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*LIBRARY
EQUIPMENT*

FORT HAYS KANSAS STATE COLLEGE

FORSYTH LIBRARY
OFFICE OF THE LIBRARIAN

FEB 11 1972

FORT HAYS KANSAS STATE COLLEGE

COMPLETION OF BASEMENT OF LIBRARY

NOVEMBER, 1971

FORT HAYS KANSAS STATE COLLEGE

COMPLETION OF BASEMENT OF LIBRARY

COMPLETION OF BASEMENT OF LIBRARY

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BUILDING COMMITTEE

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I. INTRODUCTION

Fort Hays Kansas State College is a tax-supported, liberal and applied arts institution which has the primary function of serving the needs of people in Kansas regardless of where they may later choose to live. It has one overall, broad objective, namely, to provide the opportunities for students to prepare themselves for constructive and responsible living in a democratic society. The institution attempts to achieve its goals through its curricula, its activities, and its services. The general objectives of the College are as follows:

1. **DEVELOPMENT OF FOUNDATIONS FOR UNDERSTANDING MAN.** An understanding of man in his natural and social environment involves comprehension of the underlying principles in the broad areas of the physical sciences, the biological sciences, and the social sciences. The educated person asks the essential questions, weighs all possible answers, and distinguishes between facts and opinion.

2. **UNDERSTANDING AND DEVELOPMENT OF HUMAN RELATIONS.** The College offers to help students appreciate and practice effective associations with their fellow students through courses, services, and activities. Campus environment, counseling, and advisement supplement direct classroom instruction. The educated person should understand his obligations as well as his rights. He should recognize the aspirations of others and be cognizant of his dependence upon his fellow men.

3. **APPRECIATION OF CULTURAL VALUES.** An understanding of our cultural values is achieved through study of the values of American society and the values espoused by societies other than our own. These values represent the essential beliefs of a society based on the cultural heritage of a people. Constant appraisal of value systems is a responsibility of the faculty. The educated person has an understanding of the physical, ethnic, and other environmental factors molding ideas and events. Surrounding students with such cultural carriers as the finest in the distilled thought of mankind will assist in the process of acculturation.

4. **THE USE OF LEARNING SKILLS.** This implies the employment of basic skills of vigorous thinking, reading, writing, speaking, listening, and manipulative abilities.

5. **PREPARATION FOR A VOCATION.** The College offers students opportunity to prepare themselves for the vocations associated with agriculture, business, homemaking, and others. It also provides the necessary preliminary learning prerequisite to the advanced programs for law, medicine, and other professions.

Library service has been provided Fort Hays Kansas State College since its beginning in 1902. The present Forsyth Library has been utilized since 1967 and is beginning to become crowded. Briefly, the purpose of the library is to furnish books, journals and other instructional materials in support of the academic program of the college and to encourage the formation of lifelong habits of research and reading.

1) # ERIC MI

2) # Completion = FBASEMENT AREA GAINED
SEATING GAINED 2

FACILITIES DESCRIBED
AREA IN SQ.FT.

II. CURRENT FACILITIES

Forsyth Library was completed in 1967. The first two floors house library facilities providing approximately 1,000 student stations and offices and work stations for 19 staff members.

Space in the basement was left unfinished with the expectation that it would be completed at a future time. The gross area of the basement is 34,658 sq. ft. After providing for mechanical space, storage, elevators, etc., there is approximately 26,767 sq. ft. of space that can be completed for use.

Inventory of current facilities is included in Appendix I.

III. ACADEMIC PROGRAMS

a. Library Area

The micro-materials service has expanded tremendously in the last five years. In addition to microfilm collections of newspapers, many journals and dissertations are secured on micro-cards and a standing order for ERIC microfiche publications is being received.

The curriculum laboratory needs to be expanded to make more readily available to students in education, for inspection purposes and utilization in college course work and student teaching, textbooks, reference books, and related materials commonly available to public school teachers to help solve problems related to curriculum.

The goal of the library science department is to prepare school librarians who will be proficient in administering educational media centers within the schools of Kansas. The close proximity of the curriculum laboratory, micro-materials, juvenile book collections and the instructional technology center will enable the students to use readily these resources while preparing for their life vocation. Juvenile book collections should be moved to allow easy access by students and to permit expansion of the collection. Contact hours schedule is attached as Appendix II.

b. Instructional Technology Area

The academic program of OIT presently consists of offering and teaching basic and advanced classes in instructional media as it pertains to teaching applications.

Upon completion of the proposed construction there will be facilities of a laboratory nature for the production of audio materials, visual materials, video taped materials, and provision for practicing skills which require the use of video and audio tape recording. (i.e. teaching skills, speaking and gesturing skills, etc.)

b. Instructional Technology Area (cont.)

The present program is basic and advanced instructional media classes. Five 2-hour classes in basic and a 3-hour workshop in advanced are offered for this year.

It is expected that the OIT will be involved with numerous research efforts re-teaching as facilities are available, personnel are assigned, and as program becomes more thoroughly implemented.

IV. ENROLLMENT PATTERN

This facility will serve all of the college. Enrollments for the college and projection are included in Appendix IV.

V. STAFFING PATTERN

- A. The library is currently staffed by one director, eight unclassified librarians, ten classified employees and students.

The office of Instructional Technology is staffed by a director, one classified employee and students.

Total Faculty:

- 1 Director of Libraries
- 1 Director of Instructional Technology
- 8 Librarians

No additional unclassified staff will be required to operate the additional facility. One additional classified employee and some additional student help will be required.

VI. PROPOSED SPACE AND SITE

- A. Proposed space is the unfinished basement area of the main campus library serving the entire academic campus. Also serving as a government documents depository and library for Western Kansas.

- B. See Appendix VI for a schematic of proposed division and functional relationship of space.

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VII. DETAILED DESCRIPTION OF SPACE

General requirements for mechanical and electrical:

MECHANICAL

1. Provide another set of mens and womens toilets with janitor and pipe space to serve entire basement area. Recommended a location below existing upper floor toilets. These toilets may be smaller than those on the upper floors so pipe and janitor space can be enlarged to provide for a sewage lift which will be necessary to serve these toilets.
2. Provide heating, cooling, and ventilation system for basement area.

When building was built, a knockout panel was left in the west wall and open space left in the west end of the existing mechanical equipment room for future fans, coils, chiller, etc. to be installed for the HC & V equipment needed for a future finished basement.

Existing HX & V systems were not designed for additional finished basement HC & V loads to be added to them.

System recommended for basement: A dual hot and cold duct high velocity air distribution sytem similar to rest of building with above ceiling mixing boxes controlled be pneumatic thermostats. Very low velocity air entering conditioned space through side slots of troffer light fixtures.

Be sure to provide adequate return air. We have had problem with existing system because of inadequate return air.

Recommend chilled water cooling coils instead of direct expansion type.

Recommend Chrysler Air-Temp chiller be barred because of troubles experienced with existing Chrysler Air-Temp equipment.

Recommend air-cooled condenser located on west side of building adjacent to four existing air-collled condensers; but built better than existing.

ELECTRICAL

When existing building was built only central area around stairs and elevator had a very dim level of unfinished basement area incandescent lighting installed. Most of the existing unfinished basement area has no lighting or wiring for same at all.

Provide a complete new system of recessed fluorescent lighting to a minimum of 70 foot candles as necessary to fit proposed remodeling. Provide new panels for both 480/277 volt 4-wire wye lighting and 120/208 volt 4-wire convenience outlets.

ELECTRICAL (cont.)

Recommend increasing 480 volt power center from 750 KVA to 1000 KVA so it will be large enough to serve a future third floor. If existing 750 KVA 480/277 volt power center and 150 KVA 120/208 volt power center are adequate to take the additional electrical load for finishing the proposed basement area; but either or both are too small for a future third floor addition also; then it would be acceptable to plan for future third floor electrical load being handled by new power centers probably in a penthouse on the roof, necessary anyway for mechanical and electrical equipment for a future third floor. Architects shall study and make recommendations concerning this.

Recommend expansion as required of existing systems to serve remodeled basement area of

Master clocks
Intercom
Centrex telephone
Closed circuit TV

SPACE REQUIREMENTS - LIBRARY FACILITIES

<u>Facility Number</u>	<u>Title of Space</u>	<u>Quantity</u>	<u>Total Square Feet</u>
1 21	Staff Storage and Work Area Room	1	3,660
2 23 20	Staff Binding, Gifts and Exchange Storage and Work Room	1	1,432
3 19+	Newspaper and Map Collections	1	880
4 19	Micromaterials Storage and Readers	1	2,014
5 19	Curriculum Laboratory	1	2,820
6 18 16	Curriculum Librarian's Office, Work Room and Storage Area	1	176
7 17 17	Curriculum Laboratory Conference Seminar Study Room	1	176
11 12 11 12	Library Science Faculty Office, Work Room and Storage Area	2	352
9 15 15	Library Science Classroom	1	1,012
13 14 10 14-15	Library Science Conference Seminar Study Room	2	480
11 19	Library Science and Juvenile Book Collection	1	<u>3,150</u>
	Total		16,152

SPACE REQUIREMENTS - INSTRUCTIONAL TECHNOLOGY

<u>Facility Number</u>	<u>Title of Space</u>	<u>Quantity</u>	<u>Total Square Feet</u>
21 31 37A	Director's Office and Conference Room	1	255
22 32 37	Secretarial Area and Waiting Room	1	180
23 30 24	Film Storage and Check-out Office	1	456
24 29	Tape Recording Production Room	1	229
33 25 28	Tape Deck Rack Room	1	168
22-22 26 29	Equipment Repair and Storage	1	504
24A 24B 27 27 28	Preview Room	3	192
28 28 23	Audio-Visual Laboratory	1	782
25 26 27 28 29 34-37	Video Taping Rooms	4	856
29 30, 33 30 31 32	Tape Recording Rooms	3	231
31 42	STAFF WORK ROOM Faculty Self-Help Room	1	190
32 43	GRAPHICS Transparency Production Graphics and Storage	1	322
32B 33 44	Overhead Transparency Darkroom	1	132
32C 34 45	Photo Darkroom	1	132
	Total		<u>6,549</u>

LIBRARY FACILITY 1

~~1~~ [21]

A. Title of Space

Library Staff Storage and Work Area Room.

