---	---	7,865	15,200 (X)
TOTAL AREA:				12,455	27,250

*Includes additional 300 sq. ft. for directory desk.

CHILDREN'S ROOM

This unit is responsible for service to children in the Central Library. At least one copy of every juvenile title in the system is kept there. At the present time, the unit is also responsible for book-mobile service to schools within the Central City.

A Model Library, consisting of a permanent collection of significant books for children, is maintained in the room, although the entire unit may be considered a model of an outstanding children's library. Heavy use by teachers testifies to the usefulness of maintaining this large central collection of books for young readers.

Generally speaking, however, the process of discarding is more frequently and much more drastically applied to the children's collection than to adult materials. Obviously, most informational books written especially for children do not have permanent reference value, and are rapidly superseded by newer

publications. The circumstances which often make adult books of greater value as they become older usually do not apply here. A permanent collection of significant works representative of children's literature is kept, however, as are extensive files of historically valuable periodicals in this field.

It is felt, therefore, that 100,000 titles would be an optimum figure for the children's room collection, and that rigorous weeding will ensure that it does not rise above this figure. This increase is much smaller than is calculated for any other Central Library unit.

About 45 of the new patron seats requested for the unit would be in a story-telling area, semi-separated from the rest of the room. An elaborate theater installation is not contemplated.

Present office and work area is extremely small, and a relatively large increase should be planned.

CHILDREN'S ROOM

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	6	7	340	750 (X)
B. Materials:				
1. Books and bound periodicals	80,000	100,000	3,460	4,500
2. Pamphlets	5,000	10,000	30	60
C. Public facilities:				
1. Regular seats	60	80*	1,690	2,000
2. Microview seats	0	1	0	35
3. Total reading room area	---	---	3,480	4,900 (X)
D. Stack area:	---	---	1,700	2,000 (X)
TOTAL AREA:			5,520	7,650

*Including 40 seats in semi-separated area for class visits, story telling, etc.

FICTION DEPARTMENT

Far more than a mere purveyor of light reading, the Central Library's Fiction Department is an important library research facility. One of its major functions, for example, is the supplying of materials needed by the vast communications industry centered in this city. While the importance of furnishing library patrons with superior recreational books need in no sense be downgraded, it can be recognized that the needs of motion picture and television studios, and indeed of all segments of the entertainment industry, have had a large influence on the growth of this department.

Particularly valuable, not only for the various media but for students and scholars, is the large fiction reference collection which has been systematically developed over a period of many years. This

is an almost unique resource, one of the country's largest permanent collections of modern literature--a mirror of our times whose future value can hardly be overestimated.

In view of the massive growth of publication of novels and other fiction, and a noticeably growing demand for reading matter of higher literary value, even a policy of careful selection will easily result in a doubling of the present collection over the next 33 years.

Only a moderate increase in seating capacity will be required, mainly to accommodate a growing number of patrons who use the department's reference collection.

FICTION DEPARTMENT

	Number		Area (in sq. ft.)	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel:	6	9	950	1,050 (X)
B. Materials:				
1. Books	128,600	250,000	5,650	15,600
2. Circulating periodical titles, 10-yr. file avg.	(5)	10	0	100
C. Public facilities:				
1. Regular seats	80	100	2,600	2,500
2. Microview seats	0	1	0	35
3. Total reading room area	---	---	3,800	6,800 (X)
D. Stack area:	---	---	4,450	12,600
 TOTAL AREA:			9,200	20,450

FOREIGN LANGUAGES DEPARTMENT

Although this unit's collection is smaller than that of some of the larger departments, it fulfills an extremely useful and much appreciated role in the community. It concentrates in one department all general books in foreign languages held by the library, and spreads these throughout the system through its branch loan collections. Its reference functions are of growing importance, not surprising in view of the fact that our city now enjoys increased trade and cultural relations with all parts of the world. The department's staff, well versed in the major languages, has helped to unravel many problems of translation or understanding for many individuals as well as public and private organizations.

The holdings of the department are not expected to increase at as rapid a rate as will those of most

other units. This is principally due to the slow decline in the population of those who do not read English. However, the rapid increase in persons interested in learning and retaining a foreign language will more than make up for this. On the whole, the estimate that the number of volumes held will increase 50% over 35 years is a modest one.

The department now has just enough seating space; it should be increased in proportion to collection growth.

Office and workroom spaces have been calculated to provide additional space for the handling of the branch loan collections.

