

PN-A AV-184

REPORT

to

INSTITUT PERTANIAN BOGOR
Bogor, Indonesia

by

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PREFACE

This report summarizes a portion of my activities as Library Consultant to the Institut Pertanian Bogor, Indonesia, in the design and equipping of the Information Resources Center (IRC).

My IPB consulting and advisory relationships date from February 11, 1981 and continue to the present. Contacts include two site visits to IPB, several meetings and telephone conversations with personnel from Perkins & Wills, the Chicago-based architectural firm, a visit to the University of Illinois to discuss audiovisuals and the agricultural communications program with their consultants, similar discussions with many audiovisual and communications experts on the UW-Madison campus, extensive discussions with the IRC Director both in Bogor and at the UW, equally extensive discussions with the IPB head Librarian both in Bogor and at the UW and, finally, leisurely discussions with a MS-Library Science candidate from IPB.

This report is not a time-related diary; it compresses the consultive activities so that it represents, as much as possible, the design and proposed use of the IRC as it stands today. A part of the design problem was that many policy decisions relating to the IRC had to be made by IPB over a period of time, decisions which could affect design and equipment recommendations. Some policies are still being firmed which will undoubtedly change some of the layouts and proposed usage as described in this report.

The protracted interaction with many of the principals led to a very fruitful exchange of ideas. The final design is a consensus decision and one that I am very pleased with.

This is a first report of two; it deals only with the building design, room layouts, and commodities. The final report will concern itself with personnel, organization, training, and collections.

INTRODUCTION

I agreed to serve as the short-term Library Consultant to IPB on November 14, 1980; official confirmation of my appointment was made on February 11, 1981.

The "Plan for Participant Training, IPB/UW Graduate Education Project, USAID Loan No. 497-T-060" called for "... a well-organized and well-equipped Center which provides information resources and services for improved study, research, teaching, and dissemination of information." The IRC would "... assist the teaching staff in the procurement and/or development of improved teaching materials and the publication of materials required for teaching, research, and public service activities." The "Plan for Short Term Advisers, 1980" included "...make recommendations for the publication and communications section of the IRC." Pages 17 - 19 of the latter document and IPB Document 255/D2/DT.39/1981 outlined my tasks:

1. upgrading the development plan for the IRC,
2. working with Perkins & Will/Sangkoriang on the basic requirements for the IRC building which is to be designed and constructed,
3. developing a commodity list for the IRC,
4. making recommendations regarding appropriate staffing of the IRC, and
5. setting up a training program for IRC staff and to participate in training activities.

FIRST IRC DESIGN

Several meetings were held in Chicago in early 1981 to begin designing the IRC. The discussions centered around the campus planning concept, campus growth, IRC location, and other factors which would enter into the design. As a result of time constraints, faulty communications, and misunderstandings, I did not have an opportunity to review the initial Perkins & Will design before it was taken to IPB. Presumably it derived from earlier discussions, and USAID and IPB documents. The result however, was that the initial concept drawing was that of the classical academic library and did not reflect IPB's desire to have a multi-purpose information resources center. The preliminary design was rejected by IPB.

SECOND IRC DESIGN

On April 24, 1981 Perkins & Will requested that "Jim Edsall and LeRoy Zwiefel (sic) will draft a revised program based on their understanding of IPB's requirements and send same to us." Accordingly a document (enclosed as Appendix A) was drafted which did reflect IPB's desires and also included some thoughts regarding today's concept of scientific information management. In addition, the functions of the Teaching Aids Center, which previously had been planned as a separate building, were incorporated into the IRC concept. The Teaching Aids Center's functions and goals were parallel to the IRC's and unnecessary duplication of personnel, equipment, and services would have resulted. Incorporating teaching aids functions into an information center is a natural derivative of information transfer technology.

At the same time that the program statement was being re-written, Mr. James Kennedy of UW-Madison Planning and Construction and I drew the schematics for a four-story building, assigned functions to appropriate floors, and estimated the square space needed for each function. This document was transmitted to Perkins & Will on 18 June 1981 and is the basis for the accepted design of the IRC. It is enclosed as Appendix C.

The documents were discussed at a meeting at the UW-Madison on July 8, 1981 and listed the total IRC space needs as we preceived them. The IRC now included a library, facilities for audiovisual production and distribution, a radio station, a university press, a computer facility for the entire Darmaga Campus, the Teaching Aids Center, and an auditorium. It had been agreed earlier that because of budgetary restrictions, the IRC would be have to be phased. Phase I was limited to 7000 assignable square meters. The necessary reduction was made by deleting the entire computer facility, 930 square meters from the library, and ten percent across the board from all other areas. The auditorium was deleted from the IRC and now became a separate facility.

At the same meeting, the decision was made that the IRC would not be located across a new dam (in the same location as the former earth dam) as originally proposed; it would be located on higher ground of the ravine and the Environmental Resources Center would be built over the new dam.

FLOOR PLANS AND LAYOUTS

The major products of my first IPB visit were the floor plans and room layouts, which in turn led to the basic commodities list. The reduced scale plans and layouts are enclosed as Appendices to this report. For convenience they are listed here:

Appendix

Site Plan of IRC and Auditorium.....F.
Floor 1 Floor Plan.....G.
Floor 1 Room Layout.....H.
Floor 2 Floor Plan.....I.
Floor 2 Room Layout.....J.
Floor 3 Floor Plan.....K.
Floor 3 Room Layout.....L.
Floor 4 Floor Plan.....M.
Floor 4 Room Layout.....N.
Auditorium & Environmental Studies Center.....O.

The plans and layouts are the physical results of my work during my first visit. The intent was that they would provide the basis for discussion, agreement, and if necessary, modification. The plans highlighted areas and concepts which required further thought and policy decisions. Much of that desired interaction did take place and modifications and changes in room assignments/functions were made. Such changes are discussed in this report where appropriate. Some policy uncertainties remain which may further modify the plans in the future.

The reduced room layouts included in this report are somewhat difficult to read and consequently no references are made in this report to the equipment numbering. The original plans noted equipment and built-ins keyed to my field report.

PENJELASAN FUNGSI RUANGAN
INFORMATION RESOURCE CENTER

SUMMARY OF ROOM ASSIGNMENTS

LANTAI I

- Room No. 101 : Press storage - gudang percetakan
102 : Print room - ruang percetakan besar
102A : Computer suite - ruang computer
103 : Graphic/press - ruangan grafika - percetakan = layout
104 : Production Manager - Kepala Percetakan
105 : Ruang rapat untuk percetakan
106 : Ruang kerja sekretariat percetakan
107 : Ruang Kepala Penerbitan
108 : Reception/work input - penerimaan naskah
109 : Common room - ruang pertemuan mahasiswa
110 : Bookstore - toko buku
111 : Bookstore storage - gudang toko buku
112 : Darkroom - kamar gelap pencuci foto untuk mahasiswa
113 : Photography workroom - foto studio mahasiswa
114 : Film loading - proses film untuk mahasiswa
115 : Media preparation - pembuatan media (untuk mahasiswa)
116 : Technical Services - ruangan pengolahan, pemesanan,
penukaran dan penjilidan bahan pustaka
117 : AV Model shop - ruang untuk pembuatan AV

LANTAI II

- Room No. 201A : Reception - Informasi
201B : Pameran barang kerajinan Indonesia
203A : Reserve collection - ruang koleksi khusus
217 - 203B : Ruang Kepala Pelayanan Khusus
204A : Reference collection - ruang koleksi rujukan
216 - 204B : Ruang kepala bagian rujukan
205A : General collection - koleksi umum - buku
205B : Bagian sirkulasi - buku
206 : Reserve reading - ruang baca khusus

Tanda v merah = ruang yang ada petugasnya.-

LANTAI III

- Room No. 302A : Bound periodicals - koleksi majalah terjilid
302B : Ruangan untuk koleksi index dan abstracts
303A : Reception - bagian sirkulasi majalah
303B : Reception - petugas untuk koleksi index & abstracts
304 : Ruang baca untuk majalah
305 : Ruang baca untuk mikrofilm/fiche
305A : Ruang penyimpanan majalah baru
306 : Ruang penyimpanan koleksi antik IPB
310 : TV studio
311 : TV control room
312 : Announcers room

LANTAI III (continued)

- Room No. 314 : TV editing room
315 : Communication control
316 : AV maintenance - ruang reparasi alat AV
317 : Ruang Kerja - TV/AV staff/Director
318 : Ruang kerja - TV/AV staff/Director
319 : Ruang kerja - TV/AV staff/sekretariat
320 : Reception - TV/AV
321 : Office - AV staff/sekretariat
322 : AV Library
323 : Preview/seminar - ruang rapat

LANTAI IV

- Room No. 401 : Conference - ruang rapat
402 : Ruang foto studio untuk staf dosen
407 - 403 : Kamar gelap fotografi untuk staf
404A : Ruang perwajahan untuk pembuatan film/slide
404B : Ruang mounting untuk film/percetakan
404C : Ruang pemeriksaan film
405 : Dubbing room untuk pembuatan film
406 : Tempat penyimpanan film
408 : Radio studio
409 : Radio control
410 : Ruang kerja radio director

LANTAI IV (continued)

- Room No. 411 : Reception untuk radio director
412 : Ruang program production untuk radio
436 - 413 : Dapur/ruang makan staf
413 - 414 : Ruang kerja bila ada kegiatan seminar - IRC
415 : Ruang pertemuan/seminar - IRC
416 : Ruang seminar - library Director
417 : Ruang arsip
418 : Ruang Sekretariat Library Director
419 : Ruang Library Director
420 : Ruang receptionis untuk Library Director
421 : Ruang Receptionis untuk IRC Director
422 : Ruang IRC Director
423 : Ruang Sekretariat IRC Director
424 : Ruang kerja - Ass. IRC Director
425 : Ruang kerja - Ass. IRC Director
426 : Ruang rapat IRC Director
427 : Ruang tata usaha/keuangan
428 - 429 : Ruangan keuangan
430 : Ruang penerimaan tamu IRC Director
431 : Ruang rapat/seminar

FIRST FLOOR

University Press (Rooms 101, 102, 103, 104, 105, 106, 107, and 108)

The University Press is one of those IRC-supervised operations that still requires goal and policy statements. Currently the Press is a modest operation but it will have to be responsive to changes in IPB itself. That could easily mean more sophisticated publications and varied formats. There appeared to be no reason to specify advanced (and expensive) equipment until a policy is generated. The University Press could also become the instructional laboratory for the agricultural communications programs.

The equipment for the production areas of the University Press is thus not firmed. The original floor plans for these areas show "on-hand" equipment by using solid lines and "wanted" equipment by the use of dashed lines. The Indonesian Government is also interested in establishing University Presses and encourages this by donating production equipment. It was not known at the time of my first visit if and what the government would contribute and consequently this aspect of equipment specification could not be factored into the design.

Two lists developed by Diana Damita Loebis, head of the University Press, are enclosed as Appendices D and E. The "on hand" equipment listed in Appendix D was purchased in May and June 1973 and, for the most part, had been in storage. It was not certain that the equipment would still function but, between my visits, it was restored and was fully operational at the time of my second visit.

102A.

See Appendix H. This is the northwest portion of Room 102 and was arbitrarily assigned as a minicomputer room. The amount of floor space reserved was also determined arbitrarily and was not based on some particular computer configuration. No decision had as yet been reached on what computer configuration the new campus would have and this space was reserved for this usage if needed. Current thinking calls for a distributed microbased system in the IRC and this room will not be required. The space could easily revert to the University Press or, conversely, be enlarged at the expense of the University Press to house a campus computer.

103. Graphic Room

See Appendix H. Equipment is on hand.

104. Production Manager's Office

- 1 Desk, office, steel base, teakwood top and side panels, drawers
75 H x 117 L x 78 W cm
- 2 Filing cabinets, steel, 4 drawers
130 H x 46 W x 62 L cm
- 1 Chair, typist, rotatable steel base, soft seating
- 2 Chairs with arms, wood, soft seating
 - back panel : 40 cm H
 - seat height : 40 cm H
 - seat width : 60 cm W
 - seat depth : 60 cm D
- 1 Display board/scheduling board, wood
100 W x 150 L cm

105. Conference and Training Room

- 1 Table, oval, steel base, wood top for 6 persons
150 W x 300 L x 65 H cm
- 6 Chairs with arms, wood, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D
- 1 Chalk board/white board, wall hung
100 W x 200 L cm
- 1 Screen, AV, roll down, 60" x 60"
- 1 Video monitor, 17"

106. Office - Press - Printing

- 1 Desk, office, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm
- 1 Desk, typing, steel base, teakwood top
65 H x 99 L x 40 D cm
- 3 Filing cabinets, steel, 4 drawers
130 H x 46 W x 62 L cm
- 1 Chair, typist, rotatable steel base, soft seating
- 2 Chairs without arms, steel base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 1 Typewriter, compatible with computer use

107. Press Director's Office

- 6 Chairs with arms, wood, soft seating
 - back panel : 60 cm H
 - seat height : 40 cm H
 - seat width : 60 cm W
 - seat depth : 60 cm D
- 1 Shelves, wood, wall mounted, 5 shelves
 - 220 H x 25 D x 250 L cm
- 3 Filing cabinets, steel, 4 drawers
 - 130 H x 46 W x 62 L cm
- 1 Table, oval, steel base, wood top
 - 75 W x 150 L x 65 H cm
- 1 Desk, office, steel base, teakwood top & side panels, drawers
 - 75 H x 156 W x 78 D cm
- 1 Screer, roll down, 60" x 60"
- 1 Video/TV screen, wall mounted 17"
- 1 Chair, typist, rotatable steel base, soft seating

108. Reception - Work Input of Press

- 2 Display case, glass panels, 3 adjustable glass shelves, sliding glass doors with locks (display of University Press published books)
 - 48" W x 18" D x 78" H
- 1 Table, steel base, wood top
 - 26" H x 20" W x 40" L

108. (continued)

- 1 Desk, office, steel base, teakwood top and side panels, drawers
75 H x 117 W x 78 D cm
- 1 Desk, typing, steel base, teakwood top
65 H x 99 L x 40 D cm
- 1 Chair, typist, rotatable steel base, soft seating
- 3 Chairs with arms, wood, soft seating
 - back panel : 60 cm H
 - seat height : 40 cm H
 - seat width : 60 cm W
 - seat depth : 60 cm D
- 1 Table, reading, steel base, wood top
200 L x 100 W x 65 H cm
- 3 Filing cabinets, steel, 4 drawers
130 H x 46 W x 62 L cm
- 1 Shelves, wood, wall hung, single-faced, 5 shelves
220 H x 30 D x 200 L cm
- 1 Photocopier

109. Student Common Room (Lounge)

This is a casual seating area for students, next to the bookstore. When computer facilities become available on campus, this area could easily be equipped with dumb terminals for student use.

