

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File

OFFICE MEMORANDUM

TO: Guy H. Fox ✓
Don F. Aschom
FROM: Frank C. Child *Fb*
SUBJECT: Provision of Equipment for the new Library.

DATE: 10 April 1961

Attached to this memorandum are 4 lists of equipment for the new library:

1. Items to be requisitioned for dollar purchase.
2. Items to be requisitioned for piaster purchase.
3. Items to be constructed by MSUG Administrative Services.
4. Items to be transferred from existing MSUG inventory.

Although there is no specified money in MSUG's budget for any of these items, all of them are desirable. I urge that we make every effort to squeeze enough money from our dollar and piaster budgets for these purchases.

Lists Nos. 1 and 2 should be considered tentative suggestions. Mr. Emery and I worked out this allocation between the Saigon and U.S. suppliers. Presumably, the various items of equipment to be purchased can be transferred from the piaster budget to the dollar budget or vice versa, depending upon which types of funds are available and the ability of local suppliers to provide them. (Note: There are no prices shown in the Remington Rand Catalog; we will have to write for a price list.)

If the total costs exceeds available resources, we will have to decide in consultation with Miss Ti which items to cut.

Is it necessary to "earmark" the items on list No. 4?

Can Administrative Services take over at this point?

Attachments: 4 lists
CC: Mr. Dang, Miss Ti, Mr. Emery

FCC/rbm

Equipment Requisitioned for US dollar purchase

5 Sections, Divider-type Steel Shelving
(See Remington Rand Catalog # 75274 W, p. 49)

1 Glass Door Bookcase (picture Remington Rand Catalog
7710.1, p. 11)

1 Card catalog unit

| | | |
|---------------------------|------------------------|---------------------|
| 1 top unit | Remington Rand Catalog | # 90715.1 |
| 2 15 tray units | " | 93515 R |
| 1 sliding reference shelf | " | 9855 |
| 1 26" legs | " | 90895.1 (see p. 25) |

| | | |
|-----------------------------|---|--------------------|
| 160 Steel Book ends - Demco | (100 Reg. size # 754 60 Jumbo size 744 | \$26.00 \$33.00 |
|-----------------------------|---|--------------------|

| | |
|---|----------|
| 1 Display Book Truck - Demco # 791 (p. 3) | \$102.50 |
|---|----------|

| | |
|---|-------|
| 1 Pegboard Display Panel 36"x48" - Demco # 2804 U | 14.45 |
|---|-------|

| | |
|---|------|
| 1 Kit Pegboard Accessories - Demco # 2941 | 8.95 |
|---|------|

| | |
|--|-------|
| 1 Set Floor legs (pegboard) - Demco 2921 | 16.75 |
|--|-------|

| | |
|--------------------------------|-------|
| 1 Stapling Machine - Demco 591 | 35.00 |
|--------------------------------|-------|

| | | |
|--------------------|---------------|------|
| 1 Box Staples 1/4" | - Demco 592-4 | 3.50 |
|--------------------|---------------|------|

| | | |
|--------------------|---------------|------|
| 1 Box Staples 3/8" | - Demco 592-8 | 3.50 |
|--------------------|---------------|------|

| | | |
|--------------------|----------------|------|
| 1 Box Staples 1/2" | - Demco 592-10 | 3.50 |
|--------------------|----------------|------|

Equipment Requisitioned for Local Piaster Purchase

- 6 Sections of Wall Magazine Shelving 6' 10" x 35" x 12".
Remington-Rand Catalog # 7734 (See picture p. 9)
- 60 Sections of Double faced book shelving 6'10" x 35" x 10".
Remington-Rand Catalog # 7739 (See picture 1 p. 8)
- 8 Rectangular Apronless tables, 36" x 90" x 29".
Remington-Rand Catalog # 7160.4 (See picture p. 12)
- 10 Round Apronless tables. 48" diameter x 29".
Remington-Rand Catalog # 7161 (See picture p. 13)
- 88 Chairs (for tables).
- 10 Carrell Tables, 24" x 36" x 29".
No Catalog # listed (See picture p. 17)
- 8 Round Tables, size, 3 ft. dia., 16" high (coffee tables
for lounge)
- 1 Book display rack. (See p. 40)
Remington-Rand Catalog # 7775
- 1 Sloping Top Table with shelving.
Remington-Rand Catalog # 5351-A1 (See top picture p. 63)
- 1 Consultation table for catalog trays
Remington-Rand Catalog # 5351-B2 (See p. 63, bottom picture)
- 1 Charging Desk - complete unit (See p. 18)
Remington-Rand Catalog #'s 7440.8 - (2 each)
7440.4 - (1 each)
7440.7 -"-
7440.5 -"-
7440.3 -"-
7440.1 -"-
7440.6 -"-
- 1 Swivel chair (high) (See p. 39)
Remington-Rand Catalog # 7572-HB

Work Order Placed with MSUG Administrative Services

4 Step stools - (See Remington-Rand Catalog # 7090.1
picture p. 11)

1 Bulletin Board 36" x 48"
Demco. # 2888, p. 69 \$25.50

Equipment Requisitioned for Transfer to the Library
from MSUG Inventory

6 4-drawer, steel filing cabinets

32 upholstered arm chairs

1 office desk

1 adding machine