FOREIGN DEPARTMENT

	Number		Area (in sq. ft.)	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel:	5 1/2	7	525	850 (X)
B. Materials:				
1. Books	105,000	150,000	4,875	10,700
2. Circulating periodical titles, 5-yr. file avg.	70*	100	150	500
C. Public facilities:				
1. Regular seats	70	80	1,830	2,000
2. Microview seats	0	1	0	35
3. Total reading room area	---	---	2,345	5,100 (X)
D. Stack area:	---	---	4,510	9,000 (X)
 TOTAL AREA:			 7,380	 14,950

*Now average 2-year file only.

HISTORY DEPARTMENT

With its related sub-units, the California Room, Map Room, and Genealogy Room, this is one of the Central Library's largest subject departments in terms of collection and work program. Its resources in a number of fields are outstanding, particularly so in its primary area of specialization, which is the collection and preservation of local history materials.

Since the department's main concern is with materials relating to the growth and development not only of our own nation but of all the countries and cultures of the world, its collection presents the basic background for an understanding of our own era. It is therefore not surprising that there has been a record of steady growth in its use by the public at a time when awareness of the great world issues is a prerequisite of intelligent citizenship. For the same reason, the necessity of providing adequate service and materials for student research becomes more and more pressing.

The department's shelving areas are now barely sufficient for its needs. Furthermore, these spaces

are scattered through so many parts of the building that service is slow and awkward. In spite of major shifting, there is no further space for collection growth.

Even at present, the department's collection is growing at a rate of about 5,000 volumes annually, so that a projection of 350,000 volumes by 2000 is quite reasonable. Non-book material will increase at a corresponding rate, since much of it consists of maps, pictures, and other valuable and non-discardable items.

As one of the most heavily used public departments, the unit often presents a picture of dismally crowded reading rooms. A near doubling of seating capacity would perhaps not be excessive even for current conditions.

Transfer to the department of the newspaper files, all on microfilm, which are a primary historical record, will necessitate the provision of a large number of microfilm viewers.

HISTORY DEPARTMENT (includes Genealogy, California, and Map Rooms)

	Number		Area (in sq. ft)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	13	23	2,630	2,550 (X)
B. Materials:				
1. Books and bound periodicals	182,300	350,000	12,485	25,100
2. Pamphlets, pictures, maps documents	56,000	100,000	165	660
3. Map sheets	50,000	100,000	750	1,500
4. Circulating periodicals 10-yr. file avg.	(45)	75	0	750
5. Newspaper microfilm	0*	50,000	0*	1,200
C. Public Facilities:				
1. Reader seats	243	400	6,040	10,000
2. Microview seats	1	35	35	1,225
3. Total reading room area	---	---	7,380	20,800 (X)
D. Stack area:			12,085	23,300 (X)
TOTAL AREA:			22,095	46,650

*Now in Newspaper Room

LITERATURE AND PHILOLOGY DEPARTMENT

The importance of the performing arts, both culturally and commercially, in this community is reflected in the public's heavy use of this department's facilities. The extensive need by students and by a literature-conscious public for material relating to the entire spectrum of the written word from the ancient classics to the writers of today, has resulted in making the unit one of the Central Library's busiest.

The publication of serious works in the fields of drama and of acting, of literary criticism, of journalism, language study, and indeed in all areas of the department's concern, is steadily increasing in line with a national upsurge of interest. It can be projected with certainty that the collection will more than double within the next three decades. The pamphlet collection, containing many items of

historical and research interest, will also increase substantially.

As in all Central Library departments, the unit is experiencing enormous difficulty in finding space to house the present collection, while space for storing new acquisitions beyond another year or so is completely absent. There is a particularly serious problem of the location of storage areas in relation to the reading room, with many stacks so distantly and awkwardly located as to make the use of materials shelved there a slow and cumbersome procedure.

The Literature Department is especially deficient in reading room space; it presents a chaotic picture of milling patrons hunting for a place to sit during busy days. The overcrowding is so serious that a doubling of seating capacity is an urgent and immediate necessity.

LITERATURE AND PHILOLOGY DEPARTMENT (Includes Library Science Room)

	<u>Number</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel:	9	13	460	1,450 (X)
B. Materials:				
1. Books and bound periodicals	148,000	325,000	9,087	23,300
2. Pamphlets, in theater collection, etc.	34,500	80,000	200	535
3. Circulating periodical titles, 10-yr. file avg.	(20)	40	0	400
C. Public facilities:				
1. Regular seats	84	180	2,615	4,500
2. Microview seats	0	7	0	245
3. Total reading room area	---	---	3,465	11,600 (X)
D. Stack area:	---	---	8,395	19,300 (X)
 TOTAL AREA:			 12,320	 32,350

NEWSPAPER ROOM

It is the recommendation of this report that newspaper services be reorganized in an enlarged central library.

