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Letter to Pearl Von Allmen regarding calculating building space, November 10, 1972

Nancy Kitchen

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November 10, 1972

Mrs. Pearl W. Von Allmen
SE, President
School of Law Library
University of Louisville
Louisville, Kentucky 40208

Dear Pearl:

I received your newsletter and the ballots on the Constitutional changes. I hope I will have them ready to go by Friday A.M.

To my great horror I just discovered the materials I had promised to send you on how we calculated space for our new building. I was just sure I had sent them, how I managed to miss them I can't imagine. I only hope now it is not too late to be of any help.

What I have enclosed are merely samples of what I did. I hope you can make some sense of them and can read them for they are strictly my work papers. My first project was to systematically go through the library by types of materials and list the volumes per set, measure the space they took up, estimate the amount of space per year that would be necessary for growth, and calculate the linear feet now utilized and the linear feet needed for a particular length of time—in our case it was only five years. All of these figures are what you see on sheets numbered 1.

When this was completed for practically everything in the library but the treatises, I moved on to the floor plan of the shelving. At this point it was necessary to decide in what order the materials were to be arranged. In our case this was easy, since we are all classified by KF and intended to arrange by classification number. The few things that had not been done were placed in the general location they would go. This cut down the amount of shifting that would be necessary.

On the floor plan the ranges of shelving were lettered A—. On second floor they were A²—; on third floor A³—. Each section of
shelving then was numbered consecutively from beginning to end. II is a sample of our second floor plan.

On sample sheet number III, every book in the library was located in the new building on paper. This utilized the space calculations made in the beginning. For the treatises I went to the shelves and noted the beginning and ending book to be placed on each shelf. Unless there was a set, shelves were only filled half full. I thought I was quite generous in my shelf calculations, and we left throughout the library all top and bottom shelves empty for growth, but I found I should have been even more so.

When it came time to move, we had students packing in the old building and unpacking and reshelving in the new. It really worked quite well. We labeled each range with the appropriate letter; i.e., A², and we labeled each section with the appropriate number; i.e., 167—all according to the floor plan. As each box was packed then a self adhering label was placed on the side of the box giving its exact location in the new building; i.e., range and floor, section or sections, and shelf or shelves. A location code was then written on the label. A²/27/2-7/3, range, floor, section, shelves, box #. They used the sample III's to do this, and if they were labeled correctly as they were packed, there was no problem at the other end. The students unpacking had a set of III's too, so they could double check. We ran into very few snags, so it must have worked.

I'm not sure all of this makes much sense to you, but if I can explain anything more clearly please let me know. I am also enclosing some extra copies of sample III's. If you can use them fine; I had them left over. Good luck, and I have to say I'm glad I have it behind me.

Very sincerely,

(Mrs.) Nancy J. Kitchen
Associate Law Librarian

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