B. Utilization

This area will be utilized for: library exhibits and signs preparation; library supplies storage; shipping cartons storage; unprocessed materials shelving; civil defense supplies storage.

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Approximately 2-5 persons working at tables and shelves.

LIBRARY FACILITY 1 (cont.)

E. Equipment

1. Adequate lighting.
2. Electric outlets.
3. Acoustical tile ceiling.
4. Vinyl asbestos tile floor.
5. New partitions and existing walls utilized.
6. Double doors with locks to allow passage of freight.
7. Telephone outlet jack.
8. ~~Intercom outlet jack.~~
9. Building P.A. system to be heard here.

Movable Equipment

Quantity	Item	\$
15	Steel bookstacks, 15' range, frames only, 20"x90" with closed 20" base shelves; Remington-Rand #12909 (Existing shelves in library will be used with these frames) \$200 each.....	LB 12909 3,000.00
1	Steel file, 1 drawer, letter size; 28"x14-7/8"x52-3/8 Steelcase 1705, or equivalent. \$75 NIC	
1	Kik-step stool, 14" high, 15.5" diameter. Cramer Kik-step Style KS-1.....	15.00
2	Steel flat files (for storing posters, charts, etc.) 5 drawer, add-on sections 46"x35"x16". Highsmith 29-324, or equivalent. \$140 each NIC	
1	Steel matching base (to support flat files) 46"x35"x7.5". Highsmith 29-325, or equivalent. \$30 NIC	
2	Wastebaskets, metal, 14" size. Lit-ning Products Company. \$1.50 each.....	3.00
6	Tables, Wood. NIC	
4	Chairs. NIC	
4	Storage cabinets, wood. NIC	
5	Steel filing cases. NIC	
		Total Equipment
		<u>\$3,018.00</u>

F. Square Feet

Approximately 3,660 square feet.

LIBRARY FACILITY (23)

- A. Title of Space
Library Staff Binding, Gifts and Exchange Storage and Workroom.
- B. Utilization
This will be library staff working area where materials will be processed.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 2-5 persons working at tables and shelves.
- E. Equipment
1. Adequate lighting.
 2. Electric outlets.
 3. Acoustical tile ceiling.
 4. Vinyl asbestos tile floor.
 5. New partitions and existing walls utilized.
 6. Double doors with locks to allow passage of freight.
 7. Telephone outlet jack.
 8. ~~Intercom outlet jack.~~
 9. Building P.A. system to be heard here.

Movable Equipment

Quantity	Item	\$
9	Steel bookstacks, 15' range, frames only, 20"x90" with closed 20" base shelves. Remington-Rand #12909 (Existing shelves in library will be used with these frames) \$200 each.....	1,800.00
2	Kik-step stool, 14" high, 15.5" diameter. Cramer Kik-Step Style KS-1. \$15 each 1 NIC.....	15.00
1	Typewriter, manual, with library keyboard and card platen. Royal Model 470. \$1,250.00 NIC	
1	Typewriter stand, 17"x17"x27". Steelcase Tiffany no. 800. \$30 NIC	
1	Chair, steno, posture. Steelcase no. 275. #500 gray \$60 NIC	
1	Filing cabinet, 3 drawer height (2 drawers, letters and 2 drawers, cards) Steelcase #1862. \$150 NIC	
2	Wastebaskets, metal, 14" size. Lit-ning Products Co. \$1.50 each.....	3.00
2	Booktrucks, 12"x33"x33". Gaylord #68, or equivalent \$75.00 each. 1 NIC.....	75.00

LIBRARY FACILITY (23) (cont.)

Movable Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
3	Tables. NIC	
3	Chairs. NIC	
Total Equipment		<u>\$1,893.00</u>

LIBRARY FACILITY (2) ? 19 ?
20

A. Title of Space
Open Stacks and Seating Areas - Newspaper and Map Collections.

B. Utilization
This area will be open to library patrons and will have corridor space, newspaper shelving, map cases and table for patrons to use while examining materials.

C. Number of Rooms
One (1) area.

D. Personnel Capacity
Personnel capacity will vary with use - approximately 2-10.

E. Equipment
1. Adequate lighting.
2. Electric outlets.
3. Acoustical tile ceiling.
4. Carpeted floor.
5. Building P.A. system to be heard here.
6. Clock and time system.

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
15	Steel flat files (for storing maps) 5 drawer, add-on sections 46"x35"x16". Highsmith 29-324, or equivalent. \$140 each. 12 units NIC.....	420.00 430.50
5	Steel matching base (to support flat files) 46"x35"x7.5". Highsmith 29-325, or equivalent. \$30 each. 4 units NIC.....	31.50 30.00
1	Wastebasket, metal, 14" size. Lit-ning Products Company. \$1.50 each.....	1.50
1	Kik-step Stool, 14" high, 15.5" diameter. Cramer Kik-step Style KS-1.....	15.00
3	Steel bookstacks, 15' range, frames only, 20"x50", with closed 20" base shelf. Remington-Rand #12909.....	200.00

LB12909

LIBRARY FACILITY 3 (cont.)

Movable Equipment (cont.)

Quantity	Item	\$
24 <i>need panels</i>	Steel bookstacks, 21' range, frames only, 20"x60", with closed 20" base shelf. Remington-Rand #12909. \$275 each.....	825.00
3	Map cases. NIC	
1	Table. NIC	
2	Chairs. NIC	
1	Rack, wood, storage. NIC	
Total Equipment		<u>\$1,491.50</u>

F. Square Feet

Approximately 910 square feet.

LIBRARY FACILITY 4 192

A. Title of Space

Open Stacks and Seating Areas - Micromaterials Storage and Readers.

B. Utilization

Area will contain microfilm, microcard, microfiche and ultrafiche readers; reader-printers; and storage cases. Due to the increasing use of this type material, it is planned to expand equipment gradually from 11 readers and 20 storage cases to 40 readers and 100 storage cases.

C. Number of Rooms

One (1) area.

D. Personnel Capacity

Approximately 40.

E. Equipment

1. Controlled level of lighting.
2. Multiple electric outlets.
3. Acoustical tile ceiling.
4. Carpeted floor.
5. Building P.A. System to be heard here.
6. Clock and signal system.

LIBRARY FACILITY 4 (cont.)

Movable Equipment

<u>Quantity</u>	<u>Item</u>	\$
40	Microfilm cabinets, 10 drawer to accommodate 100 foot reels of 35 mm film, without lock, 20"x28"x52". Remington Rand 26105, or equivalent. (ultimate number desired) \$200 each NIC	
25	Tables, micro-reader, 48" wide, 34" deep overall, extension 18" wide x 10" deep on right, laminated plastic top, metal legs. Northwestern Typewriter Co. #HPML, or equivalent. (ultimate number desired) \$125 each NIC	
5	Tables, micro-reader, 48" wide, 34" deep overall, extension 18" wide x 10" deep on left, laminated plastic top, metal legs. Northwestern Typewriter Co. #HPML, or equivalent. (ultimate number desired) \$125 each NIC	
40	Microfiche cabinets, to accommodate 4"x6" sheet film, without lock, 15" w x 29"d x 52.5" high. Steelcase #1822, or equivalent. (ultimate number desired) \$275 each NIC	
30	Chairs NIC	
13	Microfilm reader - University Microfilms Brand, Model 1414, or equivalent. (ultimate number desired) \$250 each NIC	
3	Microfilm reader-printer - 3M Brand, Model 400 M, or equivalent. (ultimate number desired) \$1,600 each NIC	
13	Microfiche-microcard reader - Bell & Howell Brand, Model "Headliner" Reader, or equivalent. (ultimate number desired - minimum required at this time--1) \$350 each.....	350.00
5	Wastebaskets, metal, 14" size. Lit-Ning Products Company. \$1.50 each.....	7.50
10	Microfilm reader tables. NIC	
10	Chairs. NIC	
3	MPE Microfilm readers. Recordak. NIC	

optional

LIBRARY FACILITY 4 (cont.)

Movable Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	\$
1	University Microfilms 1212, microfilm readers. NIC	
1	Model C, microfilm readers. Recordak. NIC	
3	Mark VII microcard readers. NIC	
1	Readex Universal Micro-Viewer Reader. (MC-MI) NIC	
1	Remington Rand. Film-a-record reader. (MI) NIC	
1	Readex Model D Reader (MC-MI) NIC	
13	Microfilm cases. NIC	
5	Microcard cases. NIC	
2	Microfiche cases. NIC	
Total Equipment		<u>\$ 357.50</u>

F. Square Feet

Approximately 2,014 square feet.