It is proposed that the present Newspaper Room be reduced in size and function to a current newspaper reading room. While the provision of selected current American and foreign newspapers for consultation by the public is a desirable and legitimate library function, it is a simple one that can be handled

by a non-professional staff, and one that need not occupy a great deal of space.

The extensive and valuable back files of local and national newspapers, a vital resource for historical research much used by the public, will become the responsibility of the History Department, as has been discussed. Their placement there is more logical in all respects, and will have the advantage of making professional help available to those engaged in serious study.

NEWSPAPER ROOM

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	3	3	500	500* (X)
B. Materials:				
1. Bound or wrapped newspaper volumes	10,000	0**	6,420	0**
2. Loose newspapers	No est.	No est.	1,000	500
3. Microfilm reels	6,570	0***	500	0***
C. Public facilities:				
1. Regular seats	64	60	2,000	1,500
2. Microview seats	5	0	175	0
3. Total reading room area	---	---	2,600	1,800 (X)
D. Stack area:	---	---	7,820	500 (X)
TOTAL AREA:			10,920	2,800

* Slightly larger work area needed to handle bulky newspaper material.

** Transferred to History Department; estimate only 500 to be retained.

*** Transferred to History Department.

PHILOSOPHY AND RELIGION DEPARTMENT

The public's interest and concern in the field of religion, in a troubled world, is strong and active, greatly affecting the activities of this department, which provides a growing collection of serious and popular materials broadly representative of all faiths. Psychology and its allied fields have a similar appeal, and moreover have become one of the most significant areas of scholarly and student interest in recent years.

For these reasons, the department, although one of the smaller public service units, will be both a busy and growing one in relative as well as absolute terms. The projection of a 150,000-volume collection by the

year 2000 may well be quite conservative in view of these expectations.

The unit faces typical problems of crowded stacks and lack of space for growth. The necessary conversion of part of the reading room to book shelving area has resulted in the loss of considerable seating capacity, which threatens to give rise to conditions of serious overcrowding in the remaining public space. The planned expansion in seating facilities will be urgently needed.

Office and workroom areas in this department are even more substandard than is the usual case, seriously hindering the staff in the performance of their duties.

PHILOSOPHY AND RELIGION DEPARTMENT

	Number		Area (in sq. ft.)	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel:	6	8	325	950 (X)
B. Materials:				
1. Books and bound periodicals	66,000	150,000	5,285	10,750
2. Pamphlets	3,500	5,000	25	35
3. Circulating periodical titles, 10-yr. file avg.	(10)	20	0	200
C. Public facilities:				
1. Regular seats	76	140	1,870	3,500
2. Microview seats	0	3	0	105
3. Total reading room area	----	----	2,345	7,100 (X)
D. Stack area:	----	----	4,825	8,700 (X)
TOTAL AREA:			7,495	16,750

POPULAR LIBRARY*

As central libraries are more and more becoming specialized research centers, there is a tendency to neglect the numerous patrons whose primary interest is in good recreational reading. In large libraries throughout the country, it has been established that both to better serve the general reader and to ease the burden of subject departments, the provision of a special area featuring the best of up-to-date circulating material in all fields is the best solution to this problem.

At present, the Central Library provides a small collection of good reading material of this type in a limited number of wall racks in the halls of the building. This is an extremely popular service, and there is no doubt that the expanded Popular Library planned for the new building, with its own room and other facilities and with an enlarged collection, would be

much used and appreciated. It should be emphasized, however, that it is not planned to use this facility in order to greatly restrict the circulating functions of the departments, but only to somewhat ease their problems in this respect.

An important part of modern library service to which no space can be devoted in the present structure is a Young Adults program. Although this may be primarily regarded as a branch function, the inclusion of a central Young Adult service area in the Popular Library will remove from subject departments a function for which they are ill equipped, and provide a real center where teenaged patrons can be introduced to the vital world of books. To have this collection placed in close conjunction with readable and informative adult materials is an excellent device for broadening the horizons for young readers who need to be helped in this transition.