- 3 Tables, round, wood, diameter = 140 cm; 65 cm H

109. (continued)

- 12 Chairs without arms, steel base, soft seating
 back panel : 40 cm H
 seat height : 40 cm H
 seat width : 50 cm W
 seat depth : 50 cm D
- 5 Lounges, special chairs, casual loungers
 30" x 20" x 15"
- 4 Benches, wood
 (3 each) 40 H x 40 D x 700 L cm
 (1 each) 40 H x 40 D x 500 L cm
- 1 Counter, wood
 100 H x 40 D x 300 L cm
- 1 Display board, wall-hung above counter
 150 L x 120 W cm
- 3 Shelves, display wood shelves, wall mounted
 30 D x 150 L cm

Room 109 also includes a photocopier for student use. Photocopiers in the IRC should probably be leased--perhaps by a student organization to keep the copy cost as low as possible.

110. Bookstore

- 3 Display racks, rotatable steel wire construction, 48" H (display for
 paperbacks)

110. (continued)

- 2 Display racks, department store model, glass panels, sliding doors,
double-faced
200 L x 100 D x 120 H cm
- 2 Shelves, wood, wall hung, 5 shelves, single-faced (display of
textbooks)
(1 each) 500 L x 30 D x 220 H cm
(1 each) 400 L x 30 D x 220 H cm
- 2 Chair, swivel, rotatable steel base
70 - 80 H cm

111. Bookstore Storage

- 13 Industrial Shelving, steel, single-faced, 5 shelves/section
basic unit : 220 H x 104 L x 45 D cm
one basic unit + 2 add-ons : 1 basic unit + 6 add-ons
- 7 Sections, steel, double-faced, 5 shelves/section
basic unit : 220 H x 104 L x 91 D cm
- 4 1 basic unit + 3 add-ons : total length = 4 m
(Double sections, back-to-back)

The counter is a simple box construction with recessed toe space, one meter high, locked drawers on storage side.

Note: use of Rooms 110 and 111 have never been reviewed with the person presently operating the bookstore. This should be done.

112. Darkroom for Students

- 1 Counter, wood, 3 shelves
110 H x 50 D x 350 L cm
- 1 Enlarger station
- 2 Developer sinks

113. Photography Workroom for Students

- 2 Counters, wood, 3 shelves
110 H x 100 L x 60 D cm
- 1 Copy stand
- 1 Print dryer

114. Film Loading Room for Students

- 1 Counter, wood
110 H x 60 D x 120 L cm

115. Media Preparation for Students

- 4 Tables, hard top, steel base
100 W x 200 L x 65 H cm
- 2 Drafting tables with stand, stools, and storage cabinets
- 2 Locked storage cabinets, steel
185 H x 95 W x 50 D cm
- 2 Counters, wood
(1 each) 50 D x 65 H x 100 L
(1 each) 50 D x 65 H x 200 L

115. (continued)

10 Chairs without arms, steel base, soft seating

back panel : 40 cm H

seat height : 40 cm H

seat width : 50 cm W

seat depth : 50 cm D

1 Table, lighting, wood

150 L x 100 W x 65 H cm

1 Slide projector and copy stand

1 Light table

116. Library - Technical Services

1 Table, steel base, teakwood top

100 H x 60 W x 300 L cm

2 Shelves, wood, wall mounted, two shelves above table

30 D x 300 L cm

2 runs Shelves, steel, single-faced, 5 shelves/section

(1 each) 1 basic unit + 3 add-ons; total length = 4 m

(1 each) 1 basic unit + 14 add-ons; total length = 15 m

1 Photocopier

2 Computer terminals and printers (for future computerized cataloging)

6 Desks, typist, steel base, teakwood top with typing ell w/drawers

65 H x 99 L x 40 D cm

2 Desks, with typing ell, steel base, teakwood top & side panels, drawers

65 H x 117 W x 58.5 D cm

116. (continued)

- 2 Card catalog cabinets, wood
 - 60 drawers to store 5" x 3" cards
 - 13" H x 31 1/2" W x 18 1/2" D
- 2 Wood bases for card catalog cabinets
- 5 Filing cabinets, steel, 4 drawers
 - 130 H x 46 W x 63 L cm
- 3 Tables, steel base, wood top
 - 300 L x 120 W x 65 H cm
- 6 Shelves, steel, double-faced, 5 shelves/section
 - basic unit : 200 H x 65 D cm
 - (1 each) 1 basic unit + 3 add-ons; total length = 4 m
 - (1 each) 1 basic unit + 5 add-ons; total length = 6 m
 - (4 each) end panels
- 1 Washbasin (to be installed by contractor)
- 6 Chairs, typist, rotatable, steel base, soft seating
- 12 Chairs, without arms, steel base, soft seating
 - back panel : 40 cm H
 - seat height : 40 cm H
 - seat width : 50 cm W
 - seat depth : 50 cm D

NOTE: "Shelves, steel..."

Standard Library steel shelving, basic plus add-ons does not mean two single sections of shelving joined together; it means two sections of shelving sharing one common standard.

116. (continued)

2 Chairs, with arms, rotatable steel base, soft seating

back panel : 60 cm H

seat height : 40 cm H

seat width : 60 cm W

seat depth : 60 cm D

4 Kardex files, steel, 8 drawers per drawer

12.5 x 20.5 cm cards

size : 31 H x 28 W x 61 D cm

3 Typewriters (electric)

SECOND FLOOR

The entire second floor is library space with the general book collection to the left (northwest) and reserve to the right (northeast). Reserve in this design means reserved books for in-library use and the "tote trays" that have been developed as teaching aids. The audiovisual equipment has been located in the front of the reserve desk so the tote trays may easily be used. A variety of seating places is interspersed throughout the floor. If further IRC expansion is needed in the future, it should be to the northeast. In that event, the two collections will interchange, i.e. reserve will be on the left (it is anticipated that the number of reserve items remains fairly fixed) and the general collection (which, hopefully, will continue to expand) will be on the right.

The area immediately to the left of the entrance and extending along the dormer line should be reserved for exhibits and the like. What is shown on the original drawings is suggestive only; I recommend that nothing go in this area for about one year after the IRC opens, or until the staff gets a "feel" of the building's character. The intent is to provide a setting of Indonesian and agricultural displays surrounding (in each dormer) a setting of small wicker tables and chairs. An arrangement might include:

1. Indonesian fishing boats
2. Use of domestic animals
3. Traditional agricultural tools
4. Statues and decorative plants
5. Indonesian arts and crafts

6. Indonesian useful plants
7. Ethnobotanic display
8. Bamboo music instruments
9. Javanese music instruments
10. Batik display

A suggestion was made by a member of the staff that agricultural information pamphlets might be included in this area. This is a good idea and should be incorporated; this area will also be used for registration purposes when conferences and congresses are held in the auditorium.

Reception/Information Station

This station is located approximately at the first column one sees ahead after entering the IRC. It should have one (1) three-section low wood shelving, fronted by a combination work desk and computer terminal desk. A floor directory is mounted on or in front of the column.

General Collection Wing

This area houses the general book collection, circulation, and reference. One enters the area through a one-directional wand and exits through one of two uni-directional turnstiles. The security entrance/exit eliminates the need for a bag deposit area or a "last man" security check of bags.

Bookstacks are grouped in the center of the room between and paralleling columns. A variety of seating places, tables and carrels, surrounds the stacks. Four or six person tables measure 1.5 m x 2 m. Single-faced stacks

General Collection Wing (continued)

measure 220 cm high x 104 cm wide x 30 cm deep; double-faced 220 cm high x 104 cm wide x 47 cm deep. Reading carrels are 1 meter x 1 meter; audiovisual carrels measure 1.2 meters x 1.2 meters to accomodate monitors or terminals. There are 41 carrels, 40 tables, and 352 sections of shelving.

203A. Reserve Collection

- 2 Desks, office, steel base, teakwood top and side panels, drawers
75 H x 117 W x 78 D cm
- 3 Chairs without arms, steel base, soft seating, rotatable, high stool
- 1 Videotape playback rack for 8 playback units
- 1 Shelves, steel, single-faced, 5 shelves
basic unit : 200 H x 104 L x 30 D cm
1 basic unit + 5 add-ons; total length = 6 m (six sections)
- 9 runs Shelves, steel, single-faced, 5 shelves
basic unit : 200 H x 104 add-ons; total length = 6 m (54 sections)
- 1 Work table, 1 m x 2 m

203B. Head of Reserve Collection Office

See Room 204B

204B. Head of Reference Service Office

(Room numbers are not shown on the floor plans, but both rooms are to the left of the reserve collection.)

Equipment listed is for both 203B and 204B.

- 2 Desks, office, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm
- 2 Desk, typist, steel base, teakwood top
65 H x 99 L x 40 D cm
- 2 Chairs, typist, rotatable steel base, soft seating
- 4 Chairs, without arms, steel base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 4 Filing cabinets, steel, 4 drawers
130 H x 46 W x 63 L cm
- 2 Shelves, wood, wall mounted, 3 shelves
110 H x 30 D x 200 L cm

204A. Reference Collection

- 2 Tables, steel base, teakwood top
65 H x 60 W x 200 L cm
- 4 Chairs, without arms, steel base, soft seating, high, rotatable

204A. (continued)

3 Shelves, steel, single-faced, 5 shelves

basic unit : 220 H x 104 L x 30 D cm

(1 each) 1 basic unit + 6 add-ons; total length = 7 m

(1 each) 1 basic unit + 5 add-ons; total length = 6 m

(1 each) 1 basic unit + 3 add-ons; total length = 5 m

8 Shelves, steel, double-faced

(4 each) basic unit + 4 add-ons (40 sections)

(4 each) basic unit + 4 add-ons; with sections are 1/2 height with
3 shelves per section and canopy (32 full sections plus eight 1/2
sections)

Reference can contain approximately 14,250 volumes. The 1/2 sections with
canopies function as counters for consulting reference materials.

205A. General Collection

41 Carrels, reading, wood panel, steel base

back panel : 100 W x 150 H cm, one shelf

side panel : 37.5 D x 150 H cm

desk height : 65 H cm

40 Tables, reading, steel base, teakwood top

65 H x 120 W x 200 L cm

185 Chairs without arms, steel base, soft seating

back panel : 40 cm H

seat height : 40 cm H

seat width : 50 cm W

seat depth : 50 cm D

205A. (continued)

- 6 Card catalog cabinets
- 1 unit = 15 drawers to store 12.5 x 7.5 cm cards
= 32.5 H x 78 W x 46 D cm
- 3 steel bases (for one each 2 card catalog units) :
- 32.5 H x 78 D x 46 D cm
- 2 Tables, reference, steel base, teakwood top and side panels, 2 shelves
on both sides and locked doors
- 100 H x 60 W x 200 L cm
- 20 Shelves, steel, double-faced, 5 shelves
- basic unit : 220 H x 104 L x 47 D cm
- (16 each) 1 basic unit + 8 add-ons; total length = 9 m
- (4 each) 1 basic unit + 7 add-ons; total length = 8 m

205B. Circulation Area

- 4 Chairs without arms, steel base, soft seating
- back panel : 40 cm H
- seat height : 40 cm H
- seat width : 50 cm W
- seat depth : 50 cm D
- 2 Desks, office, steel base, teakwood top and side panels, drawers
- 75 H x 156 W x 78 D cm

205B. (continued)

1 Turnstile with wand, 2 dividers (2 turnstiles: 1 counter clockwise only; 1 clockwise only)

1 in only

2 dividers

2 Tables, work

2 Chairs, rotatable stools

1 Shelving, single-faced, wall hung

1 basic unit + 5 add-ons : total length = 6 m

THIRD FLOOR

The northeast and south wings are library space; the northwest wing is audiovisual production and maintenance.

The northeast wing houses journals (both bound and current), indexes and abstracts, and seating. It is anticipated that the journal collection will reach some steady-state size through either purchasing microfilm of volumes in lieu of binding or microfilming locally. Microfilming and jacketing equipment are on hand. As the IRC should or could be the resource library in the future for other agricultural libraries in Indonesia, this policy decision should be very carefully thought out before proceeding.

The decision whether to use the balcony or not has not been made and consequently some balcony doors are shown blocked by carrels.

The dashed circle area by the stairs is for the journals librarian; it is to be designed by the architect. The other dashed circle at the other end of the wing is for the documents librarian and is also yet to be designed.

The entire south wing was originally designed for the microformats and documents collection; room 306 was to have been the IPB archives.

The area to the left (west) of the balcony line intersection of the south wing (shown by dashed lines) has now been assigned to the agricultural communications program. The microformat/documents area is to the right and is limited to eight cabinets, two microfiche readers, two microfilm readers, and two tables. It was agreed that when library expansion space is needed, agricultural communications would obtain space in another academic building.

301.