LIBRARY FACILITY 5 ^{2. 19}

A. Title of Space

Open Stacks and Seating Area - Curriculum Laboratory.

B. Utilization

Area will be open to library patrons and will have shelving, vertical file cases, tables, individual study carrels and chairs.

C. Number of Rooms

One (1) area.

D. Personnel Capacity

Approximately 44 persons.

E. Equipment

1. Adequate lighting.
2. Electric outlets, carrels will require individual lights.
3. Acoustical tile ceiling.
4. Carpeted floor.
5. Building P.A. system to be heard here.
6. Clock and time system.

LIBRARY FACILITY 5 (cont.)

Movable Equipment

Quantity	Item	\$
5	Wastebaskets, metal, 14" size. Lit-Ning Products Company. \$1.50 each.....	7.50
1	File case steel, 5 drawer. Steelcase #1745. \$119 NIC	
1	Card catalog file, wood, 72 drawer. Drexel D1772 \$1,100 NIC	
5	Kik-step stools, 14" high, 15.5" diameter. Cramer Kik-step Style KS-1. \$15.00 each. 3 now.....	45.00
9	Tables, 4' x 6', walnut finish plastic top. Steelcase 297248. \$190 each. NIC	
2	Tables, round, 5' diameter, walnut finish plastic top. Steelcase 296000. \$190 each NIC	
7	File case, steel. NIC	
44	Chairs, steel frame, vinyl upholstery. Steelcase #1276. \$40.00 each. NIC	
2 <i>Need end panels</i>	21' Range steel bookstack, single face, wall hung, 10"x90" with closed 10" base and six 8" adjustable shelves per unit. Remington-Rand 11909.1 starter unit and 6 each 21909.1 adder units. \$300 each.....	600.00
2 <i>6 2</i>	9' 15' Range steel bookstack, single face, wall hung, 10" x 90" with closed 10" base and six 8" adjustable shelves per unit. Remington-Rand 11909.1 starter unit and 4 each 21909.1 adder units. \$250 each.....	250.00 <i>Need 1/2 end panel</i>
1 <i>full time</i> <i>7</i> <i>End panels</i>	12' Range steel bookstack, single face, wall hung, 10"x 90 " with closed 10" base and six 8" adjustable shelves per unit. Remington-Rand 11909.1 starter unit and 3 each 21909.1 adder units.....	225.00 <i>divided</i>
3 <i>8</i>	12' Range steel bookstacks, 20" wide by 42" high, each unit with closed 20" base shelf and two #1209 10" adjustable shelves included with walnut plastic finish top and steel end panels 20"x42". Remington-Rand 12409. \$225 each.....	675.00
1	Dictionary stand, wood, 41" high. Drexel D-190 \$120.00. NIC	

LIBRARY FACILITY 5 (cont.)

Movable Equipment (cont.)

Quantity	Item	\$
9 8 5	18' Range steel bookstacks, double-face, 20"x90" with closed 20" base shelf and twelve 10" adjustable shelves per unit. Remington-Rand 12909 starter unit and 5 each 22909 adder units and 09290 steel end panels. \$400 each.....	1,200.00
10 4 End Panels	21' Range steel bookstacks, double-face, 20"x90" with closed 20" base shelf and twelve 8" adjustable shelves per unit. Remington-Rand 12909.1 starter unit and 6 each 22909. One adder units and 09290 steel end panels. \$425 each.....	1,700.00
Total Equipment		<u>\$ 4,702.50</u>

F. Square Feet

Approximately 2,820 square feet.

LIBRARY FACILITY 6 18

A. Title of Space

Curriculum Librarian's Office, workroom and storage area.

B. Utilization

Area will provide office and work space for curriculum librarian and secretary. Location should be adjacent to Curriculum Laboratory. Windows in the walls next to Curriculum Laboratory would be useful for supervision purposes. (windows on east and south sides)

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Two persons.

E. Equipment

1. Adequate lighting.
2. Electric outlets.
3. Acoustical tile ceiling.
4. Carpeted floor.
5. New partitions for walls.
6. 36" wide door with lock. *with window*
7. Telephone outlet jack.
8. Intercom outlet jack.
9. Building P.A. system to be heard here.
10. Clock and system.
11. Small sink with running water and cupboard.
12. Tackboard, 4'x8' with aluminum frame.

*What height from floor does window begin?
≈ 32"??*

LIBRARY FACILITY 6 (cont.)

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
3	Booktrucks, wood, with rubber bumpers and tires, 38"x32"x14". Gaylord 23CS, or equivalent. \$80.00 each. 2 units NIC.....	80.00 136.00
1	Chair, posture, without arms. Steelcase 1289, or equivalent. \$100.00 NIC	
1	Chair, steno, posture. Steelcase 275, or equivalent.	60.00
1	Typewriter stand, 17"x17"x27". Steelcase Tiffany 8800, or equivalent.....	30.00
1	Typewriter, electric, with library keyboard and platen. Royal 970.....	480.00
1	Steel file, 4 drawer, 28"x15"x53". Steelcase 1705, or equivalent. \$97.00 NIC	
1	Bookcase, 84"x36"x12". NIC	
1	Table. NIC	
1	Card Catalog. NIC	
1	Desk. NIC	
Total Equipment		<u>\$ 650.00</u>

F. Square Feet

Approximately 176 square feet.

LIBRARY FACILITY 7 17

A. Title of Space

Curriculum Laboratory Conference Seminar Study Room.

B. Utilization

Area will be utilized by groups which need to examine and discuss curriculum materials without bothering other library patrons. Location should be adjacent to Curriculum Laboratory.

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Approximately 10 persons.

LIBRARY FACILITY 7 (cont.)

E. Equipment

1. Controlled level of lighting for AV usage.
2. Electric outlets.
3. Acoustical tile ceilings.
4. Carpeted floor.
5. New partitions for walls.
6. Door, 36", with lock, to allow passage of booktrucks.
7. Telephone outlet jack.
8. Intercom outlet jack.
9. Building P.A. system to be heard here.
10. Clock and time system.
11. CCTV outlet jack.
12. Tackboard, 4'x8', with aluminum frame.
13. Chalkboard, 4'x8', with aluminum frame.

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Projection screen wall hung, 60" x 60". Radiant "WB Educator", or equivalent.....	57.00
1	Table 48" x 96", plastic top, steel frame. Steelcase 299648. NIC	
10	Chairs, steel frame, vinyl upholstery. Steelcase 1276. \$40.00 each. NIC	
1	Wastebasket, metal, 14" size. Lit-ning Products Company.....	1.50
	<i>chalk board</i>	
	Total Equipment	<u>\$ 58.50</u>

F. Square Feet

Approximately 176 square feet.

LIBRARY FACILITY 8 12 & 13

A. Title of Space

Library Science faculty office, workroom and storage area.

B. Utilization

Area will provide office, work and storage space for library science instructor and secretary. Location should be near library science class areas.

C. Number of Rooms

Two (2) rooms.

D. Personnel Capacity

Two persons.

LIBRARY FACILITY 8 (cont.)

E. Equipment

1. Adequate lighting.
2. Electric outlets.
3. Acoustical tile on ceiling.
4. Carpeted floor.
5. New partitions for walls.
6. Door, 36", with lock, to allow passage of booktrucks.
7. Telephone outlet jack.
8. Intercom outlet jack.
9. Building P.A. system to be heard here.
10. Clock and time system.
11. CCTV outlet jack.
12. Small sink with running water and cupboard.
13. Tackboards, two, 4'x8', with aluminum frame.

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
<u>1</u>	Desk, metal, convertible, 60"x30", single pedestal desk (Steelcase 660300-SPR) joined by a 60"x20" convertible top (Steelcase T-6019 to two 2-drawer file cabinets (Steelcase 615-2F) (Steelcase package 60C60).....	350.00
1	Typewriter stand, 17" x 17" x 27". Steelcase Tiffany #8800, or equivalent. \$30.00 each. NIC	
1	Chair, posture, plastic arm rests, 23" x 21" x 32". Steelcase C-180-TA. \$126.00 each. NIC	
<u>1</u>	Chair, steno, 17" x 16" x 35". Steelcase #275.....	60.00
2	Steel bookcase shelving 84" x 9-3/4" x 36". School Specialty Supply Company, 24-8409-0010, or equivalent \$65.00 each. NIC	
<u>2</u>	Wastebaskets, metal, 14" size. Lit-Ning Products Co. \$1.50 each.....	3.00
4	Steel files, 4 drawer. NIC	
1	Desk. NIC	
3	Chairs. NIC	
Total Equipment		<u>\$ 413.00</u>

F. Square Feet

Approximately 176 square feet.

LIBRARY FACILITY 2 16

A. Title of Space
Library Science Classroom.

B. Utilization

This area will be utilized by the Department of Library Science for classes. It will also be used when faculty from other departments bring their classes to the library for lectures by library staff on how to use the library's resources or to make class use of Curriculum Laboratory materials. It should be located near the Library Science faculty office.