POPULAR LIBRARY

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel	1**	8	0	850 (X)
B. Materials				
1. Books	3,500	30,000	0***	2,950
2. Pamphlets	0	3,000	0	20
3. Circulating periodical titles, 1-yr. file	0	25	0	50
C. Public facilities				
1. Regular seats	0	20	0	500
2. Lounge seats	0	30	0	1,200
3. Total reading room area	---	---	0	5,060 (X)
D. Stack area	---	---	0	500 (X)
TOTAL AREA			0	6,410

*Includes Young Adult collection, comprising approximately 20% of space and materials.

** Approximate equivalent of several staff members now devoting part of work time to the Popular Library.

*** Books now kept in browsing racks in halls.

RARE BOOK ROOM

The Central Library now possesses between five and six thousand books which would be classified as rare or valuable. While no conscious effort to acquire books for their rarity alone has been made, many books which were bought in the early days of the library have become desirable rarities through the passage of time. The Library has, therefore, acquired a respectable collection of unusual material which should be made available, under proper conditions, to scholars and students, or, indeed, to any interested citizen.

At present, however, this is almost impossible. Rare books, inadequately and insecurely housed, are scattered throughout the collections of the several departments, under conditions which invite deterioration. Those wishing to peruse these volumes find

them difficult to locate and use. On the other hand, the library, because no really adequate security methods are possible under current conditions, has sustained painful losses. The situation--and it is due almost entirely to the impossibility of doing more in the present building--thus combines the greatest inconvenience to the user with the maximum risk to the library.

The plan for an improved facility therefore includes a Rare Book Room of modest size, to hold a maximum of 10,000 volumes, where these precious and important items, the heritage of all citizens, can be seen and studied under proper conditions of convenient access, with proper safeguards, and with proper precaution for their preservation.

RARE BOOK ROOM

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	0	2	0	400* (X)
B. Materials:				
1. Books	0	10,000**	0	1,150##
2. Pamphlets, holograph letters, etc.	0	1,000**	0	100
C. Public facilities:				
1. Reader seats	0	12	0	420***
2. Display area	---	---	0	250
3. Total reading room area	---	---	0	800 (X)
D. Stack area:	---	---	0	1,250# (X)
 TOTAL AREA:			0	2,450

* Head of unit is Library Bibliographer; will need work area slightly above usual standard.

** Most of this material already in Library, scattered among various departments.

*** Type of material handled calls for space allocation above usual standard.

Planned as closed-off part of room rather than usual separate stack area.

Includes 150 sq. ft. theft and fireproof vault.

SCIENCE AND TECHNOLOGY DEPARTMENT

It is hardly necessary to dwell on the vast need for scientific and technological information characteristic of modern society as a whole, and perhaps particularly evident in this community. Nor is there any need, at a time when 90% of all the scientists who ever lived are alive and pursuing organized searches into the mysteries of the universe, to dwell on the fact that the output of important publications in all scientific fields has grown to floodlike proportions.

In view of the demonstrable, unarguable need by every citizen, and by every industry, for a comprehensive collection of science materials, fully and readily accessible, a growth to a collection of 500,000 volumes has been projected for this department. This may seem a fantastic figure, comprising as it does a larger number of books than is now held by all but the very biggest American public libraries in their entire stock, but it is quite in line with the prognosis of this area's future, and with expected demands.

The over-all figure includes the materials of the Patents Room, an agency of the department which holds the only complete collection of U. S. Patents west of the Mississippi, and represents an area resource whose value cannot be exaggerated.

In common with other Central Library units, the Science Department possesses no room for any expansion. In view of the growth need described above, this deficiency will have an even more crippling effect on adequate service here than elsewhere.

This department is of course heavily used by the public, and its outgrown reading room often presents a picture of crowded confusion, while its shabbiness is an affront.

Workroom and office space is so inadequate as to be a serious obstacle to the staff's proper performance of their functions.

SCIENCE AND TECHNOLOGY DEPARTMENT (Includes Patents Room)

	<u>Number</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel:	19	35	680	3,800 (X)
B. Materials:				
1. Books and bound periodicals	183,000	500,000	14,780	35,800
2. Pamphlets, documents, etc.	186,000	500,000	900	3,300
3. Maps	2,000	4,000	30	60
4. Circulating periodical titles, 10-yr. file avg.	(40)	90	0	900
C. Public facilities:				
1. Regular seats	194	400	3,665	10,000
2. Microview seats	1	35	20	700
3. Total reading room area	----	----	4,860	22,400 (X)
D. Stack area:	----	----	14,550	32,100 (X)
TOTAL AREA:			20,090	58,300

SOCIAL SCIENCES DEPARTMENT

A growth to 300,000 volumes, about two and one-half times the size of its present collection, is forecast for this important unit. Its materials, relating to government, education, minority groups, urban affairs, criminology, and to all the social conditions and problems of society, are of overwhelming importance to teachers, students, governmental employees and citizens in general. The projection of growth is based on the almost certain continuance of demands for information in these fields, coupled with a rising volume of publication.

