

February 27th 1975

TO: Sub-DTF on Listening Center Complex (Communications B'ldg.)

Will Humphreys  
Richard Alexander  
William Winden  
Don Chan  
Paul Sparks  
Jovana Brown  
Pat Matheny-White  
Chas Davies  
Al Saari (replacing Dave Carnahan)

FROM: Bob Gottlieb, Chairman

RE: Meeting of DTF, Wed Feb 26th

The following persons were present at this meeting; Will Humphreys, Richard Alexander, Pat Matheny-White, Al Saari, Chas Davies and Bob Gottlieb. The following memo is a preliminary report of the major topics discussed.

1. Priorities - Those present felt that this Library-Listening area was a high priority requirement for the Communication Bldg. since it would serve many types of programs, such as Music, Coordinated Studies programs involved with music, as well as other programs having smaller groups interested in music. Because of this widespread anticipated need it was proposed that the priorities as described in the Feb 5th memo be changed to read as follows; "This Library-Listening Center should be made generally available to all academic programs involved with music (including Dance and Drama) on an equal basis with Music programs." Furthermore, higher priorities should not necessarily be given to those programs located in the Communications Bldg. since there may be times when some programs involved with Music are located elsewhere.
2. Equipment - The committee identified the following needs for this area;
  - a) to serve individual and small listening groups with earphone listening facilities
  - b) small and larger groups with speaker listening facilities w. the option of using earphones.
  - c) This listening center should provide 2 or 3 mobile tape deck units, with turntables, amp. & speakers housed in a permanent cabinet installation on wheels. These units should be used only for other locations within the Communication Bldg. This equipment would be assigned on a scheduled basis to academic programs on a 1-day basis. These units are to be supervised by the Listening Center complex, and they are to be considered permanent equipment for this area.

A detailed list of equipment with specifications is being prepared by Chas Davies. Briefly, the following items and number of units are being considered;

Large room 347 - A minimum of 12 Carols equipped with Cassette Tape decks. At least 2 of these carols are to be equipped with turntables, and 3 or 4 to be equipped with reel to reel tape machines. In addition, 2 of the Cassette deck units are to be equipped with Slide Viewers of the type used by the SPLU Lab (Sensor type). These listening facilities will be located on the East side of this room.

Rooms 347B and 347C - Each to be equipped with Cassette deck, turntable, and reel to reel tape machine, for use with either earphones or speakers. Each of these rooms would accomodate 2 to 4 persons.

Rooms 347E and 347D - These areas are intended for larger groups of 5 to 10 persons. Each room to be equipped with similar equipment as above, but with higher quality sound reproduction.

The major priority for these listening areas should be concerned with academic programs. For personal and recreational listening, which is not related to programs, the committee felt that this should be given a lower priority since this service is available to all students in the Main Library.

AM and FM facilities were also proposed for the Listening Center, however, this equipment was considered to have a lower priority than the equipment needed for listening to records and tapes.

Additional furnishings anticipated for the listening center include such items as, record cabinets (l.p.discs); book shelves for keeping some reference books, music scores, and reserve shelf materials related to academic programs; 2 desks and several lounge chairs.

### 3. Supervision & Budgeting -

The members present at this meeting felt that it was imperative that this area be supervised by a person in charge at all times. This person need not have technical qualifications of a library technician, but this person should be guided by TESC Library policies. Supervision should be arranged for on week days 9 to 5:00. Evenings (7-10) and Sat(9-12) should also be provided for if there is sufficient demand.

Policies concerning the budgeting for maintainance, supervision and furture purchases need to be formulated. The most feasible source would be from

Library funds as these are continuing. Nevertheless, to date, materials of the kind needed for the listening center have been purchased from program funds as the needs arose. Should this practice continue? Would it be preferable to have materials needed for the Listening Center purchased entirely from Library funds? These are the sort of questions which need to be answered. Jovana Brown plans to be at the next meeting and she is preparing a statement concerned with these issues.

This next meeting will be on Wed March 5th 3:00 Jovana Browns Off Main Library

Please make every effort to attend. If you have any suggestions to make please make these at the next meeting. If you are unable to attend and wish to have your suggestions presented, please send these to me in writing.