C. Number of Rooms
One (1) room.

D. Personnel Capacity
Approximately 50 persons.

E. Equipment

1. Controlled level of lighting for AV usage.
2. Electric outlets.
3. Acoustical tile ceilings.
4. Carpeted floor.
5. New partitions and existing walls utilized.
6. Door, 36", with lock, to allow passage of booktrucks.
7. Building P.A. system to be heard here.
8. Clock and signal system.
9. CCTV outlet jack.
10. Storage closet, built-in, with some shelving, ample doors (folding, etc.) to permit carts to be wheeled in and stored.
11. Tackboards, (2), 4'x8' with aluminum frame.
12. Chalkboards, (2), 4'x8', with aluminum frame.

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Projection screen, wall hung, 70" x 70", adjustable. Valiant "Tecni-tilt" #82684, or equivalent...	70.00
10	Tables, 36" x 72", laminated plastic top, metal legs Steelcase #297236. \$137.00 each.....	1,370.00
50	Chairs, steel frame, vinyl upholstery. Steelcase #1276. \$40.00 each.....	2,000.00
4	Booktrucks, metal, each with two double sloping shelves. 36"x30"x17". Gaylord #84, or equivalent. \$75.00 each 3 units NIC.....	51.00 75.00
3	Equipment carts, metal "rollaway" 18"x24"x42". School Specialty Supply #303, or equivalent. \$39 each. 2 units NIC.....	39.00 78.00
2	Wastebaskets, metal 14" size. Lit-Ning Products Co. \$1.50 each.....	3.00

LIBRARY FACILITY 9 (cont.)

Movable Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Platform, wood, approximately 6'x6'x7" high. NIC	
1	Lectern-desk 24"x48"x30" (lectern part adjusts to 42" high). Smith System #1202.....	100.00
	Total Equipment	<u>\$ 3,656.00</u>

F. Square Feet
Approximately 1,012 square feet.

LIBRARY FACILITY 10 14 & 15

A. Title of Space
Library Science Conference Seminar Study Room.

B. Utilization
This area will be utilized by the Department of Library Science for classes and will be used by small groups which need to study materials or confer together. It should be located near the Library Science faculty offices.

C. Number of Rooms
Two (2) rooms.

D. Personnel Capacity
Approximately 10-12 persons each.

- E. Equipment
1. Controlled level of lighting for AV usage.
 2. Electric outlets.
 3. Acoustical tile ceiling.
 4. Carpeted floor.
 5. New partitions for walls.
 6. 36" door, with lock, to allow passage of booktrucks.
 7. Building P.A. system to be heard here.
 8. Clock and time system.
 9. CCTV outlet jack.
 10. Tackboards, 4'x8', with aluminum frame.
 11. Chalkboards, 4'x8', with aluminum frame.

Movable Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
2	Projection screens wall hung 60"x60" with adjustable Keystone eliminator brackets. Valiant #WS-66M or Radiant "WB Educator", or equivalent. \$57.00 each...	114.00
2	Steel files, 4 drawer (letter size) 28"x15"x53". Steelcase 1705, or equivalent. \$97.00 each.....	194.00

LIBRARY FACILITY 10 (cont.)

Movable Equipment (cont.)

Quantity	Item	
16	Tables, trapezoidal shape, approximately 29"x58"x29" x30" tops. Brunswick CTRT. \$35.00 each.....	560.00
24	Chairs, steel frame, vinyl upholstery. Steelcase #1276. \$40.00 each.....	1,060.00
2	Steel library shelving units 84" high, 9-3/4" deep, 36" wide. School Specialty Supply Company 24-8409-0010, or equivalent. \$65.00 each. NIC	
2	Wastebaskets, metal, 14" size. Lit-ning Products Company. \$1.50 each.....	3.00
	Total Equipment	<u>\$ 1,931.00</u>

F. Square Feet

Approximately 240 square feet.

LIBRARY FACILITY 11

A. Title of Space

Library Science and Juvenile Book Collections.

B. Utilization

Area will be open to library patrons and will have seating nearby.

C. Number of Rooms

One (1) area.

D. Personnel Capacity

Approximately 64 persons.

E. Equipment

1. Adequate lighting.
2. Electric outlets.
3. Acoustical tile ceiling.
4. Carpeted floor.
5. Building P.A. system to be heard here.
6. Clock and signal system.
7. Tackboard 4'x12' with aluminum frame.

Movable Equipment

Quantity	Item	
3	Kik-step stool, 14" high, 15.5" diameter. Cramer Kik-step Style KS-1. \$15.00 each. 2 NIC.....	15.00
3	Wastebaskets, metal, 14" size. Lit-Ning Products Company. \$1.50 each.....	4.50

LIBRARY FACILITY 11 (cont.)

Movable Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
32	Chairs NIC	
32	Chairs, Steelcase #1276. \$40.00 each NIC	
1	Coat rack, double, 4 ft. long, mobile with casters. Checkerette Model D-4-CT, or equivalent. \$60.00 each. NIC	
3	Table, round, 5' diameter, walnut finish plastic top. Steelcase 296000. \$190.00 each. NIC	
7	Tables, 3'x5'. NIC	
11 1 unit	12' range steel bookstack, single face, wall hung, 10"x90" with closed 10" base and six (6) 8" adjustable shelves per unit. Remington-Rand 11909.1 starter unit and 3 each 21909.1 adder units.....	225.00
12 1 unit	21' range steel bookstack, single face, wall hung, 10"x90" with closed 10" base and six (6) 8" adjustable shelves per unit. Remington-Rand 11909.1 starter unit and 6 each 21909.1 adder units.....	300.00
13 1 unit	18' range steel bookstacks, double-face, 20"x90" with closed 20" base shelf and twelve 8" adjustable shelves per unit. Remington-Rand 12909.1 starter unit and 6 each 22909.1 adder units. \$425.00 each.....	2,550.00
14 1 unit 1 set end panels	15' range steel bookstacks, double-face, 20"x90" with closed 20" base shelf and twelve 8" adjustable shelves per unit. Remington-Rand 12909.1 starter unit and 4 each 22909.1 adder units. \$350.00 each.....	700.00
5	Tables, 4'x6', walnut finish plastic, Steelcase 297248. \$190.00 each. NIC	
4	Carrels, single face unit 50" high x 36" wide x 24" deep. Sides and back shall extend 21" above desk height for distraction-free closure and 13" below desk for modesty. Unit to contain light fixture and two flush-mounted 3-pronged grounded receptacles. Monroe Industries #121-212-136 starter and 111-111-136 adder. \$100.00 each. NIC	
1,000	Metal Book Supports, Gaylord #163 or equivalent. \$24.00 each. per hundred	240.00
300	Metal Book Supports, Gaylord #169 or equivalent. \$62.00 each. hundred	186.00
Total Equipment		<u>\$ 4,204.50</u>

F. Square Feet

Approximately 3,150 square feet.

OFFICE OF INSTRUCTIONAL TECHNOLOGY 20-19

- A. Title of Space
Carrel Area (carrels are to be spaced in available area according to size and grouped together by function.)
- B. Utilization
Area would be used by students for study using audio and video recorded information and using size of carrels appropriate to assignments.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 65 persons.
- E. Equipment
1. Audio carrels with capability of adding video 3'x2'x30" high.
 2. Variable size audio carrels - 2' deep x up to 6' long x 30" high @ 36 square feet = 360 sq. ft. (Audio carrels will have audio selector switch, volume control and headphone jack mounted on a control box which will be mounted on back or side wall of carrel; 8 inch shelf above desk top; electrical outlet(s); and fluorescent light with "on-off" switch.
 3. Carpeting.
 4. Acoustical ceiling.
 5. Constant level lighting.
 6. Wall outlets.
 7. Clock (observable to carrels).
- F. Square Feet
Approximately 1,920 square feet.

CARREL AREA

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
32 2 6	Commcenter video carrels. Taylor-Grammer Co., 1037 Woodrow, Wichita, Kansas. \$145.00 each. 22 units NIC.....	1,595.00
11 5 units of 2 carrels each	Carrels, study and media, 36"x30", Model CQ-2; Howe-Quest carrels. Bowlus School Supply, Pittsburg, Ks. \$110.00 each.....	1,210.00
8 4	Carrels, study and media, 48"x30", Howe T/E carrels, model T/E. \$140 each; and 4 with PM-10 Rear Projection Module. \$100.00 each. 4 units NIC.....	400.00
4	Carrels, study and media, 48"x30", Howe T/E carrels; \$140.00 each.....	560.00

OFFICE OF INSTRUCTIONAL TECHNOLOGY 20 (cont.)

CARREL AREA (cont.)

Furniture and Equipment (cont.)

Quantity	Item	\$
8 ² complete	Carrels, study and media, 36"x30", Howe-Quest carrels; back to back. \$110 each; with 3 PM-9 rear projection module. \$60.00 each. 4 units NIC..... ^{2 at 170.00}	340.00 240.00
1	Table, walnut finish, plastic top, 6'x3', Steelcase #297248, black enameled legs. \$140.00 each.....	140.00
35	Chairs, side, assorted colors. \$15.00 each. 15 units NIC.....	300.00
4	Sofa Chairs. NIC	
6	Side chairs with arms. Steelcase #C235; assorted colors, black enameled legs and arms. \$50.00 each 2 units NIC.....	200.00
35 ⁶	Television monitor viewers, 9"; 9" Sony-solid state. \$100.00 each (10 now - balance later).....	1,000.00
35 ⁶	Audio headsets. \$12.00 each. (10 now - balance later)	120.00
33 ⁶	Student turret. Switching facility. \$10.00 each. (10 now - balance later).....	100.00
Total Equipment		<u>\$ 5,865.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 21 ³¹ QSO'ERS ROOM

- A. Title of Space
Director's office and conference room (location should be about central to OIT area - private exit, entrance to secretarial area and work area).
- B. Utilization
Area will be used to house director, some files and storage, and provide, in the same room, a conference area and table.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 8-10 persons.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ^{213k} (cont.)