There is no possibility of accommodating this necessary growth in the present area of the department, whose stack areas, scattered on four building levels, are already unequal to the task of housing its present collection. A particular problem is in the inability

to store a vast collection of government documents, the prime research source in many areas, in any acceptable fashion. Furthermore, the growth of these files to much larger proportions is inevitable, in view of the Library's function as a U. S. government depository.

Social Sciences would have to be the department picked out as the one most lacking in space for patrons. It has long passed the stage of overcrowding, and has reached the point of being utterly unable to accommodate the number of readers needing to use its facilities. This is particularly serious in a unit with such a large amount of reference material, such as the documents mentioned above, which must be used in the room. The planned expansion of seating space is certainly not excessive.

SOCIAL SCIENCES DEPARTMENT

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	10	18	650	1,950 (X)
B. Materials:				
1. Books and bound periodicals	124,700	300,000	6,545	21,500
2. Pamphlets, documents, etc.	278,000	500,000	1,300	3,300
3. Circulating periodical titles, 10-yr. file avg.	(25)	50	0	500
C. Public facilities:				
1. Regular seats	95	200	2,110	5,000
2. Microview seats	1	10	35	350
3. Total reading room area	---	---	2,920	12,400 (X)
D. Stack area:	---	---	7,140	20,300 (X)
 TOTAL AREA:			10,710	34,630

CHAPTER III

TECHNICAL SERVICES

Acquisitions Department
Cataloging Department
Circulation Records Department
Mendery and Materials Repair Department
Materials Preparation and Distribution Department
Duplicating Unit
Data Unit

Personnel:

200 sq. ft. is the standard for offices of department heads, 150 sq. ft. for office areas of assistant department heads and supervisors of Duplicating Unit and Data Center.

Other space is estimated at 100 sq. ft. per non-supervising librarian or clerical employee. As for subject departments, about 65% of this is for desk work areas needed by these staff members, and about 35% is departmental work area for the performance of tasks involving bulkier materials than can be handled at desks, for materials temporarily stacked on book trucks, and for Messenger-Clerk work stations.

In Mendery and Materials Repair Department, Materials Preparation and Distribution Department,

Duplicating Unit, and Data Center, 100 sq. ft. per employee is provided as total work area only assuming the staff members will not have clerical type desks but will perform their tasks at work tables, with various types of machinery and equipment.

An additional figure, based on increased space need in case of a future 30 hour work week, is provided for those units where this would cause an actual increase in area projected.

Equipment:

The variations in the types of reference tools, mechanical equipment, etc. used in these departments are so extensive that no unified standards could be adopted. This factor is individually calculated for each unit according to best available estimates.

ACQUISITIONS DEPARTMENT

This agency is responsible for the prompt procurement of the library materials selected for inclusion in the collection, with all the searching, checking and ordering procedures involved. The Serials Section of the department is responsible for the important and technically difficult task of periodicals ordering and subscription maintenance.

In line with total library growth, this unit's total work program will ultimately double or more than double, involving the purchase of over 50,000 titles (totaling perhaps 500,000 volumes for the needs of the entire system) and the receipt of 30,000 periodical and documentary subscriptions annually.

The automation of these processes is already under way, representing a pioneer effort by the library.

Teletype equipment, retention of information on magnetic tape, up-to-date printouts of order information through electronic procedures, these and other features will be part of a new system which should lead to a dramatic increase in efficiency. Through the use of such methods, it is assumed that no increase in staff will be needed to handle the anticipated rise of materials processed.

The departmental area is already far too small for proper functioning, with excessive crowding making it difficult for staff members to properly carry out their duties. Future needs in machinery and automated equipment must be anticipated, and there is now neither space nor an appropriate power source anywhere available.