- 2 Microfilm reader printers
- 2 Microfiche reader printers
- 1 Table, work
- 1 Chair, steel base, rotatable height, soft seating
- 1 Photocopier

302 - 304. Bound Periodicals and Seating

- 1 Desk with an ell, steel base, teakwood top and side panels
 - 75 H x 156 W x 78 D cm (desk)
 - 65 H x 117 W x 58.5 D cm (ell)
- 34 Carrels, reading, steel base, wood panels
 - back panel : 40" W x 60" H, 1 shelf
 - side panel : 15" C x 60" H
 - desk height : 26"
- 16 Tables, reading, steel base, teakwood top
 - 75 H x 120 W x 200 L cm
- 9 Tables, round, wood
 - diameter 100 cm; 75 cm H
- 4 Tables, low, wood
 - 40 H x 60 W x 120 L cm
- 166 Chairs without arms, steel base, soft seating
 - back panel : 40 cm H
 - seat height : 40 cm H
 - seat width : 50 cm W
 - seat depth : 50 cm D

302 - 304. (continued)

- 4 Sofas, soft seating, 3 person seat
- 1 Chair, swivel, rotatable steel base
- 22 runs Shelves, steel, double-faced, 5 shelves
basic unit : 220 H x 104 L x 47 D cm
1 basic unit + 5 add-ons; total length = 6 m
- 2 runs Shelves, steel, double-faced, 3 shelves
basic unit : 110 H x 104 L x 47 D cm
1 basic unit + 4 add-ons; total length = 5 m
- 8 Chairs, soft seating

305. Microfilm Reading and Documents

- 2 Tables, reading, steel base, teakwood top
75 H x 120 W x 200 L cm
- 7 Carrels, reading, steel base, wood panels
back panel : 40" W x 60" H, 1 shelf
side panel : 15" D x 60" H
desk height : 26"
- 16 Chairs without arms, steel base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 8 Counters, wood, desk height, for microfilm reader; dimensions depend on the size of microfilm reader to be purchased.

305. (continued)

- 12 Microfilm cabinets, steel, drawers with dividers to store 35 mm film
 130 H x 46 W x 63 L cm
- 12 Microfiche cabinets, steel, drawers with dividers to store 4" x 6"
microfiche
 130 H x 46 W x 63 L cm
- 7 Shelves, steel, double-faced, 5 shelves/section
 basic unit : 220 H x 104 L x 47 D cm
 1 basic unit + 4 add-ons; total length = 5 m
 (70 sections with end panels)
- 4 Microfiche readers
- 4 Microfilm readers

COMMENTS

311. and 312.

This is the area for switching and recording of video programs. 312 is a "soundproof booth" for recording narration to be added later to videotape productions. The room has a soundproof glass window, table, microphone, and duplex outlet. Lighting is incandescent track lighting.

311 has incandescent track lighting. Delineation of space shown is equipment line on floor when installed.

314.

Area for videotape editing, which can be used independently of TV studio area. It has a patch-panel to tie into studio signals and other video signals. Used for the editing, dubbing, or transfers to other tapes.

315.

Primary communications engineering area for the entire building. Room has equipment racks for:

1. satellite reception/transmission and signal distribution, interconnected with actual satellite location,
2. radio station remote transmitter control and engineering staff to monitor station engineering (radio output is from fourth floor),
3. campus cable video distribution system--closed circuit network to campus buildings and playback of programs to classrooms. There is a switching system to allow sending a classroom the video from the satellite, or off-the-air, or video tape, and

4. microwave electronics for any microwave link IPB might wish to set up (for example, the old campus).

Layout shows the rear of equipment line; space needed to access the backs of equipment for repair, etc.

Northwest Wing

This report includes only the basic layout for producing, storing, disseminating audiovisuals (principally videotape), and equipment maintenance. The actual production and editing equipment list has been compiled by Dr. Anwar M. Nur and is not made a part of this report.

Rooms 317, 318, and 319 are offices but no equipment will be specified until the actual room assignments are made. As the thinking progresses on what type of production will be done at IPB, these rooms could eventually serve other purposes.

Not shown, but there is an entrance from the stairs left into the reception area.

310. TV Studio

This is the studio for the production of videotape programs. The area has a lighting grid with overhead outlets to accommodate TV lighting installation. There should be a cable chase (3") running just above the duplex level to run the microphone cables. Outlets are provided to input mikes along the chase run. The area should be soundproofed from the hallway and the soundproof double doorway (or sliding door) should be extra high to

310. (continued)

facilitate moving scenery and props. CYC is to be installed on the perimeter of the room. Theater curtains on tracks around perimeter. Camera connection on the wall near the control room.

316.

Electronic equipment maintenance and repair facility for equipment used both in the classroom and for signal transmission. Adjacent to communications control to share trained engineering staff. Waist high counters (repair benches). Pegboard above, drawers and shelves below. Steel, double-faced, 18"/side, industrial shelving. No maintenance and repair equipment has been specified as I had no time to learn what was on hand. I assume that a fair amount of such equipment already is owned by IPB.

322.

Storage area for:

- a. master copies of videotapes from which transfers are made to user copies,
- b. master copies of films which are checked out or transferred to videotape,
- c. archival media materials,
- d. equipment which is to be distributed to campus classrooms, such as film projectors, slide projectors, video tape players, overhead projectors, etc.,
- e. work table for splicing damaged film or tape, and

316. (continued)

f. storage area to archive print media materials (posters, drawings, etc.) and playing equipment.

- 1) 18"/side steel stacks, spaced 2 m apart for equipment storage.
- 2) Regular high library shelving, double-faced, spaced 1.5 m apart.
- 3) Bench areas for repair/splicing tape and film.
- 4) File cabinets for checkouts, releases, etc.
- 5) Work table; this is a "staging" area.

323. AV Preview and Seminar Room

FOURTH FLOOR

The northwest wing provides space for library administration, the library school, and a common lounge/kitchenette.

The south wing provides space for a radio station, still photography, and some offices for teaching aids.

The northeast wing includes the remainder of teaching aids, and the IRC administrative and financial offices.

Rooms 401 - 404 have been changed from that shown. The graphics portion of the suite was moved to the first floor next to the University Press production. This provided a more convenient location for University Press operations but reduced some of the "building operational integrity" that was wanted, i.e. the graphics element was a part of other functions, such as educational aids, and not just for University Press purposes. Still photography remains in this area.

Room 401. Conference Room

- 1 Table, oval, steel base, teakwood top
65 H x 150 W x 300 L cm
- 6 Chairs with arms, wood base, soft seating
 - back panel : 60 cm H
 - seat Height : 40 cm H
 - seat width : 60 cm W
 - seat depth : 60 cm D

401. (continued)

- 1 Chalkboard/white board, wall mounted
100 x 200 cm
- 1 Screen, roll down, 60" x 60"
- 1 Video screen, corner mounted, 17"

Rooms 405 - 412 are designed for a small radio station. This is another IRC-supervised activity that needs policy. No attempt has been made to specify equipment until the policy has been firmed. The intent was to design the basic area in which a radio station could go logically. There is a communications link (conduit) between this area and the communications center on the third floor. The area can also be used for audio production for tapes and videotapes. Area for satellite transmission and direct broadcasts.

405. Preparation and Dubbing

Preparation-storage area. Area to copy tapes, splice and repair tapes, mix music or other audio effects, and edit audio tapes.

406. Storage

Designated storeroom but built as a second studio/control room area to be equipped if required. Would be similar to 409. Glass window between 406 and 408 and microphone input jacks between 406 and 408.

408. Radio Studio

Soundproof room for recording individual or group discussion, interviews, etc. Furnished with table, chairs. Microphone inputs to mixer board in Room 409. Incandescent lighting. Quiet airhandling system for 406/408/409.

409. Radio Control

Area with audio mixing board, tape machines, turntables, etc. Can be used as studio by single operator, or as control room for studio in Room 408. Glass window between 408 and 409. Incandescent lighting (track).

410. Radio Director

411. Radio Reception

412. Program Production

Office space for additional radio staff--will vary depending on purpose of radio area (sound recording only to broadcast facility). Open area with desks arranged into office space--moveable partitions.

413. Kitchenette/Lounge

2 Tables, steel base, wood & formica top

65 H x 100 W x 200 L cm

413. (continued)

- 5 Wall cupboards, steel, 2 locked doors
220 H x 100 L x 50 D cm
- 1 Refrigerator
- 15 Stacking chairs/folding chairs
- 1 Stove
- 2 Washing sinks

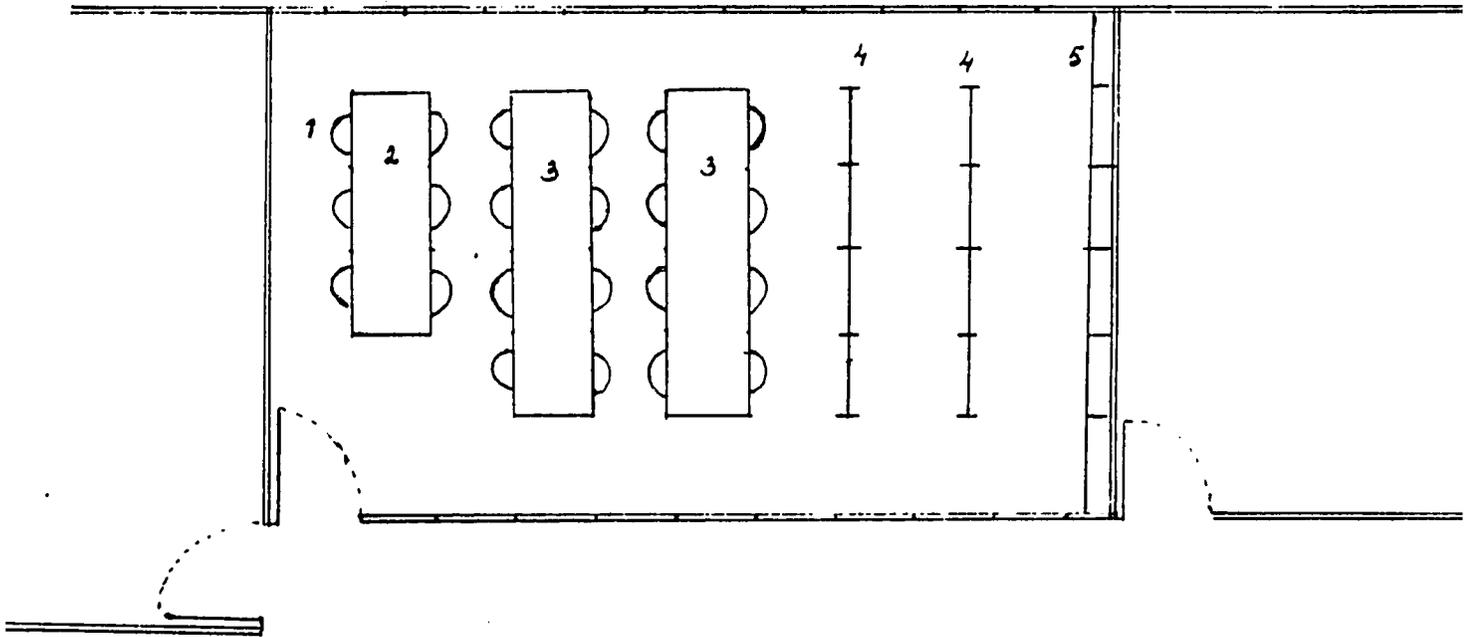
414. Seminar

Room 414 has been reconverted to the laboratory for the Library School and a tentative layout follows.

- 8 Tables, steel base, teakwood top, folding legs
65 H x 60 D x 150 L cm
- 24 Stacking chairs/folding chairs
- 1 Chalkboard/white board with stand
100 x 200 cm
- 1 Video screen, wall mounted, 17"
- 1 Platform, wood, 300 x 150 cm
- 1 Lecturn/podium, wood

These were the original specifications for a Library School Seminar Room. The intent has since been modified and 414 is now a Library School laboratory. The following sketch was made by Mr. Fahidan, current Head of the Library School.

Room 414
Laboratorium for Library School



Equipment needed

- 22 Chairs without arms
- 1 Reading table, wood, 300 L x 100 W cm
- 2 Reading tables, wood, 400 L x 100 kW cm
- 8 Shelves, steel, double-faced
 - basic unit : 220 H x 104 L x 47 D cm
- 6 Shelves, steel, single-faced
 - basic unit : 220 H x 104 L x 30 D cm
- 1 Whitescary

415. Seminar Room, Library School

- 15 Tables, steel base, teakwood top
65 H x 75 D x 180 L cm
- 50 Stacking chairs/folding chairs
- 1 Screen, roll down, 72" x 96"
- 1 Chalkboard/white board, on wall
100 x 200 cm
- 1 Video screen, 17"
- 1 Lecturn/podium, wood
- 1 Platform, wood, 150 x 300 cm

416. Conference

- 8 Tables, steel base, teakwood top
65 H x 75 D x 180 L cm
- 16 Chairs with arms, wood base, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D
- 1 Chalkboard/white board, on wall
100 x 200 cm
- 1 Screen, roll down, 72" x 96"
- 1 Video screen, 17"