E. Equipment

1. Constant level lighting.
2. Controlled level lighting - 1 switch.
3. Electric utility outlets.
4. Telephone outlet jack.
5. Standard doorways.
6. Shelving--storage cabinet.
7. Carpeting.
8. Conduit for CCTV.
9. Intercom conduit and facility.
10. Antenna conduit.
11. Acoustical ceiling.
12. Conference table.

F. Square Feet

Approximately 255 square feet (15x17).

DIRECTOR'S OFFICE AND CONFERENCE ROOM

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Book shelves and storage cabinet, built-in. 1'x6'x6'h. \$150.00 NIC	
2	File cabinets, 1 $\frac{1}{2}$ x3x5 $\frac{1}{2}$; side opening. Steelcase #842-401. \$301.50 each. NIC	
1	Coat rack, Costumer. Bowlus #969.....	13.50
5	Chairs. Steelcase #1276. \$40.00 each. 2 units NIC	120.00
1	Desk, 70"x36", plastic top, enameled legs. Steelcase #429041. \$400.00 NIC	
1	Extension desk with 2 drawer stand. Plastic top, black enameled legs; Steelcase #42458D. \$300 NIC	
1	Tambour unit, plastic top, black enameled legs. Steelcase #42485. \$440.00 NIC	
1	Executive chair. Steelcase #463-131. \$200.00 NIC	
1	Side chair with arms. Steelcase #C235.....	65.00
1	Occasional table, 16x26x22. Steelcase #22T34. \$40.00 NIC	
1	Conference table, 70"x36"x29-3/8". Steelcase 329044.	249.00
	Total Equipment	<u>\$ 447.50</u>

32944
without center
drawer

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~22~~ 32

- A. Title of Space
Secretarial Area. (This office should be adjacent to the film check out area and the Director's Office.)
- B. Utilization
 Area will be used for typing, filing, telephone work, storage area and shelving.
- C. Number of Rooms
 One (1) room.
- D. Personnel Capacity
 Approximately 2-3 persons.
- E. Equipment
1. Constant level lighting.
 2. Electrical outlets.
 3. Telephone outlet jack.
 4. Intercom conduit and facility.
 5. Shelving and storage cabinets.
 6. Carpeting.
 7. Acoustical ceiling.
 8. Standard doorway.
 9. Intercom facility.
- F. Square Feet
 Approximately 180 square feet (12x15).

SECRETARIAL AREA

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	\$
1	Desk. Steelcase #114B, Pedestal R; Sidedesk #114345-TUL. \$371.00 NIC	
1	Steno chair. Steelcase 275. \$60.00 NIC	
1	Cabinet, 60x19-3/4. Steelcase #114328. \$220.00 NIC	
3	File cabinets, 4-drawer. Steelcase #1705. \$97.00 NIC	
3	Chairs, with arms. Steelcase #C235-SBL. \$65.00 NIC	

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 23 *30 A-V Center Film Service*

- A. Title of Space
Media storage and Check-out Office. (Location should be near main entrance and preview room.)
- B. Utilization
Area will be used to house film; filmstrips, tape and slide storage cabinets; for film inspection, maintenance and repair facilities; for checking films and equipment into and out of the office.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 3-5 persons.
- E. Equipment
1. Constant level lighting.
 2. Telephone outlet.
 3. Intercom facility.
 4. 36" doorway for cart entrance (perhaps double doors).
 5. Check out counter with storage , approximately 20 feet long.
 6. Shelving and storage facilities.
 7. Carpeting on floor.
 8. Acoustical ceiling.
 9. Security lock on outside doors.
 10. Film storage cabinets.
 11. Work counter with under storage.
- F. Square Feet
Approximately 456 square feet. (24x19)

FILM STORAGE AND CHECKOUT OFFICE

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
3	Film storage cabinets, 16"d x 47"w x 90"h Neumade MM-216C. \$495.00 each NIC	
1	Film storage cabinet, 16" x 57" x 90", Neumade MM 214C NIC	
1	AV equipment cabinet, 2'd x 3'w x 7'h, ASE Bowlus 3437 NIC	
1	Steno desk, single pedestal, Bowlus-Anderson-Hickey.. X1045CD.....	82.50
<u>1</u>	Steno chair, swivel, Anderson-Hickey-Bowlus S-21.....	24.00

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ^{3D}~~23~~ (cont.)

FILM STORAGE AND CHECKOUT OFFICE (cont.)

Furniture and Equipment (cont.)

Quantity	Item	\$
1	Coat rack (6) Bowlus -- Lyon 5945.....	32.00
2	Work tables. 2'x5'x30"h; Toledo Metal Furniture #911. \$64.00 each.....	128.00
<i>Use old one</i> 1	Film repair counter; storage beneath; 2'w x 3'h x 8'.	360.00
1	Slide storage and viewing cabinet; Abodia Visual 5000 and base with storage: 627 plus \$127.50.....	854.50
1	Filmstrip storage cabinet. Wilson BC #300, and base.	76.00
1	Cassette tape storage cabinet. Luxor 101- TL ^{TCL}	82.50 ^{96.80}
1	Audio tape reel storage cabinet; 24 x 15 x 66; ASE Bowlus 3426.....	42.50
1	In-a-door filmstrip file. Luxor #418.....	19.00
1	Video tape storage cabinet; 24 x 15 x 66; ASE Bowlus 3426.....	147.50
1	Record and filmstrip storage cabinet. Luxor #77.....	42.00 ^{53.80}
1	Record (disc) storage cabinet; Luxor #150 RT plus base	149.90 ^{17.80}
2	Equipment carts; 18" x 24" x 42"; AV441 with AV541 \$39.00 ^{53.60} each.....	78.00 ^{107.00}
1	Video Tape Recorder, 1/2" Sony TAV-3600 (with monitor) \$900.00 NIC	
1	Video Camera, Sony AVD 3200 DX. \$695.00 NIC	
	Total Equipment	<u>\$ 2,117.50</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~21~~²⁹

- A. Title of Space
Tape Recording Production. (This area should have access to the film check out area.)
- B. Utilization
Area will house tape recording and tape duplicating equipment. Recording and duplicating of audio and/or video tapes will be done here.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ²⁹₂₄ (cont.)

C. Number of Rooms
One (1) room.

D. Personnel Capacity
Approximately 3-4 persons.

E. Equipment

1. Constant level lighting.
2. Intercom conduit.
3. CCTV conduit.
4. Antenna conduit.
5. Electrical outlets, extra number.
6. Bench, approximately 10' long.
7. Storage cabinets.
8. Shelving.
9. Carpet.
10. Acoustical ceiling.
11. Standard doorway.
12. Security lock.

F. Square Feet
Approximately 229 square feet.

TAPE RECORDING PRODUCTION

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Work Stool, 24", hardwood; Bowlus School Supply #6...	5.00
2	Chairs. Steelcase #233. \$36.50 each. NIC	
1	Storage Cabinet. 36"x24"x62"; Bowlus School Supply #3487. \$60.00 NIC	
1	Storage Cabinet. 36"x18"x62"; Bowlus School #3456...	56.00
1	Three speed reel-to-reel Recorder; Audiotronics Model 120. \$180.00 NIC	
1 + -	Cassette tape recorder. Wollensak; Model 2550AV.....	300.00
1	High speed cassette duplicator. Infonics; RR-2 \$1,895.00 NIC	
1	Variable speed stereo record player. Audiotronics 700SVT. \$260.00 NIC	
1	Tape slicing machine. Robins TK-9.....	19.00
10 + -	Lockers. Republic Type 55; 12x12x60. \$17.00 each...	170.00
	Total Equipment	<u>\$ 550.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 25-29

- A. Title of Space
Tape Deck Rack Room. (Located adjacent to ducts having access to upstairs.)
- B. Utilization
Area will house racks upon which are mounted audio tape decks. The decks will be used in the room for recording and playback.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 2-3 persons.
- E. Equipment
1. Shelving with storage facilities.
 2. Two foot work tables on walls with storage beneath.
 3. Electrical outlets.
 4. Intercom conduit and facility.
 5. Constant level lighting.
 6. Carpeting.
 7. Acoustical ceiling.
 8. Heavy duty forced air circulator (to exhaust heat from units).
- F. Square Feet
Approximately 168 square feet (12 x 14).

AUDIO TAPE RACK ROOM

Furniture and Equipment

Quantity	Item	\$
1	Table. 2½' x 5' x 30". Bowlus E3060D.....	35.00
1	Chair. Steelcase #233. \$36.00 NIC	
1	Stool. Work Stool, 30", metal. Bowlus School Supply #630.....	6.00
1	Storage Cabinet. 36" x 18" x 6½'. Bowlus School Supply #3456.....	56.00
		<u>\$ 97.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 26-29

- A. Title of Space
Equipment Maintenance, Repair and Storage. (Location should be adjacent to Equipment Storage room.)
- B. Utilization
Area will be used for work bench and equipment for electrical, mechanical, and electrical repairs of equipment.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ²⁹₂₆ (cont.)