ACQUISITIONS DEPARTMENT (including Serials Section)

		<u>Number</u>		<u>Area (in sq. ft.)</u>	
		<u>Current</u>	<u>In 2,000</u>	<u>Current</u>	<u>Need in 2,000</u>
A.	Personnel:	26	26	2,095	2,800
					(+25% = 4,100)
B.	Equipment				
	1. Files, catalog drawers			0*	500
	2. Reference volumes	1,800	3,000	0*	300
	3. Mechanical equipment, such as teletype or equivalent	---	---	0	500
C.	Stack area: for gifts, materials in process, etc.	---	---	0	500
TOTAL AREA:				2,095	4,600
					(5,900)

*Included in personnel space figure.

CATALOGING DEPARTMENT

This department catalogs and classifies newly purchased books, a vital prerequisite to the proper organization of library materials. It is the best estimate of the staff, based on projected collection growth, that the current annual workload of 25,000 titles cataloged will ultimately be doubled. The integration of new titles into their proper place within the total collection is a complex and intellectually challenging task, and it is staggering to contemplate a volume of 50,000 titles a year.

It would be physically impossible to undertake such a volume of production in the present building, since the space that can be allocated to the department is insufficient for the effective handling of even the present workload. Necessary equipment and bibliographic books, book trucks, catalog cases--all these

often make it difficult even to move from one end of the room to the other, and preclude the efficient movement of materials. The area increase planned for the unit in a new building is essential to the proper performance of its duties.

It will be noted that the increased work performance is not accompanied by a corresponding staff growth. It is the best judgment of those familiar with the field that the introduction of such equipment as data processing facilities, and of new types of communications equipment which will lead to greater reliance on centralized or co-operative cataloging through such agencies as the Library of Congress, should lead to greatly increased output per employee. The provision of space for such machinery, however, cannot be overlooked.

CATALOGING DEPARTMENT

	<u>Number</u>		<u>Area (in sq. ft.)</u>		
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>	
A. Personnel:	50	50	3,325	5,200	(+25% = 6,500)
B. Equipment					
1. Catalog drawers	2,460	3,000	750	900	
2. Reference volumes	1,000	2,000	0*	200	
3. Mechanical & Data Equipment	---	---	0	500	
TOTAL AREA:			4,025	6,800	(8,100)

*Included in personnel space figure

CIRCULATION RECORDS DEPARTMENT

The responsibilities of this unit include the maintenance of up-to-date records on book circulation, patron registration, fines, overdue and lost books--the entire range of control procedures connected with home circulation of materials. In the Central Library, the unit is responsible for the registration of new patrons, book checkout and return, and the entire range of circulation procedures. Registrations procedures are already automated on a system-wide basis, with the circulation system to follow in the near future.

Automation, again, will enable the unit to efficiently perform its functions, in spite of a large increase in workload due to increasing population and library use, with almost no increase in staff. However, it has been necessary to plan a large increase in the unit's space allotment if it is to carry out its tasks with dispatch.

It is planned to eliminate the clumsy system of large circulation and registration desks, which makes it necessary for patrons to walk long distances within the building to return books or to register, with a larger number of smaller stations placed at intervals within the building. In line with practices in other new buildings, a central sorting stack from which books can be expeditiously returned to their departments is projected, effecting a considerable time saving. Space for the patron directory and other data facilities is also a necessity. Careful compilations of space needs result in an area figure which is conservative in the light of anticipated work requirements, but which is utterly impossible of attainment in the present structure.

CIRCULATION RECORDS DEPARTMENT

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	33	36	2,400*	3,500**
B. Equipment: Patron directory, other data facilities	---	---	0***	1,000
C. Return book sorting:	---	---	0***	2,200
D. Public Area	---	---	0#	2,000
TOTAL AREA:			2,400	8,700

*Includes work/office area, circulation and registration desks, 3 check out stations.

**Includes public stations (6 check out, 6 registration, 6 book return @ 100 sq. ft., may be consolidated and not necessarily in 18 separate locations) assumed to be fully staffed at peak periods only.

***Areas now used for these purposes included in current personnel space figure.

#Area for public access to check out, registration, and return stations now part of lobby space. May be added to similar open areas in future plan.

MENDERY AND MATERIALS REPAIR DEPARTMENT

The physical maintenance and repair of library materials is an important aspect of library activities. It is not anticipated that the present system of having full rebinding of books done by private firms under contract will be changed; however, the expected growth of collection size will insure a commensurate rise in the need for all other types of book repair. The preparation of the materials to be sent to outside binderies, and their proper handling upon return, is also a responsibility of this unit, which will represent a correspondingly increasing work load.

The unit presently has sufficient space for its actual work processes, but almost no room for the storage of materials used in its functions, or for such books as are awaiting handling by the department.

