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Library Administration Division  
Building and Equipment Section  
Correspondence, 1941-1955

Box 1:

- A.L.A. Committee on Library Architecture and Building Planning, correspondence, 1941-1951
  - Minutes, 1942, 1950
  - Annual Reports, 1948-1950
  - John Thompson correspondence, 1906-1909
- A.L.A. Committee on Library Equipment and Appliances, correspondence, 1953-1954
  - Minutes, 1954-1955
  - Annual Reports, 1953-1954
  - A.L.A. Committee on Insurance for Libraries, correspondence, 1951-1952
  - Correspondence re A.L.A. Archives, 1942-1946
  - Non-committee material, 1947-1955
- LAMA BES Standards for Physical Space Requirements
  - Correspondence, 1984-1985
    - ALA Standards and Guidelines Bibliography
  - Minutes and Correspondence, 1986
    - Draft Standard for Physical Space Requirements for Libraries (Jan 03, 1986)
    - 1986 Committee Roster
    - Draft Working Paper with Recommendations of Manuscripts, Library Facility Planning, Volume Equivalents and the Northern Regional Library Facility (Dec 17, 1986)
  - Minutes and Correspondence, 1987
    - LAMA BES Standards for Physical Space Requirements Committee Roster
    - Library Facilities Planning and Design Bibliography prepared for the ARLIS/NA Standards Committee
    - Bibliography prepared by Ad Hoc Committee for Standards for Physical Space Requirements for Libraries (June 21, 1987)
    - List of Specific Characteristics of a Library Facility Requiring Physical Space Standards
    - Standards for Microfilm and Microfiche Reader Stations
    - Analysis of Library Shelving Modules versus Structural Bay Module
  - Minutes and Correspondence, 1988
    - Draft Criteria for Sound Recordings
  - Minutes and Correspondence, 1989
    - List of Building Economics Terminology
  - Minutes and Correspondence, 1990
    - 1989-1990 LAMA BES Standards for Physical Space Requirements Committee Roster
    - Draft LAMA BES Standards for Physical Space Requirements "Format for Writing Space Standards"
    - Guidelines for Calculating Total Library Assignable Space
  - Minutes and Correspondence, 1991-1994

Note: See the first 2 folders in Box 2 since they are integral parts of the folders in Box 1 about LAMA BES

Box 2:

Note: The following first 2 folders in Box 2 are integral parts of the previous folders in Box 1 about LAMA BES

LAMA BES Standards for Physical Space Requirements - Related Publications, 1986-1991  
(publications are in part or whole)

Standards Manual - Committee on Standards, American Library Association, 1983

Statement of Principles - Publishing Services, American Library Association, 1984

Part B: Form of ASTM Specifications

Part C: Form of Other Types of ASTM Standards

The Application of Ergonomic Principles to VDT Workstations by Judith L. Bube  
(Technicalities/Vol. 6 Number 11, Nov 1986)

Building Work Station Models as Tools in Office Planning (The Office/Vol. 98, Aug. 1983)

Designing for Humans; the Human Factor in Engineering by John H. Burgess (Petrocelli,  
1986)

Learning from Office Automation: Ergonomics and Human Impact by Marvin J. Dainoff (in  
Human Aspects of Library Automation; Helping Staff and Patrons Cope. Edited by  
Debra Shaw. Urbana, IL: University of Illinois, 1986. p.16-29)

ANSI's More than a Standard Answer by Patricia M. Fernberg (Modern Office Technology  
31:66+, Apr. 1986)

This is the Year of Office Standards by Vico E. Henriques (The Office/Vol. 109, Jan 1987)

Optimizing the Cube by Steven Manners (Administrative Management/Vol. 47, Oct. 1986)

Space Management for Libraries by Dale S. Montanelli (Illinois Libraries 69(2): 130-138,  
Feb. 1987)

The Automated Office by Megan Jill Paznik (Administrative Management 48(12), Dec.  
1987)

Optimizing the VDT Workstation: Controlling Glare and Postural Problems by Louis  
Tijerina (OCLC, 1983)

Video Display Terminal Workstation Ergonomics by Louis Tijerina (OCLC, 1984)

Europe is Living (and Working) with New Furniture Standards by Wolfhorst Wehr (Modern  
Office Technology/Vol. 29, May 1984)

American National Standard for Library and Information Sciences and Related Publishing  
Practices - Library Statistics (ANSI® Z39.7-1983, ISSN: 0276-0762 Revision of  
ANSI Z39.7-1968)

Human Factors Reference Guide for Process Plants by Wesley E. Woodson (McGraw-Hill,  
NY 1987)

Mailroom Survey

Fitting the Task to the Man - An Ergonomic Approach by E. Grandjean (Taylor E. Francis  
Ltd.: London, 1980)

Ergonomic Research in German Travelling Mail Service - Part 1: Ergonomic Problems and  
Research in Railway Mail Vans by W. Rohmert, W. Laurig and P. Jenik (Applied  
Ergonomics, Mar. 1972)

Library Buildings and Equipment: Sources of Information by A. Robert Rogers (LJ, Dec.  
1, 1972)

University of California Library Statistics: July 1987, Library Affairs - University of

California Office of the President  
Form and Style for ASTM Standards 7<sup>th</sup> Edition, March 1986)  
LAMA BES Standards for Physical Space Requirements - Related Resources, 1986-1991  
Whole Building Energy Performance  
Workstation Standards - Preliminary References  
Manuscripts Counts and Square Footage in UC Libraries - A Discussion Paper  
Conversion Chart - Boxes to Linear Feet  
Space Standards for Mail Room  
Library Space Planning Outline - Connecticut State Library, Division of Library  
Development & Network Services, August 1985  
List of Areas Requiring Space Standards  
List of Planning Elements/Building Blocks/Comments which Require Standards  
Library Media Center Space Recommendations - Facilities Guidelines, Library Media  
Facilities  
Building Standards and Public Library Planning  
Considerations in Designing Library Facilities: A Checklist, 1983  
Standards for Physical Space Requirements for Libraries (Draft of Jan 03, 1986)  
Archives/Manuscripts Standards for Assignable Space (Draft of Jan 03, 1988)  
Guideline for Calculating Total Library Assignable Space (Draft of Jan 03 & Feb 14, 1988)  
Criteria List for Listening Area (Music Facility)  
Office Automation and Workplace Standards in the '80s - Impact of Office Automation on  
Facilities