417. File Room

14 Filing cabinets, steel, 4 drawers
130 H x 46 W x 63 L cm

418. Secretary to the Library Director

2 Desks, office, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm

1 Desk, typist, with ell, steel base, teakwood top
65 H x 99 L x 40 D cm

3 Filing cabinets, steel, 4 drawers
130 H x 46 W x 63 L cm

2 Shelves, wood, wall hung, 3 shelves
220 H x 30 D x 400 L cm

1 Chair, typist, rotatable steel base, soft seating

2 Chairs, soft seating

2 Chairs with arms, rotatable steel base, soft seating

back panel : 60 cm H

seat height : 40 cm H

seat width : 60 cm W

seat depth : 60 cm D

1 Photocopier, table model

1 Table, wood

400 x 40 cm

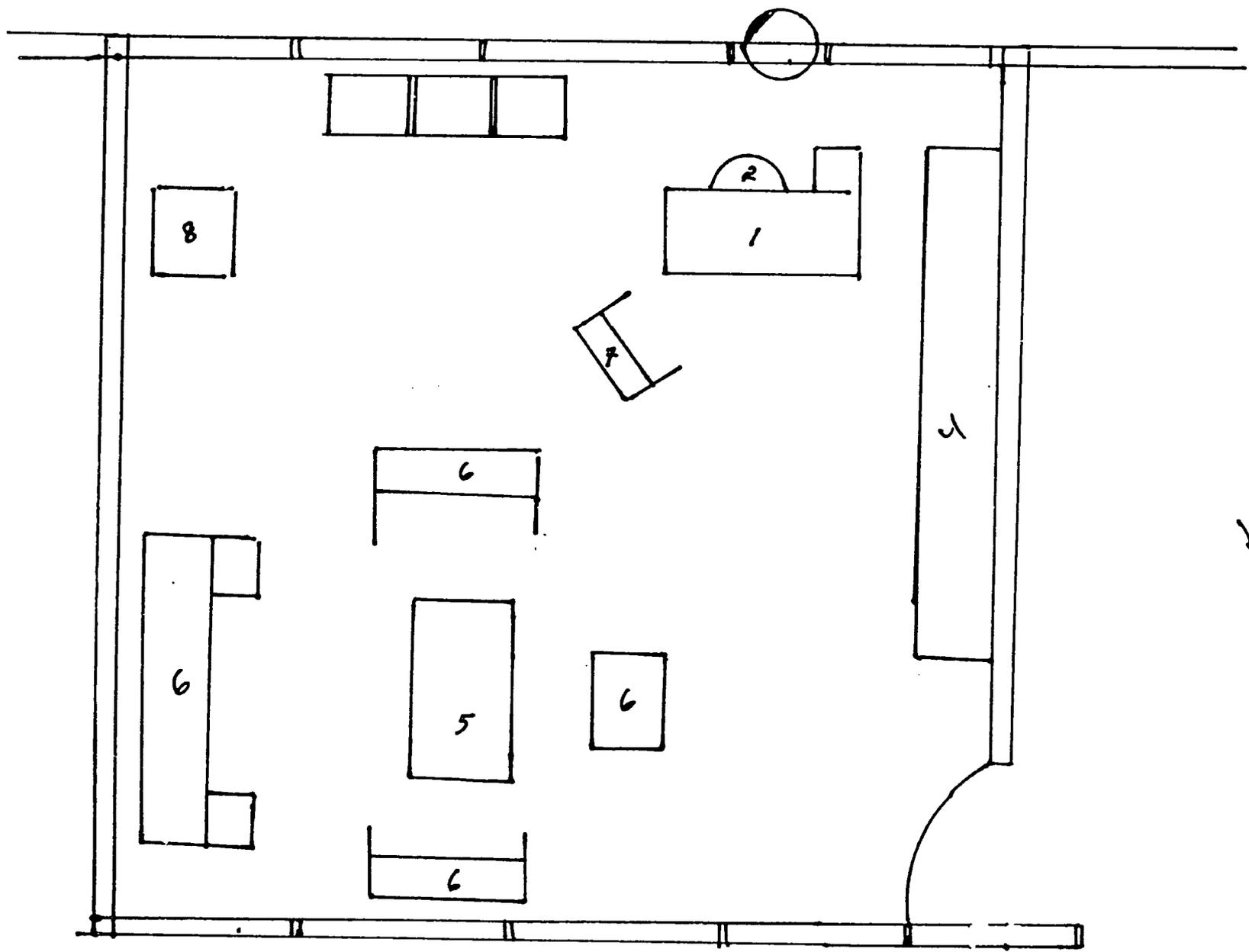
1 Desk, standard, 3 drawers

419. Library Director

- 2 Desks with an ell, steel base, teakwood top and side panels, drawers
(1 each) 75 H x 156 W x 78 D cm
(1 each) 65 H x 117 W x 58.5 cm
- 2 Chairs with arms, rotatable steel base, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D
- 6 Filing cabinets, steel base, 4 drawers
130 H x 46 D x 63 L cm
- 4 Shelves, wall hung
- 2 Display cases, 1 desk, 2 shelves, wood, glass sliding doors
210 H x 50 D x 250 L cm
- 2 Tables, low, wood
40 H x 60 W x 120 L cm
- 1 Sofa, soft seating
- 3 Chairs, soft seating
- 8 Chairs with arms, wood base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 2 Tables, audio-monitor
70 H x 60 W x 100 L cm
- 1 Table, rectangular, steel base, teakwood top, for 6 persons
75 H x 80 W x 160 L cm

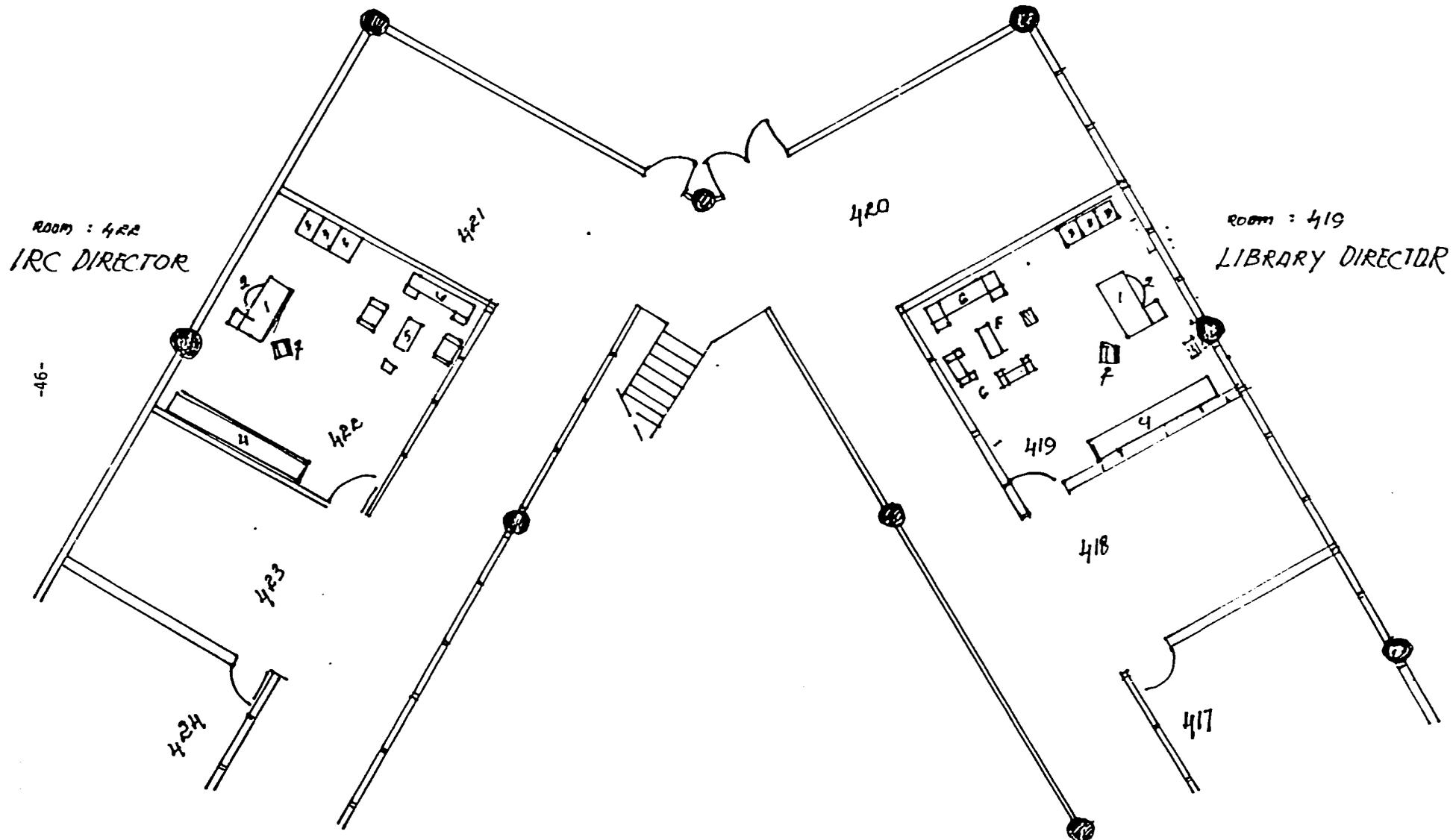
ROOM : 419 LIBRARY DIRECTOR
ROOM : 420 IRC DIRECTOR

-45-



418

4TH FLOOR



ROOM : 422
IRC DIRECTOR

ROOM : 419
LIBRARY DIRECTOR

-16-

419. Library Director

- 1 Desk with an ell, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm
65 H x 117 W x 58.5 D cm
- 1 Chair with arms, rotatable steel base, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D
- 3 Filing cabinets, steel; 4 drawers
130 H x 46 W x 63 L cm
- 1 Shelves, wood, 5 shelves, wall mounted
220 H x 30 D x 300 L cm
- 1 Table, low, wood
40 H x 60 W x 120 L cm
- 3 Chairs, soft seating
- 1 Sofa, soft seating
- 2 Chairs with arms, wood base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D

420; 421. Reception

- 2 Desks, office, steel base, teakwood top and side panels, drawers
75 H x 115 W x 78 D cm
- 2 Desk, typist, steel base, teakwood top
65 H x 99 L x 40 D cm
- 2 Chairs, typist, rotatable steel base, soft seating
- 2 Tables, steel base, wood top (low tables)
40 H x 60 W x 120 L cm
- 3 Chair with arms, soft seating
- 4 .Chairs without arms, steel base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 2 Filing cabinets, steel, 4 drawers
130 H x 46 W x 62 L cm
- 2 Chairs, steel base, soft seating (low chairs)

420; 421. Reception

- 1 Desk, office, steel base, teakwood top & side panels, drawers
75 H x 156 W x 78 D cm
- 1 Desk, typist, steel base, teakwood top
65 H x 99 L x 40 D cm
- 1 Chair, typist, rotatable steel base, soft seating

420; 421. (continued)

- 1 Table, steel base, wood top
40 H x 60 W x 120 L cm
- 2 Chair with arms, soft seating
- 1 Table, round, wood
diameter 120 cm; height 50 cm H
- 4 Chairs without arms, steel base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 2 Filing cabinets
- 2 Table, wood, low

422. IRC Director

- 1 Desk with an ell, steel base, teakwood top and side panels, drawers,
glass cover
75 H x 156 W x 78 D cm
65 H x 117 W x 58.5 D cm
- 1 Chair with arms, rotatable steel base, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D

422. (continued)

- 3 Filing cabinets, steel base, 4 drawers
130 H x 46 D x 63 L cm
- 1 Floor case, glass panel, sliding glass doors with locks, wood frame, 5 shelves
210 H x 30 D x 250 L cm
- 1 Table, low, wood
40 H x 60 W x 120 L cm
- 1 Sofa, soft seating
- 3 Chairs, soft seating
- 2 Chairs with arms, wood base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D
- 1 Table, audio-monitor
60 H x 60 W x 100 L cm

422. IRC Director

- 1 Desk with an ell, steel base, teakwood top & side panels, glass cover on top, drawers
75 H x 156 W x 78 D cm
65 H x 117 W x 58.5 D cm

422. (continued)

- 1 Chair with arms, rotatable steel base, soft seating
back panel : 60 cm H
seat height : 40 cm H
seat width : 60 cm W
seat depth : 60 cm D
- 3 Filing cabinets, steel, 4 drawers
130 H x 46 W x 63 L cm
- 1 Shelves, wood, 5 shelves, wall mounted
220 H x 30 D x 300 L cm
- 1 Table, low, wood, glass cover on top
40 H x 60 W x 120 L cm
- 1 Sofa, soft seating
- 3 Chairs, soft seating
- 2 Chairs with arms, wood base, soft seating
back panel : 40 cm H
seat height : 40 cm H
seat width : 50 cm W
seat depth : 50 cm D

423. Secretary to IRC

- 2 Desk, office, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm
- 1 Desk, typist, steel base, teakwood top
65 H x 99 L x 40 D cm

423. (continued)

- 3 Filing cabinets, steel, 4 drawers
 130 H x 46 W x 63 L cm
- 1 Shelves, wood, 5 shelves, wall hung
 220 H x 30 D x 400 L cm
- 2 Chairs, typist, rotatable steel base, soft seating
- 1 Photocopier, small one (to be leased)

424; 425. Assistant Director's Office

- 1 Desk with an ell, steel base, teakwood top and side panels
 75 H x 156 W x 78 D cm
 65 H x 177 W x 58.5 D cm
- 2 Filing cabinets, steel, 4 drawers
 130 H x 46 W x 62 L cm
- 1 Table, round, wood, diameter 120 cm, height 50 cm H
- 4 Chairs with arms, wood, soft seating
 back panel : 60 cm H
 seat height : 40 cm H
 seat width : 60 cm W
 seat depth : 60 cm D
- 2 Chairs with arms, wood soft seating
 back panel : 40 cm H
 seat height : 40 cm H
 seat width : 50 cm W
 seat depth : 50 cm D

424; 425. (continued)

- 1 Chair, typist, rotatable steel base, soft seating
- 1 Shelves, wood, wall hung, single-faced, 5 shelves
220 H x 30 D x 400 L cm

426. Lounge

- 1 Table, oval, steel base, wood top
65 H x 150 W x 300 L cm
- 6 Chairs with arms, wood, soft seating
 - back panel : 60 cm H
 - seat height : 40 cm H
 - seat width : 60 cm W
 - seat depth : 60 cm D
- 1 Chalkboard/white board, on wall
100 x 200 cm
- 1 Screen, roll down, 60" x 60"
- 1 Video screen, corner mounted, 17"

427. Accounting

- 2 Desks, office, steel base, teakwood top and side panels, drawers
75 H x 156 W x 78 D cm
- 2 Desk, typist, steel base, teakwood top
65 H x 99 L x 40 D cm
- 8 Filing cabinets, steel, 4 drawers
130 H x 46 W x 62 L cm
- 2 Chair, typist, rotatable steel base, soft seating

430. Lounge

- 1 Table, round, wood, diameter 150 cm, height 50 cm
- 3 Sofas, soft seating
- 1 Shelves, wood, wall hung, 5 shelves
450 L x 30 D x 220 H cm

431. Seminar

- 6 Tables, steel base, teakwood top
65 H x 150 L x 60 D cm
- 30 Stacking chairs/folding chairs
- 1 Chalk board/white board, with stand, 100 x 200 cm
- 1 Screen, roll down, 72" x 96"

APPENDIX A
ZWEIFEL MEMO REGARDING
INFORMATION RESOURCES CENTER

IPB has adequately stated its need for an information resources center: A comprehensive facility dealing with the many facets of information management. The initial plan for the facility concentrated too much on those aspects of the traditional library.