Future needs for the department are calculated on the basis of employees and work desks or stations needed to handle the anticipated future work program, plus the provision of adequate storage space. Undoubtedly, this is an area where improved machinery will become available, and space for this is planned.

MENDERY AND MATERIALS REPAIR DEPARTMENT

		<u>Number</u>		<u>Area (in sq. ft.)</u>	
		<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A.	Personnel:	17	34	1,920	3,750 (+25% = 4,850)
B.	Equipment: Cutting, gluing, pasting, etc.	---	---	0*	500
C.	Storage: For materials used in Bindery only	---	---	0*	500
TOTAL AREA:				1,920	4,750 (5,850)

*Included in personnel space figures.

MATERIALS PREPARATION AND DISTRIBUTION DEPARTMENT

This unit will be a central agency for the preparation of books and other library materials for use by the public, and for the distribution of a large amount of items to the proper department, or to Shipping Services for branch distribution.

Such duties include the preparation of book checks and pockets for circulating books, the imprinting of call numbers and other identification devices, and such necessary but routine tasks. Centralization of these processes in one unit will lead to increased speed and efficiency, and a readier availability of wanted materials in public departments and in all branches.

The functions enumerated above are now the responsibility of sub-sections of various Technical Services Departments, in all of which there is a serious lack of space which precludes a proper arrangement and work flow. The lack of storage space for materials in process is a particular problem, as is the impossibility, under present conditions, of maintaining a proper system of distributing processed items within the building.

Space needs for this unit reflect the growth in personnel which will be needed to handle a growing work program, with sufficient planned area to insure that this program will be carried out in an effective, businesslike manner.

MATERIALS PREPARATION AND DISTRIBUTION DEPT.

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	8	16	0	300*
B. Equipment and work area:	---	---	1,485	3,200**
C. Stack/in process area:	---	---	470	2,500
TOTAL AREA:			2,055	5,850

Note: This unit combines present Catalog Department processing function, sorting and distribution operations in present Serials Division, jacketing process in present Bindery Department, and circulating periodicals preparation now handled by the Periodicals Room. Current figures are a reflection of the portion of staff and area now devoted to these functions in the above units.

*Office for head of unit and assistant only. Space for operations of other personnel included in equipment area.

**Equipment includes machinery for pasting, labeling, jacketing, etc., as well as work desks or tables used in various functions.

DUPLICATING UNIT

The Central Library has a great and constant need for the duplication of many items, such as book lists, catalog cards, library information pamphlets, and specialized library forms, such as call slips. The necessity for the copying and duplication of reports, correspondence, and similar material also exists, as in any large organization.

More and more the Library's public also needs various forms of materials duplication facilities, with such devices as Xerox copiers, coin-operated docustats, microfilm copiers and so on becoming an increasingly heavily used part of library resources. In many cases, photostat is still the best method of obtaining a permanent record of needed information. All these forms of reproduction are growing in importance as they increasingly offer the only efficient method by which patrons may receive their own copy

of articles or graphic material appearing in important reference sources.

The Central Library's Duplicating Services will include all these various services, so that a centralized supervision and maintenance of equipment, and a co-ordinated work program, will be possible. Technically trained personnel, able to handle an increasingly sophisticated family of reproduction devices, will be employed.

Since this is an area of library service whose future growth can hardly be exaggerated, the provision of adequate space for its needs cannot be neglected in any adequate building. The projections shown reflect a quite moderate estimate of present and future needs. The space currently allotted to all duplicating processes is woefully inadequate and impossible to expand.

DUPLICATING SERVICES

	Number		Area (in sq. ft.)	
	Current	In 2000	Current	Need in 2000
A. Personnel:	4	8	0	150*
B. Equipment:	---	---	1,390	3,000**
C. Supply storage:	---	---	0***	500
TOTAL AREA:			1,390	3,650

* Office area for head of unit only. Space for operations of other personnel included in equipment area.

** Equipment includes: Machinery for duplication of catalog cards, office copying of several kinds, equipment for the production of book lists, information pamphlets, etc., photocopying, xerox-type duplicator for library use, copying equipment for microfilm and other forms of miniaturized material.

*** Now included in equipment area.

DATA UNIT

It is anticipated that key punching machinery and remote processing equipment in connection with the maintenance of circulation and registration files will be needed in the very near future, due to increasing automation of these and other processes.

An area formerly used for card tabulating equipment has had to be reserved for this purpose, and equivalent space will be needed in any adequate Central Library Building.