C. Number of Rooms
One (1) room.

D. Personnel Capacity
Approximately two persons.

E. Equipment

1. Constant level lighting.
2. Electrical outlets.
3. TV conduit outlet.
4. Intercom conduit.
5. Work bench - about 40" high.
6. Work tables.
7. 36" doorway from hallway and equipment storage area (other doorways standard)
8. Shelving and storage area.
9. Carpet.
10. Acoustical ceiling.
11. Conduit for outside antenna.

F. Square Feet
Approximately 504 square feet (16½ x 32½).

EQUIPMENT REPAIR, MAINTENANCE, AND STORAGE

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Repair Workbench. 24" x 30" x 40" high. Shelf 10'w; 16" above bench; (storage areas below--shelves, drawers; knee room when seated on work seat) NIC	
2	Spare parts cabinet. 24"d x 36"w x 6½'h; Bowlus School Supply #3447. \$91.00 each. 1 unit NIC.....	91.00
2	Chairs. Steelcase #233. \$36.50 NIC	
3	Small parts cabinet with drawers. One--24 drawer #2365, \$42.50; two--18 drawer #2362, \$37.00 each, 2 units NIC.....	37.00
1	Work Stool Metal. Bowlus #630. \$6.00 each.....	6.00
2	Service Carts. 24" x 36" x 32". Bowlus #3033.....	37.00

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ²⁹~~26~~ (cont.)

EQUIPMENT REPAIR, MAINTENANCE, AND STORAGE (cont.)

Furniture and Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
2	Spare parts cabinet. 24" d x 36" x 6 1/2" h; Bowlus School Supply #3447. \$90.85 each. 1 unit NIC.....	91.00
2	Chairs. Steelcase #233. #36.50 each. NIC	
3	Small parts cabinet with drawers. One 24 drawer #2365, \$42.50; two, 18 drawer #2362, \$36.75 each. 2 units NIC.....	37.00
1	Work Stool Metal. Bowlus #630. \$6.00 each.....	6.00
2	Service Carts. 24" x 36" x 32". Bowlus #3033.....	37.00
For Equipment Storage:		
2	Storage cabinets, metal, 4-shelf, 1 1/2' d x 36" (or 40") x 6 1/2" h; Bowlus School Supply #3487. \$60.00 each 1 unit NIC.....	60.00
2	Storage cabinets, metal, 2' d x 36" w x 6 1/2" h; Bowlus School Supply #3447. \$71.00 each.....	142.00
2	Storage racks. Metal lumber, 3' d x 4' w x 1 1/2' h; 3 tiers high. \$75.00 each NIC	
Total Equipment		<u>\$ 373.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~27~~ ²⁸

- A. Title of Space
Preview Room (location should be near Film Checkout Room)
- B. Utilization
Area will be divided into 4 viewing areas and will be used to preview films, filmstrips, slides, and multi-media materials.
- C. Number of Rooms
Three rooms - each about 6 feet x 10 feet.
- D. Personnel Capacity
Approximately 9 persons - 3 per viewing area.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 27⁴²⁸ (cont.)

E. Equipment

1. Constant level light with switch for each viewing room.
2. Electrical outlets.
3. Projection bench.
4. Carpet.
5. Acoustical ceiling and wall treatment.
6. Intercom conduit.
7. Standard doorway.
8. Security lock.
9. Viewing surface painted 4'x4'.

F. Square Feet

Approximately 192 square feet.

PREVIEW ROOMS (3)

Furniture and Fixtures

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
6	Chairs. Hoover Bros. #640, \$14.00 each.....	84.00
3	Projection cart with electrical outlet. Pixmobile 18"x24"x42"; Model AV-441--\$41.00; Electric cord, Model AV-541--\$8.00.....	117.00 156.00
3	Coat rack and shelf. Capacity--3; Lyon Coat Rack, Bowlus #5951.....	42.00
3	Projectors, 16mm, with earphones. Frank Bangs Co. \$650.00 each. 2 units NIC.....	650.00
	Total Equipment	<u>\$ 893.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 28³³

A. Title of Space

Instructional Media Laboratory (This room should be located adjacent to the self-help room for easier access to water and drain.)

B. Utilization

Area will be used for demonstrations of a variety of audio-visual devices and for students and faculty to practice their operation. Area will also be used as a work room for the production of audio and visual materials and the sequencing, synchronizing, and practice in presentations.

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Approximately 25-30 persons.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ³³~~28~~ (cont.)

E. Equipment

1. Work tables.
2. Storage cabinets.
3. Shelving.
4. Wall screens.
5. Controlled level lighting.
6. Cork board.
7. Electrical outlets - standard counter height.
8. Chalkboard.
9. Intercom conduit.
10. TV cable outlet.
11. Counter top space approximately 58 feet -- shelves and drawers beneath.
12. Sink.
13. Water.
14. Carpeting.
15. Acoustical ceiling.
16. Doorway - 36 inch.
17. Security lock.
18. Carrels - wall mounted, 36 inches deep, 6 feet wide; electrical outlet in each.
19. Conduit for outside antenna.
20. Centrex time.

F. Square Feet

Approximately 782 square feet.

MEDIA LAB

Furniture and Equipment

Quantity	Item	\$
3	Storage cabinets. 24"x36"x62"; Bowlus #3447; \$71.00 each. 2 units NIC.....	71.00
2	Tables. 30"x60"x30"; McNeff #3060P (Kc-AV) \$43.00 ea.	86.00
6	Tables. 3'x6'x30"h; Steelcase #297236. \$130.00 each	780.00
30	Chairs. Hoovers #640A. \$15.00 each.....	450.00
10 4	Carrels. 4' long x 30" d x 30"h; Howe "Quest" T/E \$140.00 each. 5 units NIC.....	700.00
10	Chairs. Steelcase #233. \$36.50 each. NIC.....	
1	Monitor. Wall mounted; 24"; Satchell-Carlson "Educator". 2140-SD-11. Monitor only.....	195 280.00
1	Pull-down Screen. (screen on wall); Radiant #WS66M 60" x 60" -- 51 plus Keystone Cracket--10.....	61.00

done with
PA facility

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ³³~~28~~ (cont.)

MEDIA LAB (cont.)

Furniture and Equipment (cont.)

Quantity	Item	\$
1	Overhead viewing screen. Wall corner mounted; Tecnitilt Screen #82670; 48x60--\$20.00; corner mount #82676--\$11.00.....	31.00
1	Paper towel dispenser.....	2.00
3	Multi-height mobile projection stands. Luxor 55B with electric Luxor 15C. \$50.00 each. 2 units NIC.....	50.00
1	Videotape Recorder. 1/2" Sony AV-3600.....	695.00
1	Monitor. Sony PVJ-51RU. \$235.00 NIC	
1	Monitor. Monochrome; Sony CVM 180UA.....	250.00
1	Audio Mixer. Sony MX-800.....	120.00
2	Videocameras. Sony AV3200 DX. (1) unit NIC.....	695.00
2	Hoover Dolly. 1 unit NIC.....	100.00
1	Tape recorder. RR; Audiotronics 110.....	160.00
1	Tape recorder. Cassette; Audiotronics Model 130.....	150.00
1	16mm Projector - Bell and Howell "Specialist" 1552...	690.00
1	Record player. Audiotronics ATC-300VA.....	70.00
1	35 mm filmstrip projector. Bell & Howell Autoload #745C.....	160.00
1	8mm Film Loop Projector.....	150.00
1	35 mm filmstrip projector with record. DuKane 14A650A	295.00
1	35 mm filmstrip projector with cassette tape. DuKane 28A9. \$295.00. NIC	
1	Thermofax machine. NIC	
1	Photo-copier. NIC	
1	Spirit Duplicator. NIC	
Total Equipment		<u>\$ 6,046.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ²⁹

34-35-36-37

- A. Title of Space
Video Taping Rooms. (Rooms should be adjacent to each other.)
- B. Utilization
Area will be used to make video tape recordings for instructional purposes as well as practice of skills by teachers and student teachers.
- C. Number of Rooms
Four (4) rooms.
- D. Personnel Capacity
Approximately 10 persons.
- E. Equipment
1. Controlled level lighting.
 2. Electrical outlets.
 3. Shelving and storage area.
 4. Microphone conduit.
 5. Video conduit.
 6. Carpeting.
 7. Acoustical ceiling and walls.
 8. Standard doorways.
 9. Security locks.
 10. Chalk board, 4'x5'.
 11. Overhead projection screen.
 12. Centrex time.
- F. Square Feet
Approximately 856 square feet (4 rooms - 9-4 x 23).

VIDEO TAPING ROOMS (4)

Furniture and Equipment

Quantity	Item	\$
4	Remote controlled VTR. Sony 1/2" AV3600. 2 units NIC	2,200.00
4	Monitor. Sony CVM 180 VA. 2 units NIC.....	500.00
4	Cameras. Video; Sony AV 3200 Dx. 2 units NIC.....	1,390.00
4	Tripods and Dolly. Sony TD 200 NIC	
4	Microphones; installed in ceiling; Sony F-98 Dynamic.	100.00
4	Pulldown Screens. Radiant; SP Wall Model; 60"x60"...	88.00
4	Overhead Projection Screen; Tecnitilt Screen #82670-\$19.95, with corner mount #82676-\$11.00 NIC	
4	Lecterns. Smith System no. 114.....	68.00

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~29~~ (cont.)