This presentation is a brief justification and a somewhat detailed description of what I believe was prescribed by IPB - an Information Resources Center. This Center bypasses a developmental stage or two beyond that of a traditional library or learning resources center. It affords IPB the opportunity of having a program and a facility which has as its single purpose the successful transfer of scientific and technical information. The key to this program is that it is not a library with some "ancillary" or supplemental functions, but rather that it has several co-equal but integrated information programs. It forms the basis for a broadly-based but unified development in information services.

There is no question but that this program presents a real challenge in design and execution - but it also presents IPB with as real an opportunity to meet the challenges posed by an information society.

IPB has a unique opportunity to develop a unified information transfer program. As originally stated by IPB, the name of the facility housing the program should be the Information Resources Center - a name which signifies comprehensiveness and integration of information programs. It is a preferred

and less-restrictive name than library or learning resources center; it is a name which can conceptually regard information transfer as its sole function. The program as envisaged here bypasses the library per se as a necessary level of development. Traditional library needs are recognized, but only as one aspect in the larger role of information management.

There is a strong sense in the various documents and in discussions that IPB wishes to develop a dynamic and far-reaching program which would collect, organize, and disseminate information to a wide variety of users, both on and off campus. There is also a strong perception of the need to "re-package" information to meet many needs. These needs are thought of as target specific, i.e. they could be members of the faculty, farmers, or agricultural policy decision makers, but the main point is that for each need, information has to be gathered and organized and then put together as a new information package. There has been no question but that, since IPB is Indonesia's leading agricultural school, it must satisfy not only its internal research and instructional needs but also accepts the demanding responsibility to transfer both recorded and new information to society. It has been noted, for example, that "It (the Information Resources Center) expands the traditional 'user' role of the library into a combination of producer, recorder, and user of multimedia forms of information and knowledge dissemination." And also "The library is now considered a great resource center in which all media for learning are available including maps, pictures, film strips, films, microforms, television, tapes, and individualized materials in the form of kits and computer-assisted units. Production and reproduction of instructional materials including print materials are also (an) important function."

When functionally similar aspects of information/data collection, organization, retrieval, and dissemination are grouped and compared, the need for a single program with sub-programs becomes evident. Their very commonality warrants the sharing of space, equipment, direction, and expertise.

It is therefore proposed that this single facility be designated the Information Resources Center and will include:

1. the traditional library functions;
2. the audiovisual production, maintenance, and distribution functions;
3. a publishing activity which is or approaches a University Press;
4. the computer facility; and
5. those remaining functions which were to have been included in the Teaching Aids Center.

The Information Resources Center will house a complex and innovative program of information transfer. ECS notes that "Production activities and user activities may be developed under their own programs within the Center but planning should be coordinated and complementary. The chief officer of the Center should have this overall responsibility and control." We concur. The program will demand imaginative and integrative skills, and thus should be directed by a Vice Rector or equivalent, each sub-program "...may be developed under their own programs." But the unified direction will stem from the Vice Rector with advice from the faculty.

Lest this proposal be considered too radical a step; Clarkson College of Technology (Potsdam, N.Y.) has recently completed its Educational Resources System which includes the library, the computing center, a television studio,

and a technology assisted education activity. The latter includes all of the functions wanted in IPB's Teaching Aids Center. This is the modern response to today's information needs.

TEACHING AIDS (INSTRUCTIONAL SUPPORT AND DEVELOPMENT)

The need for this was provided in the Master Plan. Robert M. Diamond, in describing the Center for Instructional Development at Syracuse University says, "... (2) that traditional curriculum and course structures are generally insensitive to the needs, interests, and abilities of the individual student, unaffected by the changing needs of society, and inefficient in their use of available talents and resources; and (3) that major and long-lasting improvements in curriculum and instructional programming will not take place unless a stimulus for change is provided and unless an effective procedure for change is designed and implemented." And also, "The advantage of a centralized authority is that course design is a coordinated and comprehensive effort--an approach that avoids the dissipation of resources that is usually inseparable from piecemeal, haphazard change."

Instructional Support and Development contains three major elements: (1) the equipment and media distribution library; (2) course design and evaluation, including a demonstration and training laboratory; and (3) information/communications research and development.

APPENDIX B

SPACE SUMMARY
15 June 1981

INFORMATION RESOURCES CENTER
IPB

Center Administration (7,600 N.A.S.F. Approx.)

Director/Vice Rector
Assoc. Director of Programs
Assoc. Director of Fiscal Affairs
Secretaries
Clerk/Receptionist
Accountant Clerks
Conference Room
Reception/Working Rooms
File/Work & Storage
Book Store
Satellite Communications

Library

Staff & Services (48,000 N.A.S.F. Approx.)

Director
Assoc. Director
Librarians and Support Staff
Reception Area
Conference
File/Work/Storage
Circulation Desk
Reference (Desk and Collection)
Reserve (Desk and Collection)
Search and Analysis
Fiche Reproduction and Printing
Technical Services
Bindery

Collections (General)

Seating

Reference
Reserve
Search and Analysis
Microfiche
Audio Visual Group
Group Study
Open Stations
Closed Stations
Carrels

Publishing and Duplication Service (6,200 N.A.S.F. Approx.)

Director
Production Manager and Asst. Director
Editors
Artist/Layout
Press Room
Storage - Paper, etc.
Clerk/Receptionist
Clerk Typist
Secretary

Computer (11,600 N.A.S.F. Approx.)

Office:

Director, Asst. Director
Faculty & Teach - Assts.
Flexible Research Project Suites
Administrative Staff
Engineering & Technical Staff
Conference

Instructional:

Computer Rooms
Computer Terminal Rooms
Program Preparation Rooms
Seminar Rooms
Teaching Laboratory
Microelectronic Shop

Teaching Aids (28,600 N.A.S.F. Approx.)

Production Manager
Associate Manager

TV Studio & Control Rooms

Radio Studio & Recording Film Listening,
Viewing, and Rehearsal

Audiovisual Studio

Secretary/Receptionist

Clerk Typist, Files, & General Clerk

Shop (Repairs & Staging - Setup Area)

Conference/Seminar Areas

Work Rooms

Equipment/Supply Room

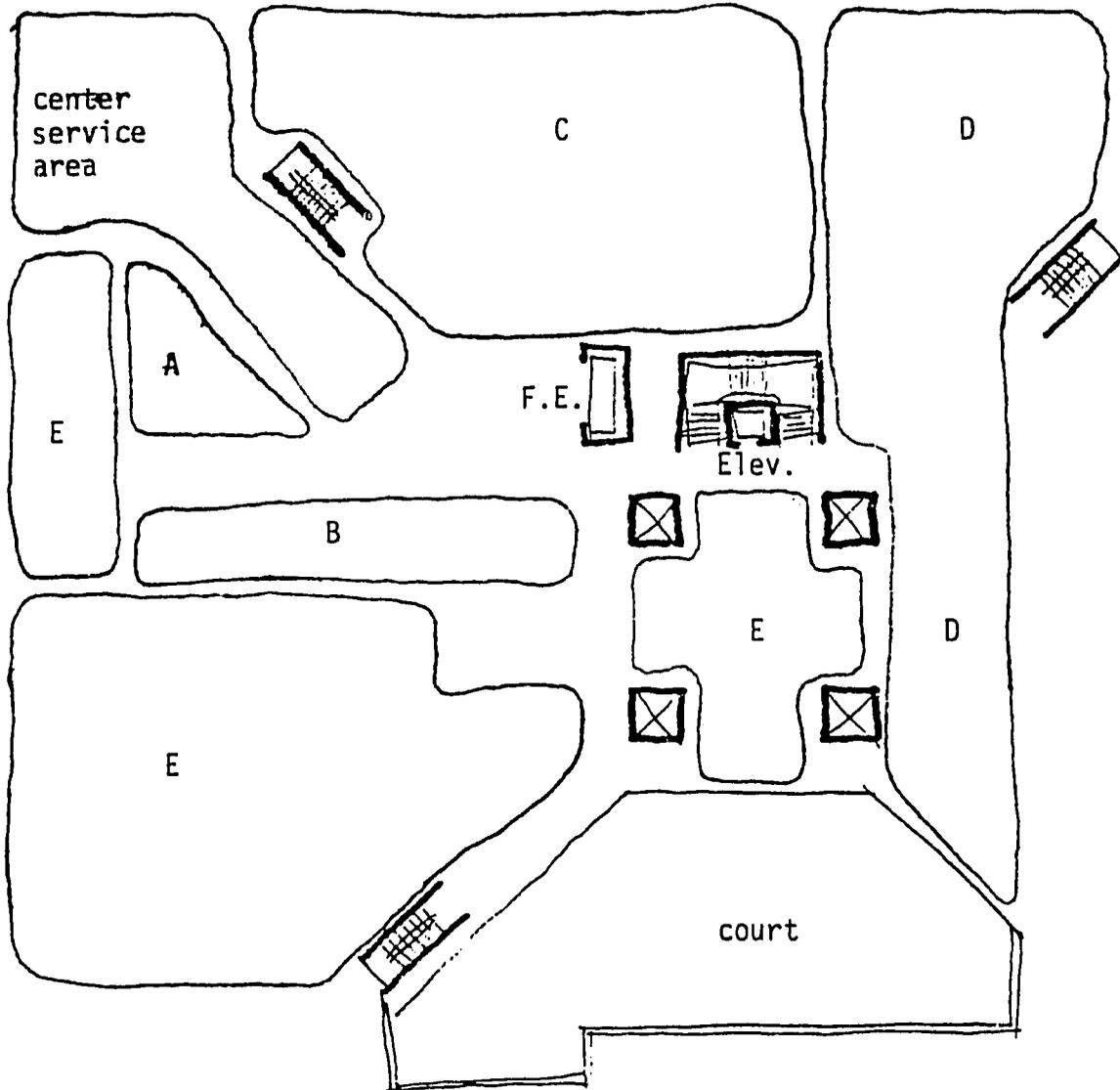
Pick-Up/Delivery/Packaging Area

Auditorium/Multi-Media Lab.

Center Administration	7,600
Library	48,000
Publishing & Duplicating Service	6,200
Computer	11,600
Teaching Aids	<u>28,600</u>
Total N.A.S.F.	102,000

APPENDIX C

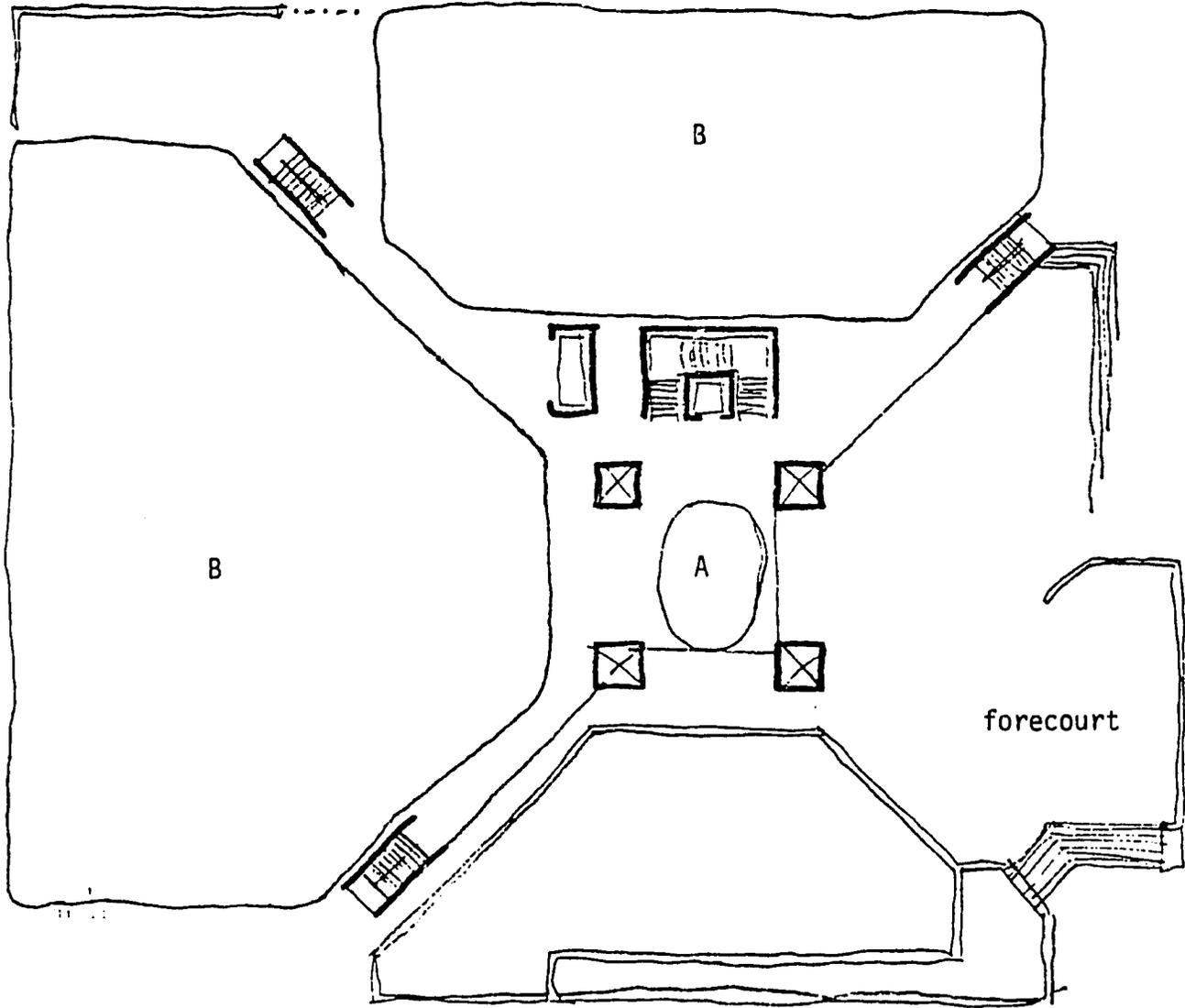
1981 SCHEMATICS



- A Center Administration
- B Library
- C Publishing
- D Computer
- E Teaching Aids

