

CARL KOCH & ASSOCIATES, ARCHITECTS

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5 June 1958

Miss Mary Hopkins, Librarian
Bennington College
Bennington, Vermont

Dear Miss Hopkins:

I am enclosing prints of a preliminary sketch for the desk. This is designed as a complete unit to be part of the reserve shelves and general foyer area. We have tried to follow your list of recommendations of the various units to be employed in this desk. However, we are uncertain as to the exact location within the desk of the various components.

This sketch shows our thinking on a tentative arrangement, but you probably have another arrangement in mind. We are unconcerned as to the exact location of the units, but prefer to maintain the exact exterior dimensions of the desk. These overall dimensions are coordinated architecturally with the walls and bookcases behind the desk. We prefer to tie all this in design-wise, because of the present arrangement directly opposite the entrance which makes this perhaps the most important design feature in the building.

Would you kindly forward to us, as soon as possible, your comments and any further more detailed information that you have? This might also include a proposal of what the various drawers will be used for so that we might more functionally determine the necessary depths. Also, do you intend to use the present charging machine or will you be buying a new one? If such is the case, what make will it be; and if the opposite is true, what are the dimensions of the present machine? We must be very careful in designing the dis-charge unit and we would like as much detailed information as you can give us.

Sincerely yours,



Warren Peterson, for
Carl Koch and Associates
WAP/hf
Enclosures
cc: Mrs. Brown
Dean Belluschi