

MATAWAN-ABERDEEN PUBLIC LIBRARY

* * * ADDITION & RENOVATION * * *

I N F O R M A T I O N

Addition

1920 square feet on each of two levels for a total of 3480 square feet.

The addition will be to the rear of the present children's room.

The upper level of the addition will house the adult non-fiction collection. New shelving will have a capacity of 25,000 volumes.

The lower level of the addition will house the children's room. New shelving will have a capacity of 20,000.

Renovation

The present children's room will become the circulation area for the entire library. The card catalog and some adult fiction will be relocated to the present children's room.

The present adult room will become the reference and study area.

Staff work areas will be moved to the basement.

Carpeting will be installed throughout the main level of the present building.

Book capacity will increase from 32,000 volumes to 60,000 volumes.

Study and reading locations will increase from thirty to forty-five.

Completion Date - October, 1985

Architect - Daniel Bach

Engineer - Richard Heuser, P.E.

General Construction - Stephen Graga

Heating, Ventilating, Air Conditioning -
Frank C. Gibson, Inc.

Electrical - Marty Electric, Inc.

Downstairs Work Room (Area 14' X 35')

Functions:	Ordering books	Processing books (AD & CD)
	Receiving & checking in books	Printing
	Cataloging	Friends of Library
	Storage	Mending

Furniture & Space

	Have	Need Additional	To Acquire
<u>Secretary</u>			
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Desk, return & chair	X		
File cabinet(?)			
Shelves for supplies(?)			
Mimeograph table/cabinet, stencil maker	X		
Addressograph table, working table	X		
Sound proof screen			X
Shelves for paper & memograph supplies	X		
Receiving area 5'x5' floor space			
<u>Cataloger</u>			
Desk & Chair	X		
Shelflist(may be able to use part of card catalog for additional)		X	
Book shelves	X		
<u>Technical Services Librarian</u>			
Desk, return & chair	X		
Book cart	X	X	
Table/counter, chair	X		
Shelves (10-15) for books	X		
Supple cabinet	X		
<u>Circulation Assistant's Desk</u>			
Desk, return & Chair	X		
Book cart		X	
Shelves	X		
<u>Other Needs</u>			
2 file cabinets for old records & reports			
6 shelves for storage of records & reports, little used equipment			
Supply closet for janitorial supplies (shovels, fluorescent lights, toilet papers, cleansers, salt, rake,-shelves with moveable barrier ok)			X
<u>Friends of the Library Needs</u>			
5'x5' floor space - for stacking & storing books			
work table			X
Chair			X
5 or 6 shelves			