LEVEL 1
schematic diagram

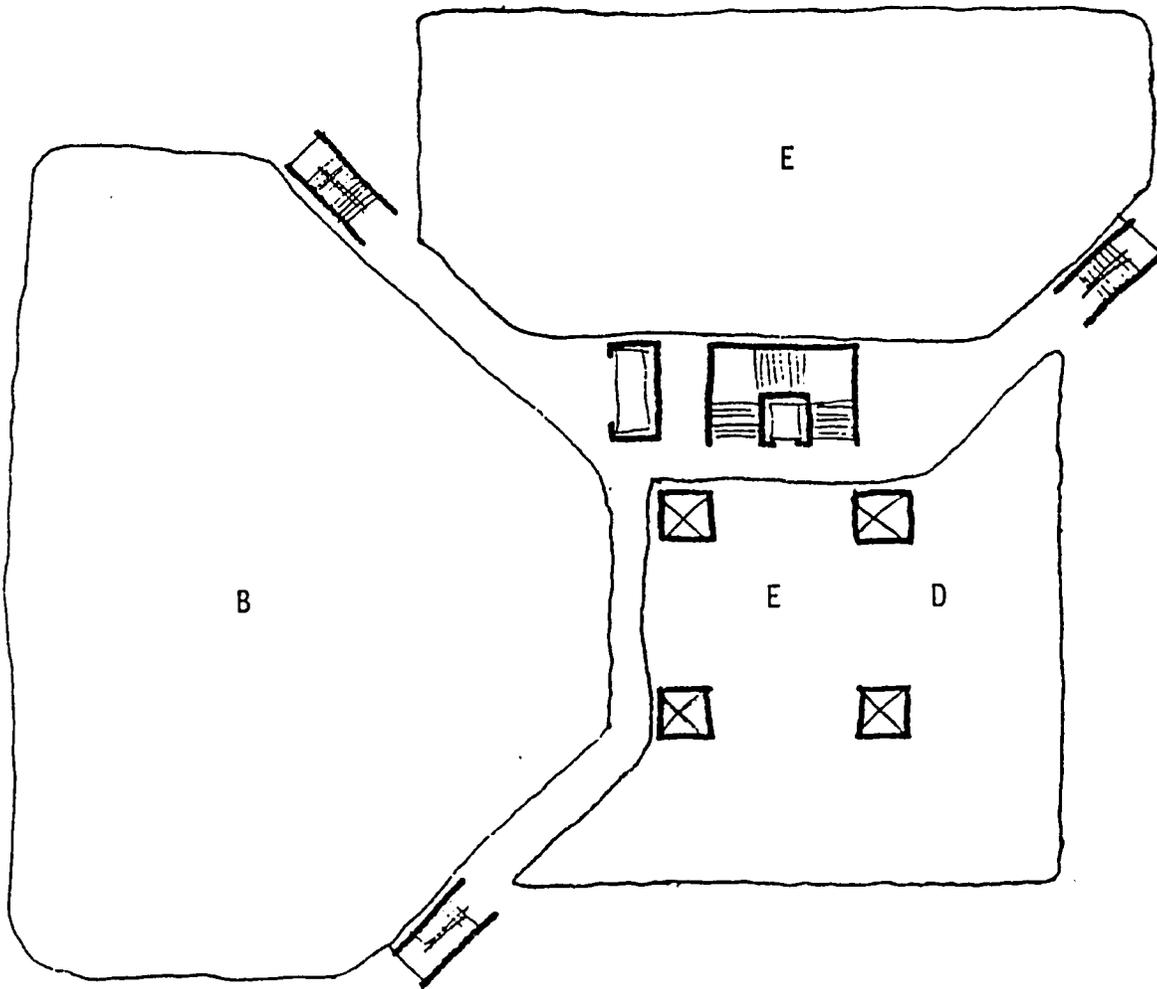
outside reading areas



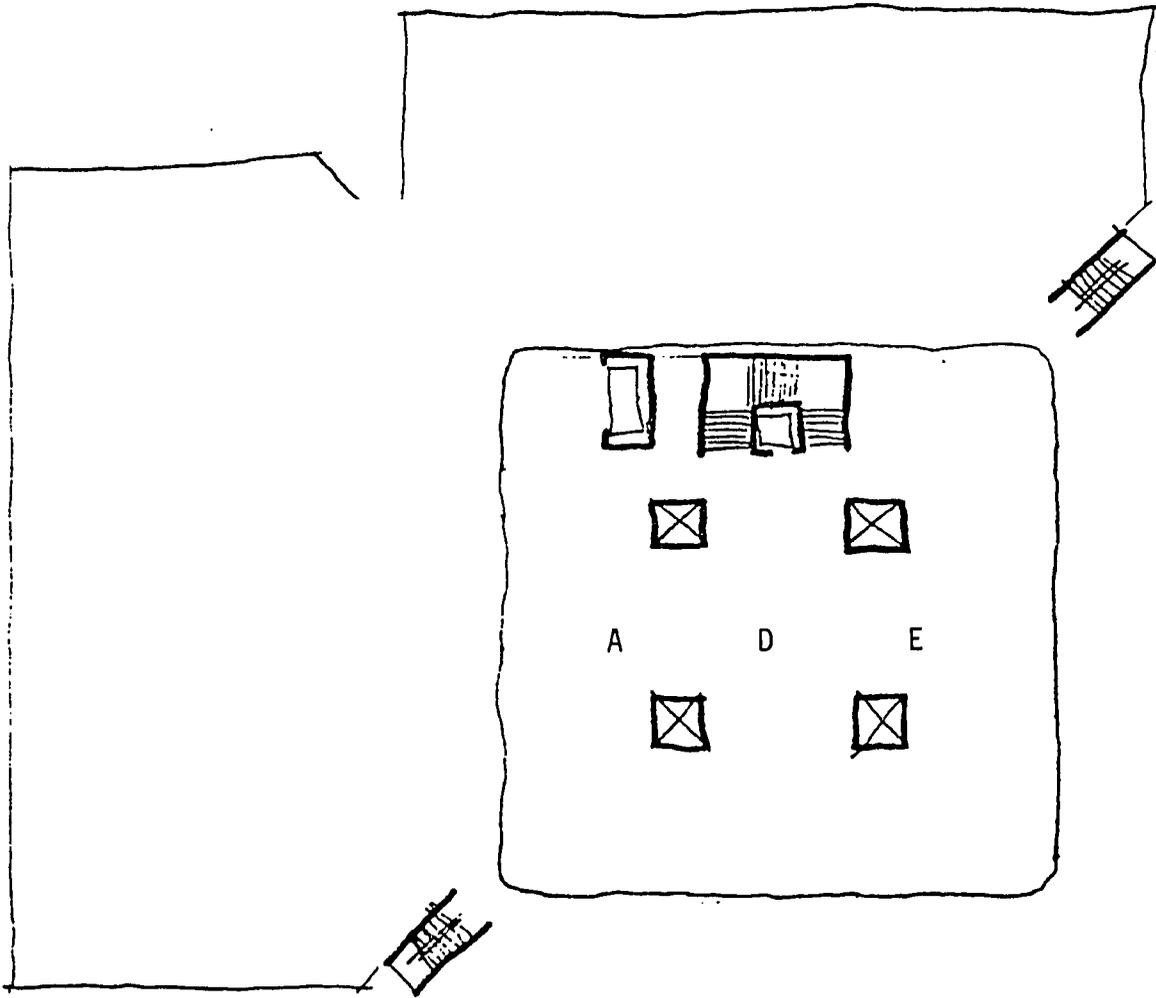
A Center Administration

B Library

LEVEL 2
schematic diagram



- B Library
- D Computer
- E Teaching Aids



A Central Administration

D Computer

E Teaching Aids

LEVEL 4
schematic diagram

APPENDIX C

INFORMATION FOR UNIVERSITY PRESS

- | | |
|--------------------------|---|
| Setting IBM Room
103A | <ol style="list-style-type: none">1. IBM Memory typewriter (OH)2. Composer (OH)3. Correcting Selectric (OH)4. Verityper (OH)5. Ollivetti type setting (OH)6. Ollivetti type setting (OH)7. Ollivetti type setting (OH)8. Compugrafic The Mcs 8212 (109 x 71 x 51 cm) (R)9. Three chairs |
| Graphic Art Room
103B | <ol style="list-style-type: none">1. Two light tables for layout preparing (R)2. One drafting table (OH)3. Stools |
| Dark Room
102A | <ol style="list-style-type: none">1. The brown camera (OH)2. Drying cabinet (116 x 83) (R)3. Sink unit of modular (R)4. Table with transmission densitometer the right hand of the repro specialists |

OH = On Hand

R = Requested

- Plate Maker Room
- 102B
1. Portable copying machine (R)
 2. Rex rotary machine (OH)
 3. Plate maker rectoplan II (OH)
 4. Nyloprint plate wash out (R)
 5. Water with tray for developing plate (R)
 6. Nyloprint cutter (R)
 7. Table (R)
- Printing Room
- 102C
1. Photocopying Xerox (R)
 2. Lamination machine (OH)
 3. Stamping gold machine (OH)
 4. Table (R)
 5. a. The low wall for the letter press printing machine (OH)
One hand press, size 34 x 46 cm (OH)
Two hand presses, size 23 x 34 cm (OH)
 - b. Letter press automatic (R)
Adast grafopress GPE with long size:
26 x 38 cm (R)
 - c. Inslag table (OH)
 - d. Sortimen huruf (OH)
 6. Rack 40 x 100 x 170 cm (R)
 7. Cupboard 40 x 100 cm (R)
 8. Stool (R)
 9. Machine offset Davidson 700 (OH)

- Printing Room
102C
(continued)
10. Rotaprint machine (OH)
 11. AB Dick duplicator 60 x 85 cm (OH)
 12. Print result table (R)
 13. Machine offset Heidelberg M0. Single color with long size 220 x 175 x 180 cm (R)
 14. Machine offset Heidelberg GTO 52. Single color with size 133 x 135 x 156 cm (R)
 15. Machine offset two color SORSZ Heidelberg 17 x 258 x 201 cm (R)
 16. Reflection densitometer, five rolling breker (R)

- Bindery Room
102D
1. Wohlenberg cutting machine (OH)
 2. Table for:
 - a. Spido print binder
 - b. Spido binder
 - c. Wax coater
 3. Preparation (OH)
 4. Hand cutting machine Challenge (OH)
 5. Hohner stitching (OH)
 6. Bostitch stitching (OH)
 7. Thread book sewing (R)
 8. Folding machine (R)
 9. Table for bindery 100 x 300 cm (OH)
 10. Polar cutting machine EM (R)

Fireproof cabinet for storage of inks, blanket wash, etc.

Buckets for oily rags, cleaning equipment

Discuss storage of paper & finished products. Flats, shelves?

Setting IBM Room 103A	IBM memory typewriter/Olivetti Mardjuk Compugrafic Eman Sulaeman
Grafic Art Room 103B	Two tables for layout Endang Achmad Rivai Setiawan
Plate Maker Room 102B	Plate maker Rectoplan II M. Asri (merangkap B/W Reprografi)
Printing Room 102C	AB Dick Duplicator M. Anwar Two machine hand press Mad Suki Yusuf Chudori Hand Setting Ohay Abdul Kohar Machine offset Davidson 700 Azis Bustaman Rotaprint offset machine Udung Abdullah

Bindery Room 102D	Cutting machine Wohlenberg H. Purjito Stitching Hohner Yusuf Sudirman Folding machine Jendan
Office Room 106	Administration (108) Abdullah Quality Control Sophian Nasoetion
Fotografi Room	Helioprint MK (Verikal Camera) Mawardi Rais (Color Separation) merangkap film Mounting the brown horizontal camera (Black and white potografi) M. Asri
Maintenance	Dedi Hanapi

APPENDIX E

First Floor - Publications Developed by Diana

Pages 71-75 are key to numbers on layouts. Pages 76-79 are the "Want List."
Pages 80-83 are shortened version of pages 71-75 but contain some information not included on pages 71-75.

NOTE: On layouts, equipment on hand is shown with solid lines; wanted equipment is shown with dashed lines.

Mesin Dalam Setting IBM:

1. IBM memory typewriter
No. 23-0113235
Volt: 220
2. Composer
No. 30-5035207
Volt: 220
3. Correcting Selectric II
No. 26-2474350
Volt: 220
4. Varytypec
Model HIB. BS 3086H. BSA PP2140
Volt: 230

Plate maker:

1. Wheeler produk Davidson
Model F01 No. Serie 1106
Volt: 110

2. Rex rotary

Model 1515 No. Serie: 530011351

Volt: 220/240

4. Portable copying machine

Volt: 117

6. Cobrce Heliolite

dengan 2 batang carbon arc.

Volt: 110

Print:

1. Mesin stensil listrik ukuran 23 x 34 cm.

Volt: 220

2. Lumination

Model No. 173 LM

Serie No. 1903295

Volt 220

3. Bold stamping machine

Model: Standard foot power

Product: Goldsmith

Spesifikasi: Overall height: 62"

Height from eltor or stamping table

Walk area 44"

Width of base: 20"

Weight: 80 lbs

Shipping weight: 140 lbs

5a. Hand press

1. Hand press produk Gaya Baru type Gordon

Ukuran: 23 x 34 cm (folio)

Kapasitas: 500

2. Hand press Gordon

Produk: Karya Baru Klaten

Ukuran: 23 x 34 cm.

3. Hand press Gordon

Ukuran: 23 x 18 cm (double folio)

Produk Karya Baru Klaten

10. Davidson 700

No. 86/598/07

Volt: 110

Ukuran: 40 x 57 cm (untuk.....cetak)

Produk: Davidson

Kapasitas: 800 exp./jam

4. Meja dengan kacip pemotong kertas

Kacip ukuran: 65 cm

Nomurator TOHO

BINDERY

6. Mesin Jahit kawat bastitok

Model T

No. 7054V

Volt: 230

Ampere: 2.9

Kacip kertas ukuran: 60 cm

8. Mesin chalange

No. serie: 6207

Ukuran: 26.5"

1. Speed print punch Dayton
Volt: 110, 60 Cycle
Ampere: 7; 50 rpm
Produk: MP COODKEN CO Wax Coatex USA
2. Speed 0 Print
 - a. Elektris plastik print
1;2 centers
Volt: 115
Ampere: 30
Current: AC
Model: 475
Produk: USA
 - b. Manual plastik print
1/2 centers No. 13007
Produk: Business Machine Corporation USA

Mounting

Mounting table

1. Kode: MB
Produk: The Paralinex Co. Inc.
Watt: 100 dengan dua buah lampu
2. Light table
Produk: Indonesia
Watt: 100 dengan dua buah lampu

Dark Room

I. Kacip ukuran 60 cm

4 colight

Volt: 220 AC.