34-35-36-37

VIDEO TAPING ROOMS (4) (cont.)

Furniture and Equipment (cont.)

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
8	Tables. 2'x4'x29"; Bowlus "All-Purpose" E24480 \$27.50 each.....	220.00
4	Coat Racks. Lynon wall coat rack (12) #5953.....	81.00
4	Storage Cabinets. 18"dx36"wx6; Concord X-7500 NIC	
40	Chairs. Standard black enameled; Hoover Bros. #640A 20 units NIC.....	300.00
4	Overhead Projectors. 3M glarefree-Model 66 ARC.....	756.00
	Total Equipment	<u>\$ 5,703.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~30~~

39-40-41

- A. Title of Space
Tape Recording Booth. (This room should be easily accessible to the Audio-Visual Laboratory Area.)
- B. Utilization
Areas will be used for producing tape recordings of voices, music, and sound effects. Oral presentations for class use will be prepared in the area.
- C. Number of Rooms
Three (3) rooms.
- D. Personnel Capacity
Approximately 2-3 persons.
- E. Equipment
1. Light--constant level.
 2. Electrical outlets.
 3. Work table.
 4. Shelving and storage cabinet.
 5. Carpet.
 6. Acoustical ceiling.
 7. Soundproof doors and walls.
 8. Centrex time.
 9. Viewing surface painted, 3'x3'.
- F. Square Feet
Approximately 231 square feet. (3 rooms, 7'x11')

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 30 (cont.)

39-40-41

TAPE RECORDING ROOMS (3)

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
3 3	Tables. 2'x1 1/2'x30" h; Toledo Metal Furniture #9800-III. \$58.00 each.....	174.00
9 9	Chairs. Hoover Beta II, #640A.....	135.00
3 3	Tape Recorders. Cassette; Audiotronics-Model 130 \$150.00 each. 2 units NIC.....	150.00
3 3	Phono players. Audiotronics #320T. \$75.00 each..... 2 units NIC.....	75.00
1	Tape Recorder. Cassette, slide synch; Wollensak #2550AV. \$300.00 NIC	
1	3-channel Audiomixer - Wollensak A-0485. NIC	
1	Stereo tape recorder. Wollensak 6350. NIC	
	Total Equipment	<u>\$ 534.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 31 42

- A. Title of Space
Self-Help Room. (Location should be adjacent to Overhead Transparency Production room.)
- B. Utilization
Area will be used by faculty for preparing instructional materials using equipment which will be placed in the room.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 5-7 persons.
- E. Equipment
 - 1. Electric utility outlets (extra quantity).
 - 2. Constant level lighting.
 - 3. Standard doorway.
 - 4. Doorway.
 - 5. Shelving.
 - 6. Storage cabinets.
 - 7. Work counter with storage.
 - 8. Cabinets - 2 sides.
 - 9. Acoustical ceiling.
 - 10. Sink and water.
 - 11. Clock.
 - 12. Intercom.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~31~~⁴² (cont.)

F. Square Feet

Approximately 190 square feet (10 x 23).

SELF-HELP ROOM

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Table. 24x30"; Toledo Metal Furniture #9800-I...	85.00
8	Chairs. Steelcase #233. \$36.50 each.....	288.00
1 ?	Thermofax machine. 3M - Model 45C.....	389.00
1	Photo copier. 3M - Model 107. \$329.00 each NIC	
1	Heat Press--dry mount; Seal - Model Standard 120 \$178.00 each NIC	
1	Storage Cabinet. 18x36x78; ASE Bowlus #3487.....	60.00
1	Paper cutter. 15 inch; Hoover Brothers #521SGS.....	25.00
	Total Equipment	<u>\$ 847.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~32~~⁴³

A. Title of Space

Graphics Production and Storage (Located adjacent to Overhead Transparency Dark Room.)

B. Utilization

Area will be used for graphic production, non-photo-process transparency production, and slide production and mounting. Materials used in these processes as well as finished materials will be stored in this area.

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Approximately 5-6 persons.

E. Equipment

1. Constant level lighting.
2. Electrical outlets.
3. Shelving.
4. Storage cabinets.
5. Work tables -- 30 inch and 36 inch; drawers, large.
6. Intercom conduit.
7. Carpet.
8. Acoustical ceiling.
9. Standard doorways.
10. Security lock.
11. Counter top space and storage - 2 long sides.

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ⁴³~~32~~ (cont.)

E. Equipment (cont.)

12. Sink.
13. Water.
14. Material storage.
15. Drawing table.
16. Clock.
17. Intercom.

F. Square Feet

Approximately 322 square feet.

GRAPHICS PRODUCTION AND STORAGE

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Slide cutting machine; Seary - Model V-A.....	69.00
1	Cutter, paper 18"; Hoover #5218GS.....	32.00
1	Thermofax machine; 3M - Model C. \$389.00 NIC	
1	Photo copier; 3M - Model 107. \$329.00 NIC	
1	Dry mount press; Seal - Model Standard #120. \$178.00 NIC	
1	Transparex scrubber; Manual; Davis AV-#W-10. \$62.00 NIC	
1	Diazo transparency production unit; Hoover Brothers Cat. #84601. \$300.00 NIC	
3	Storage cabinets: 2--36"x24"x78"; ASE Bowlus #3487 \$59.95 each; 1--36"x24"x78"; ASE Bowlus #3447 \$70.95 each.....	190.00
2	File Drawers; 4-drawer letter size; Cole #204L; Bowlus \$89.85 each. NIC	
6	Chairs; Hoover #640. ^{15.00} \$36.50 each.....	90.00
1	Slide Storage Cabinet. Neumade Product Model ^{SF-5-S} SF-S 500 slides.....	65.00
2	Stools; metal 30". Bowlus #630. \$5.95 each.....	24.00
1	Drawing table; 31"x42"; Leader; Bowlus #406.....	35.00
1	Drying Cabinet, film, 6' h x 18" x 36" with heater and blower. \$150.00. NIC	
Total Equipment		<u>\$ 505.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~33~~ 44

- A. Title of Space
Overhead Transparency Darkroom. (This room should be immediately adjacent to the Overhead Transparency Production Area.)
- B Utilization
Area will be used to store light sensitive materials, to expose and Produce photo-process overhead transparencies.
- C. Number of Rooms
One (1) room.
- D. Personnel Capacity
Approximately 3 persons.
- E. Equipment
1. Constant level lighting.
 2. Electrical outlets.
 3. Intercom conduit.
 4. Shelving - cupboards.
 5. Counter top - 2 sides.
 6. Storage area.
 7. Carpeting.
 8. Sink - double.
 9. Water - hot and cold with temperature control.
 10. Standard doorways.
- F. Square Feet
Approximately 132 square feet (12 x 11).

OVERHEAD TRANSPARENCY ROOM

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
1	Drying cabinet; 18" x 18" x 5'.....	45.00
1	Paper storage cabinet; countertop; 15" x 28" x 17"; Cole #349.....	35.00
1	Work stool; 30" metal; Bowlus #630.....	6.00
1	Chair; Hoover #640.....	15.00
1	Photo-modifier; Scott Co. \$475.00 NIC	
Total Equipment		<u>\$ 101.00</u>

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY ~~34~~ 45

- A. Title of Space
Photo Darkroom (Adjacent to overhead transparency darkroom.)

OFFICE OF INSTRUCTIONAL TECHNOLOGY FACILITY 34 (cont.)

B. Utilization

Area will be used to load film and containers; to develop film as needed, as well as have capacity for making photo prints.

C. Number of Rooms

One (1) room.

D. Personnel Capacity

Approximately 3-4 persons.

E. Equipment

1. Water--temperature controlled.
2. Sink and counter, photo developer type.
3. Table type counter.
4. Storage--cupboards.
5. Constant level light.
6. Electrical outlets.
7. Intercom conduit and facility.
8. Shelving - storage cabinet.
9. Work counters and shelf storage.
10. Carpet.
11. Acoustical ceiling.
12. Standard doorway.
13. Security lock.

F. Square Feet

Approximately 132 square feet (12 x 11).

PHOTO DARKROOM

Furniture and Equipment

<u>Quantity</u>	<u>Item</u>	<u>\$</u>
<u>1</u>	Work stool, 30" metal; Bowlus #630.....	6.00
1	Color Film Processor; Cabinet model CP-821 - 3½ gal. includes stainless steel sink, automatic temperature control, waterjackets, reel, racks, nitrogen timer and distributor, Calumet Photo Co.....	2,105.00
	Total Equipment	<u>\$ 2,111.00</u>

VIII. ESTIMATED FACILITY DEVELOPMENT COSTS

A. Land Acquisition (if applicable)	\$ --
B. Preliminary Expenses:	
Site Survey	\$ --
Soil Testing	\$ --
Other Testing	\$ --
Programming	\$ --
C. Supervision, Blueprints, Misc.	\$ 8,000
D. Equipment and Furnishings:	
Movable	\$ 46,731
Fixed	\$ --
E. Consultants	\$ --
F. Landscaping, Sitework, Tunnels, Utilities	\$ --
G. Building Construction	\$ 325,000
H. A/E Services	\$ 13,000
I. Contingencies	\$ 7,269
 TOTAL PROJECT COST	 \$ 400,000

IX. ANTICIPATED SOURCES AND AMOUNTS OF FINANCIAL SUPPORT

The 1971 Legislature provided \$16,000 from K.E.B.F. for planning purposes. It is anticipated that the Board of Regents will recommend and the 1972 Legislature will appropriate an additional \$384,000 from K.E.B.F.

