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## Letter from Richard R. Starr to James C. Canole regarding Whitley Austin's letter of March 11, 1964.

Richard R. Starr  
*Woods and Starr Architects*

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March 13, 1964

James C. Canole, State Architect  
State Office Building  
Topeka, Kansas

Re: Library Building, Fort Hays Kansas State College, Hays, Kansas

Dear Jim:

After my phone conversation with you this morning, I contacted Mr. Paul Friesner, librarian at the college, and visited with him about several items which were questioned by Mr. Whitley Austin in his letter to Chairman of the Board, Mr. Danenbarger. The following are two statements which were used in developing the plan and I believe answer the question that Mr. Austin raised concerning these functions.

No. 1. In regard to moving the central desk closer to the main exit for better control and view of the exits, I have this to say. The desks and counters as shown on the plan are not checkout stations. These counters will be staffed with professional librarians whose job will be to assist the users of the library in any way in which they need help. They will also be in charge of keeping the stacks and collections in useable order. The center location also allows the personel or staff at the library desk to give visual supervision over the stack areas. Placement of this function should be in the center of the collection area. This is where we have it located at the present time.

Check out of all material from the library will be handled in the entrance area through the four counters shown on the plan. Each student, before leaving the building, must pass by one of these counters. The checking in and out of materials will be handled by non-professional personel. This separation of professional and non-professional personel relieves the professional personel from routine and clerical work and allows them to spend more time on their primary function of being assistance to the students.

No. 2. In reply to the relocation of the Indexes and flow of traffic, the following statement is made. The Indexes, Catalogs and Bibliography are so inter-related that they demand a common area. In the plan, we have located this area near the entrance of the building. This will allow the students, or users, to enter the library, use the Catalogs, Indexes, or Bibliographies, and then go directly to the areas in which the material is being stored without crossing or entering other

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study areas. This also allows a person entering the building to use the catalogs and go to the second floor, without passing through other study areas. The Indexes, Catalogs, and Bibliographies are closely related to the processing area of material; such as acquisition, serials and catalogs, which will be staffed by library personnel.

Both Mr. Friesner and myself feel that these two items questioned by Mr. Austin have been well planned and well thought out in relation to the function of the building.

If you have any further questions regarding this project, please advise and I will be happy to answer them.

Yours truly,

WOODS AND STARR ARCHITECTS

Richard R. Starr

RRS/f1

cc: W. E. Keating  
R. U. Brooks  
Paul Friesner ✓  
M. C. Cunningham