5. Camera the Brown Caravel

Ukuran: 19" x 2" (47.7 x 57.5 cm)

No.: 5757H

Model: Astro X Hor 24

Volt: 220

Ampere: 20

Verfection vacum frame

Model: R2

Seri: D674

6. Kacip

Ukuran 60 cm

8. Adana thermograph

a. Volt: 110

Watt: 500 + 1000 watt

b. Volt: 230

WANT LIST

1. Densitometer Reflex si RD 100 Macbeth
1 buah vota sel Voltage: 220
2. Mesin pemotong otomatis LMM (Large automatic paper cutter)
Kecepatan memotong dengan program 0.01 mm
Pisau dan penjepit kembali secara otomatis pada setiap akhir pemotong.
Pendorong kertas dengan tenaga motor listrik.
Skala pemotongan terbaca pada kaca periskop yang lebar.
Garis optis pisau potong
Alat penekan kertas dapat digerakkan kebawah pada segala kedudukan sebelum memotong dan dapat pula digunakan sebagai penjepit.
3. Mesin offset: Heidelberg M0 Ukuran area cetak: 48 x 65 cm
Ukuran kertas minimum: 14 x 4 cm
Kapasitas: 800 lembar/jam
Tangkai jepit cepat dan register.....yang standar
keadaan: mencetak dengan memberi nomer
 mencetak tambahan
 mencetak dan membalik

4. DS EC 752 Hatolux (Light center for camera)

Memberikan waktu penyinaran optimum hanya dengan memasukkan A. minimum dan D max original.

Berkerja dengan sistim penyinaran utama dan penyinaran rata yang menjamin hasil yang sempurna untuk semua jenis foto.

Tersedia 6 jalur program yang dapat dikembangkan dengan filtex, bila akan mempekerjakan perusahaan warna.

Perhitungan penggunaan dalam bentuk.....

Sensor foto dan light.....mencegah pengaruh buruk karena naiknya tegangan listrik.....lampu.

Plate maker: merek Dainipon Screen (Japanese)

Ukuran: 68 x 102 cm

dengan gear almpu Screen light 6000 deg. K.

Machine zetting: Intertype (Large type setting machine)

Kapasitas 6000 huruf per menit

No.: 31903 Model C.

Volt: 220

Dark room material:

1. Vacum print Dainipon screen

Ukuran 65 x 100 cm

Screen light dengan derajat temperatur 6000 deg. K.

2. Lemari pemanas (Drying cabinet)

Ukuran 60 x 120 cm

Volt 220/110

3. Enlarger camera Dainipon Screen (Enlarger)

Ukuran 56 x 100 cm

Volt: 220

4. Densitometer transparency (Densitometer ?)

Merek: Mac Beta (light control, duplicating film)

1 buah fotosel

Bolt: 220/110

Bindery

Mesin lipat (Folding machine)

Kapasitas 6000/jam

Ukuran: 50 x 60 cm

Volt: 220

Print

5 Heidelberg letterpress automatis (folder)

Type: KSD: 46 x 64 cm

Volt: 220/110

Silinder cetak satu warna

1. Small camera untuk reproduksi ukuran 14.5 x 21.5 cm

Volt: 110

2. Vacum print ukuran 45 x 54 cm (Madax PF)

3. Micro film reader

Print: Mesin cetak sampai.....merk Ultra

Volt: 220

Ukuran: 102 x 111.7 cm

Dengan dilengkapi pemotong dan pelipat kertas

- Card catalog duplicator
- Overhead projector transparency maker 3M Model 45
- 3M lettering system

Setting IBM

1. IBM memory typewriter No. 23.0113235
2. Compossor No. 30503507
3. Correcting Selectric II No. 26.2474350
4. Varytypec model HiB

Setting

1. Lemari sortiment huruf (Type trays)
2. Meja (table)
3. Type setting machines (Intertype machine)

Plate Maker

1. Wheeler
2. Rex rotary
3. Plate maker
4. Portable copying machine
5. Water with tray for developing plate
6. Copier heliopic
7. Meja untuk (a) kompor listrik (letter press process)
(b) Bak.....poeder
(c) Bak aspal - chemical tray
8. Bak agitasi
9. Wastafel

Print:

- 1a. mesin stensil
- 1b. Mesin stensil
2. Lamination
3.
4. Meja dengan kacip - nomerator
- 5a.dengan hand press machine
2 buah ukuran (24 x 34 cm)
1 buah ukuran (48 x 34 cm)
- 5b. Littlepress automatic Heidelberg machine KSU (46 x 64 cm)
- 6a. Rak
- 6b. Lemari
7. Lemari
8. Bangku
9. Davidson 700 (40 x 57 cm)
10. Multilite (32 x 46 cm)
11. A.B. Dick dup (24 x 35)
12. Meja hasil cetakan
13. Offset machine SOR 2 (65 x 87 cm)
14. Offset machine Heidelberg M0 (48 x 65 cm)
15. Offset machine SOR D2 (64.1 x 98.5 cm)
16. Offset machine Korz (50 x 70 cm)
17. Offset machine Heidelberg bors (103 x 77 cm)
18. Offset machine Rotasi man (cetak dan lipat) mesin cetak sampai jilid.
19. Densitometer reflexsi
20. 4 buah meja dorong.

Bindery:

1. Speedo Print Punch
2. Speedo Print (plastic bindery)
3. Meja untuk.....
4. Lemari
5. porpacasi
6. mesin jahit kawat
7. Mesin lipat
8. mesin potong
9. meja panjang
10. mesin jilid

Gudang:

- a. Bahan: 1. kertas - Lemari dan rak
2. chemicals - lemari dan rak.
- b. Produksi: lemari dan rak

Bindery - electric cutting machine 45 x 54 cm, Voltage: 220, 200 sheet/hr

10. Mesin cetak multilith (offset pages small folio)

merek: multilith

Offset size: 33 x 45 cm

4000 LPM type 1850/1815

1/2 HP. Weight: 600 kg.

Produk: Australia

Harga: US \$8,353.16

13. Original Heidelberg (Two color offset)

Model: SORZ C/W

Ukuran: 61 x 82 cm

Standard accessories

Product: West Germany

Bindery: 10 sticher (Mesin jahit buku) (sewing machine) net weight: 575 kg

17. Print: Original Heidelberg offset

Type: 71 x 100 cm

6.4 HP Max sheet size (71 x 102 cm) Offset table small size.

Max speed 10.000 SPH

Weight: 5,329 kg

Produk: West Germany

15. Print: Original Heidelberg

Type: offset SORD

Ukuran: 64 x 71.5 cm

6.3 HP

Max. Sheet size: 64 x 915

Max speed: 10.000 SPH

Weight: 4610 kg

Lay out:

Meja besar

Rak

Mounting:

Light table (baru ada dua buah)

Dark room:

Vacum print

Developer dengan dilengkapi dengan air yang mengalir

Developer

Stop bak

Fixer

Air

Agar supaya air developer dingin yang diperlukan 22 derajat Celcius, maka dibawah bak developer diberikan water cooler.

Colight

Camera the brown

Meja untuk menyimpan kacip yang.....

Lemari pemanas film

Pengering film/dry machine

Enlarger camera

Densitometer transparency

AGUTOLUX DS EC 752

Small camera

Vacum print

meja untuk kacip

micro film reader

....micro film

micro film printer

micro film camera

micro film enlarger

Slide....

meja

BUILDING - GENERAL COMMENTS

These are some comments which have been made in the past and which refer to the building and environment as a whole. They are intended to capture the "essence" of the building.

The Center must excite and motivate. Many facilities for display must be provided in many ways...both inside and outside.

Creative, independent study, exchange of ideas, research and small group interaction must be provided for.

Beauty and comfort enhance the learning atmosphere.

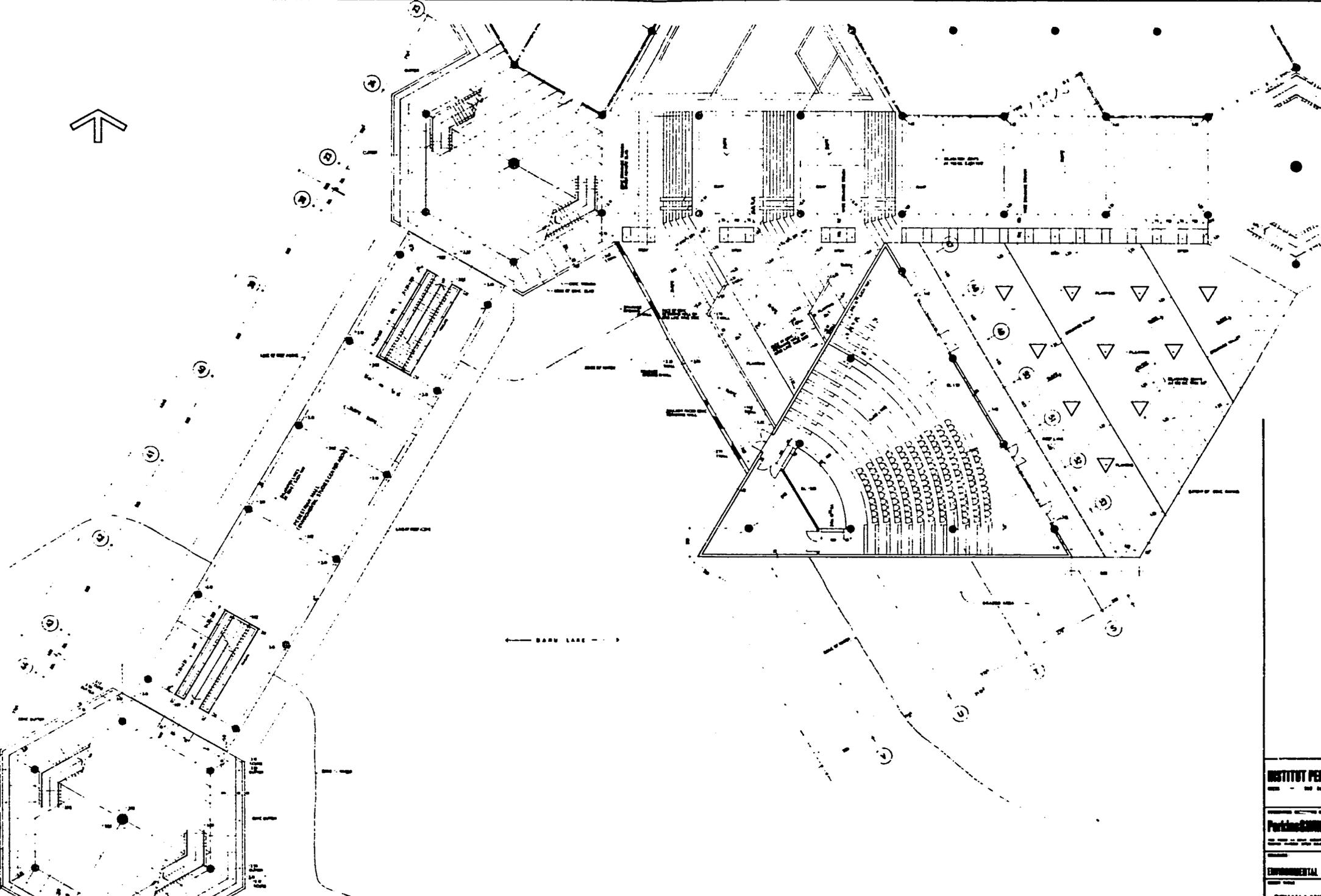
Carpeted floors, air conditioning, acoustic ceilings and non-parallel walls and dividers assist the learning environment.

Building lines should be simple but "impressive" as well as landscaping and approaches to the "heart of the campus." How do you interpret architecturally the Quest for Knowledge and agricultural productivity?

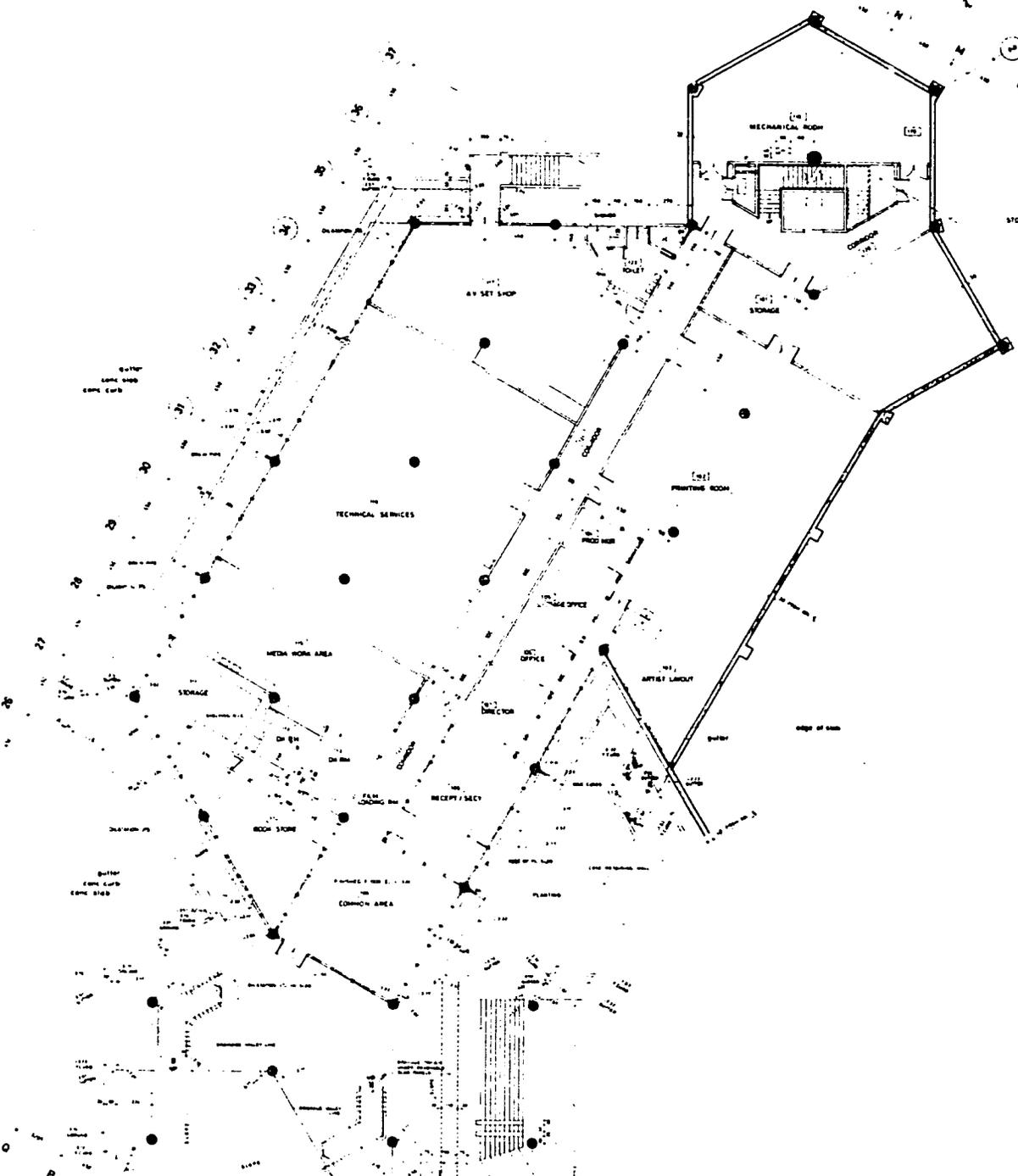
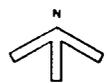
Maximize the beauty of the site.

