

SACRAMENTO STATE COLLEGE

DATE: February 12, 1963

To: Lois Hankamp, Chairman of SSC Documents Committee
 ✓ Herb Drummond
 Robert Trimmingham

SUBJECT: Plans for housing and maintain-
 ing U.S. Government Documents at
 Sacramento State College

From: Pearl Spayde

1. Major responsibility for the supervision and direction of the U.S. Government publications depository at SSC will be assumed by the Head of Social Science and Business Administration Reference.

2. Location

The two suggested locations, Honors Room and Business Administration, were discussed with Dr. Walker on February 4, 1963. His reply is attached. In order to convert the Business Administration section to a Documents Center, a partition of wood and glass will need to be constructed by the shop. A request for this will be forwarded now through proper channels. Dr. Walker urged that other necessary steps be taken now to prepare for proper storage of the Government Documents, in accordance with the signed agreement.

3. Personnel

The request for one-half librarian and one-half clerk was included in the 1963/64 budget, but not granted in the Governor's printed budget.

4. Equipment and Supplies

- a. Typewriter and stand - In 1963/64 budget.
- b. Card catalog - Use 15 drawer unit no longer needed for accession record.
- c. Worktable and chairs?
- d. Desk and chair - (Included with budgeted position--not granted).
- e. File - Included in 1963/64 budget - 1 for Social Science
1 for Maps and Documents.
- f. Princeton files - Order from miscellaneous.
- g. Telephone - None needed if located in Business Administration section.
- h. Book trucks - Four in 1963/64 budget.
- i. Book stacks - In 1963/64 budget - (Should they be slotted shelves?)

5. I concur with the recommendation of the Committee. Since minimum personnel cannot be provided by July 1, that we receive only publications we are presently receiving and expand the documents only when we are given necessary personnel and equipment.

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