DATA UNIT

		Number		Area (in sq. ft.)	
		<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A.	Personnel:	0	unknown	0	150*
B.	Equipment:	---	---	1,050**	1,000***
TOTAL AREA:				1,050	1,150

*Office for head of unit only, other personnel work stations in equipment area.

**Present Tab Room

***For Key Punch and remote processing equipment handling functions now performed at City Hall.

CHAPTER IV

MISCELLANEOUS FACILITIES

Non-departmental areas for public or staff use, with space requirements
calculated by Library and Public Buildings staff.

1. Miscellaneous Public Facilities
2. Miscellaneous Service Facilities
3. Miscellaneous Staff Facilities

MISCELLANEOUS PUBLIC FACILITIES

	<u>No. seats or units</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Auditorium (Includes reasonable stage facilities and projection booth)	0	500	0	4,500
Study Carrells (May be in one area, or scattered in building)	0	50	0	2,500
Typing Room (15 positions are for cointypers)	0	35	0	1,000
Public Lounge (Smoking permitted; some tables, and vending machines for drink and snack service)	0	40	0	1,600
Public Telephones	5	10	30	60
Public Lockers	14	150	15	200

MISCELLANEOUS SERVICE FACILITIES

	<u>No. of Staff</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Exhibits				
1. Public exhibit room or area	---	---	0	1, 200
2. Exhibit and display work and design area	1	3	250	1, 000
3. Storage area	---	---	200	500
Telephone				
1. Switchboard and equipment area	2	5	290	1, 300
Book viewing room	---	---	350*	1, 500
Meeting/Conference rooms (In one or several locations, space for 8 rooms, each usable by a group of 15, convertible to 4 rooms usable by groups of 30 or 2 rooms each usable by 60)	---	---	875*	2, 000

* Parts of present assembly room.

MISCELLANEOUS STAFF FACILITIES

	<u>No. seats or units</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need by 2000</u>
Staff lunch room:	78*	150	1, 000	2, 250
Staff lounge: (Includes staff professional library)	11	50	340	1, 500
Kitchen			750	1, 200
Staff Association quarters	---	---	0	200
Locker rooms**				
1. For branch librarians	0	90	0	720
2. Box lockers for part-time employees	unknown	150	unknown	300
"Sick" room with cots***	6	10	250	500
Rest rooms***	---	---	unknown	1, 500

* Includes 30 seats outside in "roof garden"; 48 seats in cafeteria.

** Box lockers for full-time employees in departmental work/office area.

*** These items to be calculated by Public Buildings, based on a possible staff of 650, 40% male, 60% female.

CHAPTER V

BUILDING MAINTENANCE, SHIPPING, AND SECURITY SERVICES

Includes:

1. Building Maintenance Service
2. Shipping and Supply Service
3. Guard Service

Personnel:

Space need for these units cannot be calculated on an area per employee figure but is calculated in terms of needs in equipment, storage facilities, and space for handling of various materials.

Function:

Breakdown of the total space need by the functions of each unit, as estimated by supervisors of these divisions.

BUILDING MAINTENANCE SERVICE

	<u>Number</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel	29	74	---	---
B. By function				
1. Shop work area	---	---	520	3,000
2. Central supplies, tools	---	---	0	2,500
3. Office area	---	---	0	1,000
4. Locker, rest rooms	---	---	0	1,500
5. Lunch room	---	---	0	1,200
6. Equipment control room	---	---	0	350
7. Janitorial work and supply rooms, on several floors	---	---	1,300	1,800
8. Gardening tools and supplies	---	---	0	1,000
 TOTAL AREA			 1,820	 12,350

*Total space includes room for a number of functions now carried on in Maintenance Building.

SHIPPING AND SUPPLY SERVICE

	<u>Number</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel	12 1/2	25	---	---
B. By function				
1. Office for head of unit	---	---	0	150
2. Shipping storage	---	---	108	300
3. New book receiving	---	---	0	300
4. Shipping work/distribution area	---	---	800	1,500
5. Supply room	---	---	1,700	2,800
TOTAL AREA			2,608	5,050

GUARD SERVICE

	<u>Number</u>		<u>Area (in sq. ft.)</u>	
	<u>Current</u>	<u>In 2000</u>	<u>Current</u>	<u>Need in 2000</u>
A. Personnel	8	16	---	---
B. By function				
1. Office of chief guard	---	---	0	150
2. Main room and "lost and found"	---	---	200	250
3. First Aid room	---	---	0	100
TOTAL AREA			200	500