The building should attract students by avoiding and "institutional " look.

Wherever possible, extend activities to the outside, i.e. join an inside reading area to an outside reading area. Make use of the external environment.



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PARKIRAN
LINGKUNGAN
BUDAYA
DEMAN LAIN



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Telp. (0251) 8325111
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www.ipb.ac.id

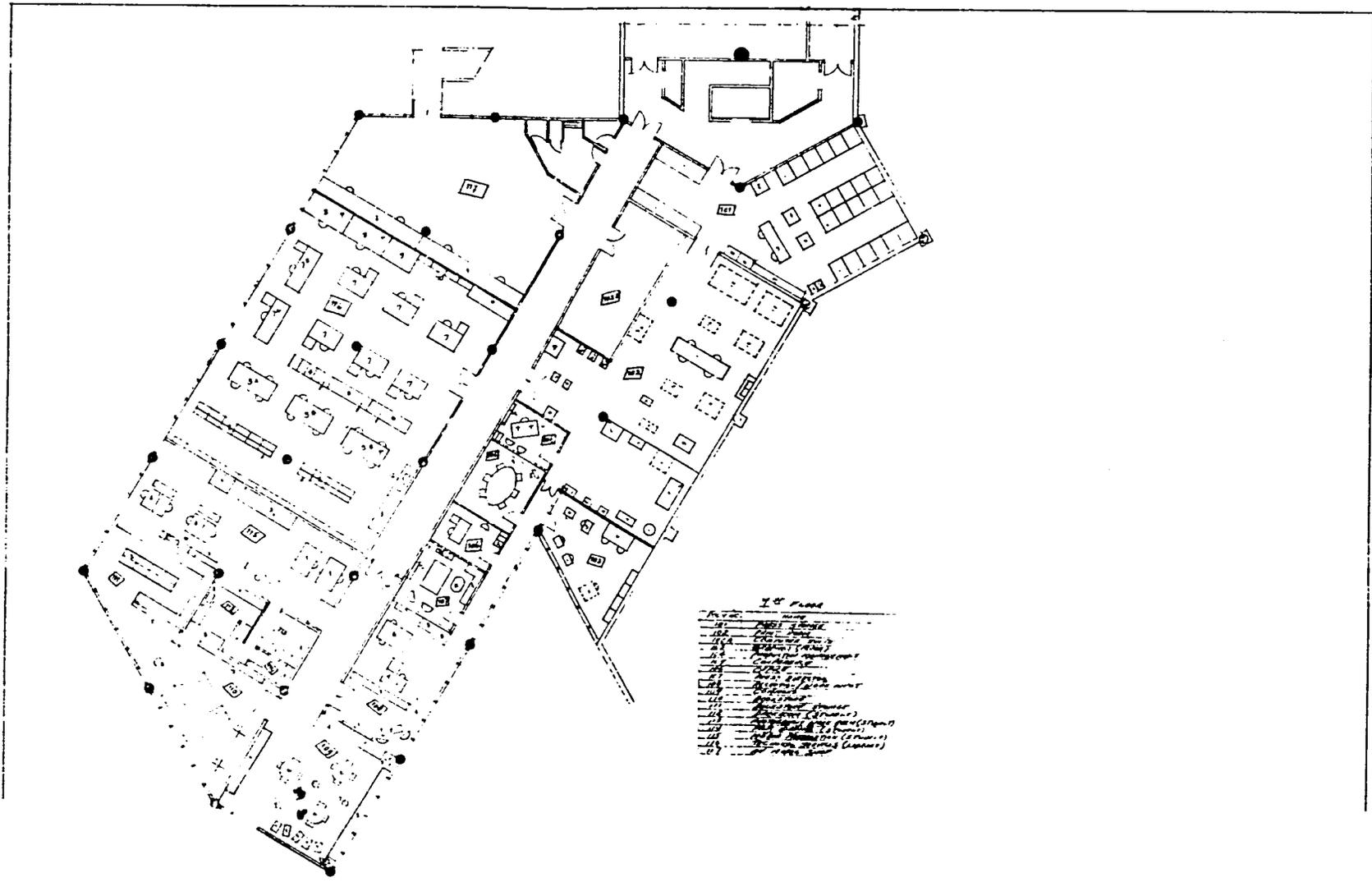
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Telp. (0251) 8325111
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**DENAH LANTAI 1
FLOOR PLAN LEVEL 1**

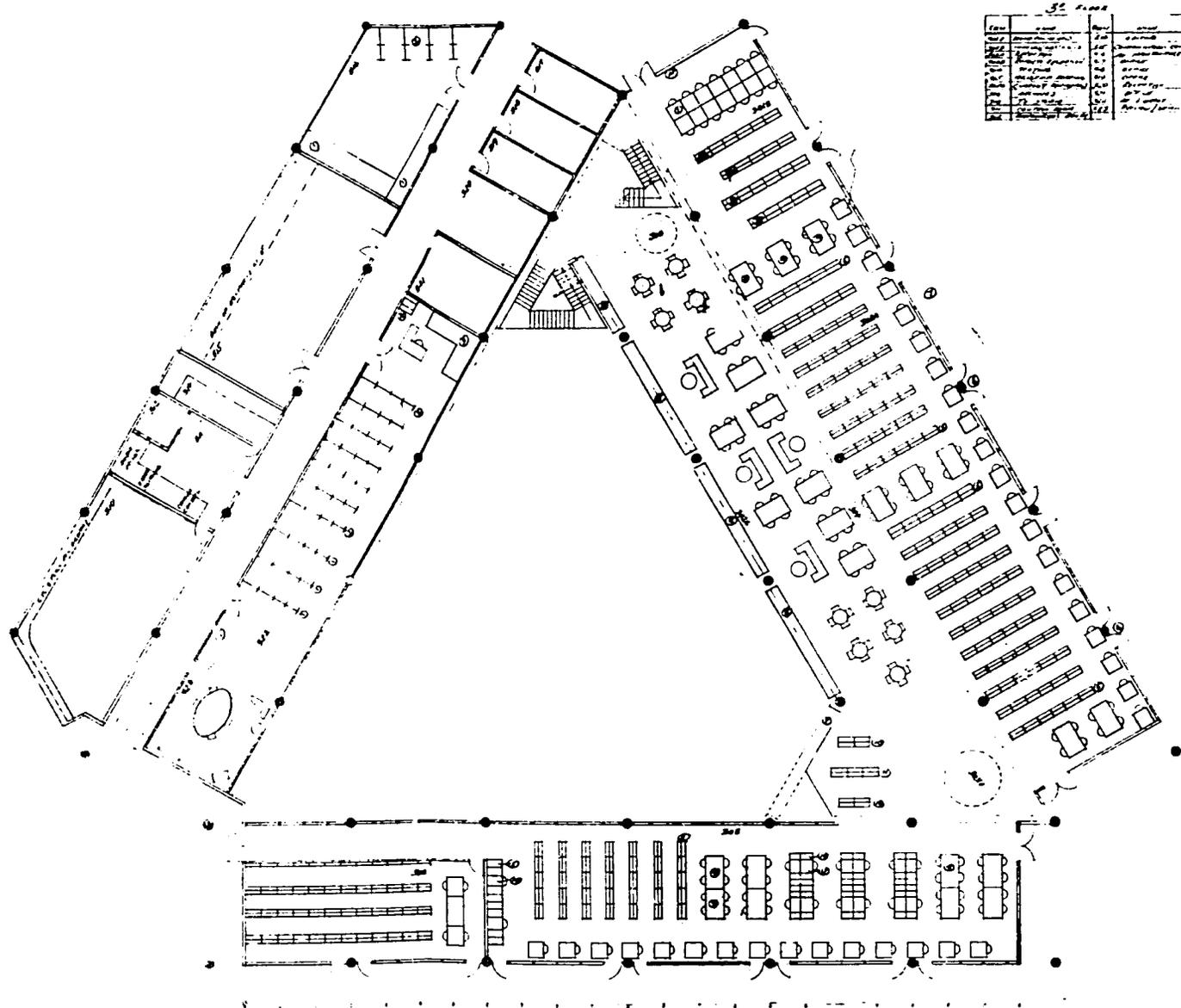
-89-
 APPENDIX G
 FLOOR 1 ROOM LAYOUT

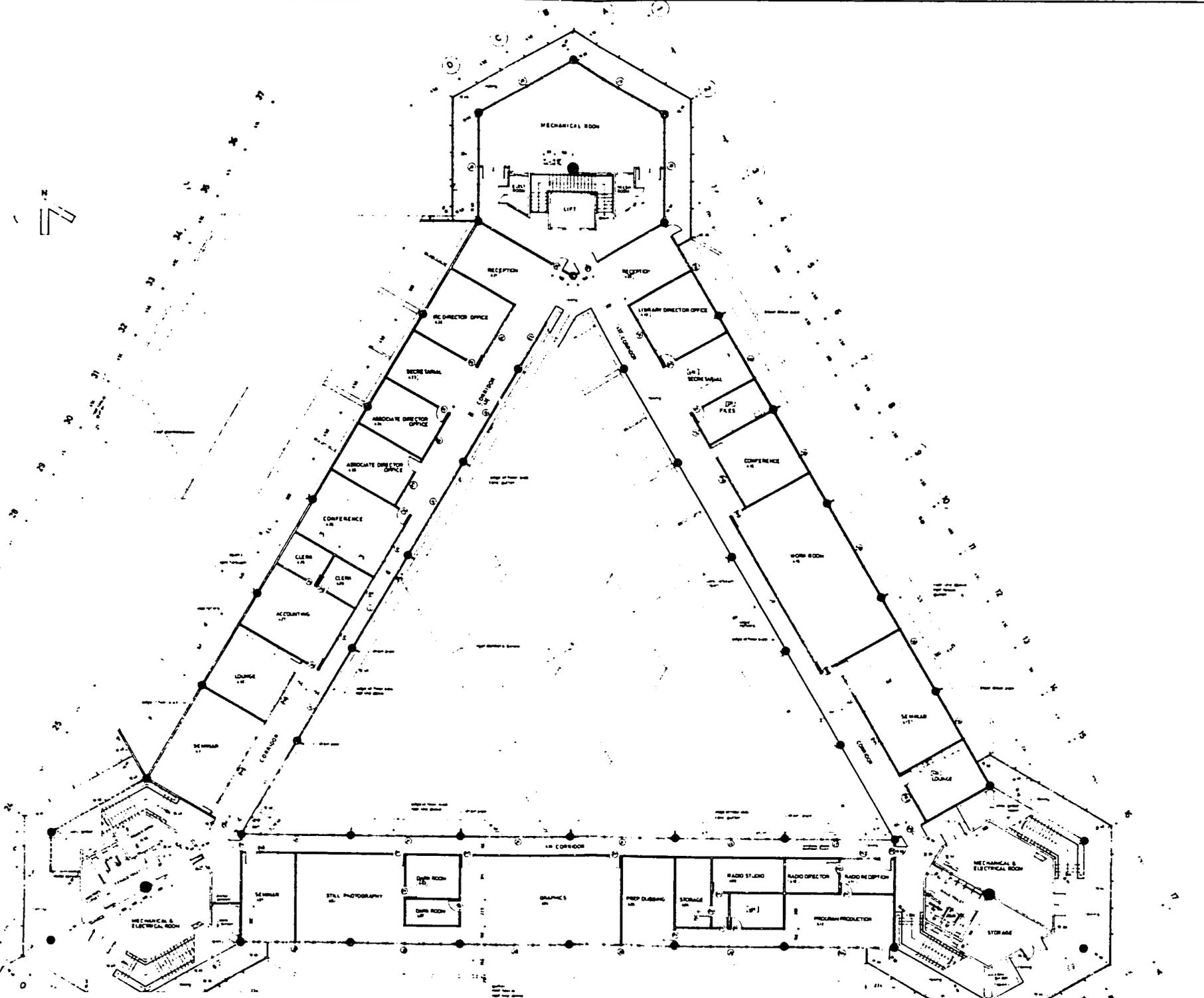
88



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 APPENDIX L
 FLOOR 3 ROOM LAYOUT

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INSTITUT PERTANIAN BOGOR
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Perkhas & PPI + Sangkaring

INFORMATION RESOURCE CENTER

DENAH LANTAI 4
FLOOR PLAN LEVEL 4

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APPENDIX N
FLOOR 4 ROOM LAYOUT

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