

October 20, 1937

Tarbell Lincoln Collection Room

Purpose- To House Miss Tarbell's Lincoln collection

Will probably come next year to the college

Place- Former faculty room, second floor Reis Library- S W corner front room

What the room will have to have done to it.

Walls Can it be panelled with veneer of wood on canvas?

Floors- Cork or linoleum or rubber tile or carpet

Shelving and cases- Glass fronted tight cases with strong locks and
Adjustable shelves- not higher than 5 feet probably
Catalog case
Deep bins or cases for large folders for pictures and
large size material
Smaller filing cases of standard size with locks for
pamphlets and letters, folders, etc
A few open shelves storage in closet for supplies etc

Furniture- Tables and chairs suitable in wood and finish- or steel of high grade

Some display cases- visible record type of screen of large size to
display pictures- Map and manuscript display facilities- a place to
use filmed books for reading.

Lighting- Very great care should be used in planning the artificial lighting
so that the room may be adequately lighted without glare and for
day or night made comfortable for the worker. Probably venetian
blinds for the windows and simple draperies are desirable.

Decoration- Miss Tarbell wishes a frieze to consist of the Lincoln family trail
pictured in scale from Boston to Springfield and then to Washington.
This to be copyrighted and reproduced on small scale to be sold as
a souvenir, perhaps.

Busts, pictures, and other suitable Lincoln material to be used as decorative units.