XIV. LIST OF MOVABLE FURNITURE AND EQUIPMENT

Furniture and equipment is listed in description of project.

APPENDIX I

1. Inventory of space by type assigned to Department (Fall 1970)

a. Permanent

310	Office.....	4,764
315	Office Service.....	47
350	Conference Room.....	196
410	Study Rooms.....	1,557
430	Open Stacks.....	48,659
440	Library Processing.....	4,249
455	Study Facilities Service.....	6,755
530	Audio-Visual.....	746
730	Storage.....	16,163
	Total	<u>83,136</u>

2. Amount of Instruction Space Used in 1970 Fall Term

a. Room periods per week

(1)	General Classroom.....	0
(2)	Teaching Lab.....	0
(3)	Other.....	0

b. Student Station

(1)	General Classroom.....	0
(2)	Teaching Laboratory.....	0
(3)	Other.....	0

APPENDIX IIFALL 1970

Dept. Abbr.	Course No.	Credit Hrs.	Course Class Room	Contact		Hrs. Per Week Total	Student Regis- tration	Total Credit Hours	Average No. of Students..			Total Class Room	Contact		Hrs. Per Week Total
				Lab.	Other				Class	Sec.	Other		Lab.	Other	
Lib. Sci.	79	2	2			2	1	2				2			2
Lib. Sci.	21	2	2			2	35	70				70			70
"	73	3	3			3	24	72				72			72
"	76	3	3			3	31	93				93			93
"	77	2	2			2	18	36				36			36
Education	160	2	2	1		3	32	64				64	32		98
"	160	2	2	1		3	3	6				6	3		9

PROJECTION FALL 1975

Lib. Sci.	79	2	2			2	4	8				8			8
"	21	2	2			2	40	80				80			80
"	73	3	3			3	30	90				90			90
"	76	3	3			3	35	105				105			105
"	77	2	2			2	25	50				50			50
Education	160	2	2	1		3	45	90				90	45		135

PROJECTION FALL 1980

Lib. Sci.	79	2	2			2	6	12				12			12
"	21	2	2			2	45	90				90			90
"	73	3	3			3	35	105				105			105
"	76	3	3			3	40	120				120			120
"	77	2	2			2	30	60				60			60
Education	160	2	2	1		3	90	180	45	45		180	90		270

APPENDIX III

A. Current Research Programs (None At Present)

1. Program Description

- a. Sponsor
- b. Amount
- c. Duration

B. Anticipated Programs

1. Research Study

With the installation of video tape retrieval system as well as the Media Lab and Media Production facilities, research studies of learning, retention, motivation, alternative uses of teacher time, and scheduling can be undertaken. Studies involving frequency of student use of video facilities as well as time spent and repetitive visits can be easily determined. The effects of measuring and/or controlling certain of these variables may yield new and more effective patterns for learning.

APPENDIX IVI. Enrollment Analysis (Fall FTE)

<u>Year</u>	<u>UNDERGRADUATE</u>			<u>GRADUATE</u>			<u>Total Enrollment</u>
	<u>Number</u>	<u>Increase</u>	<u>% Gain</u>	<u>Number</u>	<u>Increase</u>	<u>% Gain</u>	
<u>Fall 1966</u>	4,214	--	--	376	--	--	4,590
1967	4,364	150	3.6	377	1	--	4,741
1968	4,670	306	7.0	409	32	7.8	5,079
1969	4,783	113	2.4	398	(11)	(2.7)	5,181
1970	4,709	(74)	(1.5)	420	21	5.3	5,129
5-year increase		495	11.7		44	11.7	

II. Projected Enrollment Analysis*

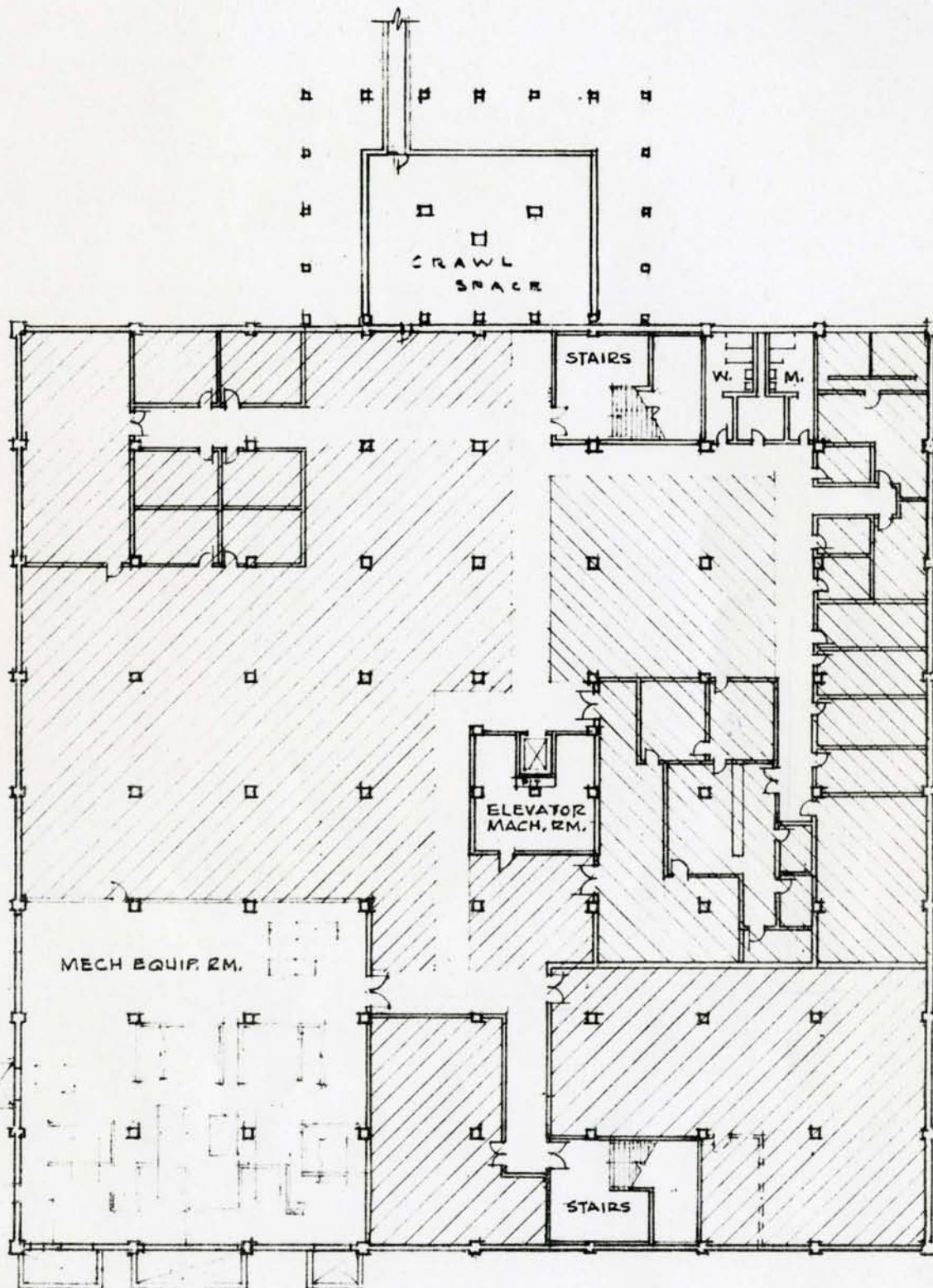
1975	5,520	811	17.2	562	142	33.8	6,082
1980	5,290	(230)	(4.2)	600	38	6.8	5,890


*State Education Commission "Enrollment Predictions", January, 1971.

APPENDIX V.Staff and Administration

<u>FTE FACULTY</u>	<u>Fall 1965 Actual</u>	<u>Fall 1970 Actual</u>	<u>Fall 1975 Projected</u>	<u>Fall 1980 Projected</u>
1. Classroom				
Lower Div.	.8	1.3	1.3	1.3
Upper Div.				
Grad. Div.	.2			
Subtotal-Teach.	<u>1.0</u>	<u>1.3</u>	<u>1.3</u>	<u>1.3</u>
2. Research				
3. Profes. Services	7.0	7.0	7.0	7.0
4. Univ-Wide Act.				
5. Advising				
6. Admin.	1.0	1.7	1.7	1.7
Subtotal-Faculty	<u>9.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
7. FTE Grad Stud. filling teach. pos.				
8. Non-acad. pos.	7.0	11.0	12.0	12.0
9. Other personnel assoc. w/dept.#				
10. Total FTE Pos.	<u>16.0</u>	<u>21.0</u>	<u>22.0</u>	<u>22.0</u>
11. No. FTE Pos. not requiring office space	0	1.0	1.0	1.0
12. No. FTE pos. requiring office space	16.0	20.0	22.0	22.0

#Detail other personnel in footnote or attached justification.



BASEMENT FLOOR PLAN
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