

December 2 1942.

Gaylord Brothers Inc.
Syracuse, New York.

Re Atwater Memorial Library, North Branford,
Connecticut.

Gentlemen:-

Will you please quote us on the following and send us a cut of the equipment described. The Librarian states that it is on page 18 of your catalogue, but the catalogue and brochure that I have does not seem to have that particular piece in it. The description as near as I can give it to you at this time is as follows: Consists of magazine section, newspaper section, bulletin board tops and locked section.

We are not ordering this item yet but will await your estimate and sizes so we may determine whether we have the space available for it.

Enclosed you will find the order for some of the equipment as well as for some supplies.

Yours very truly,

William Thomas Towner.

December 2 1942.

Gaylord Brothers Inc.
Syracuse, New York.

Atwater Memorial Library, North Branford
Connecticut. Supply account.

Contents:-

Please accept the following order for supplies to
be charged to Mr. Charles B. Atwater # 44 Vernon street, Spring-
field, Massachusetts, the sponsor of the above project.

1,000 book pockets Style F. printed	@ 6.45
1,000 gummed date slips 3"x 5"	1.39
1,000 book cards, pretest utility	2.85
12 sets catalogue guide cards #885 @.00	10.00
2,000 catalogue cards #811 @ 3.30	6.60
1,000 application cards #185	2.75
1 borrowers register # 133	2.20
1 Loose leaf accession book	2.20
1 Dewey decimal classification (abridged)	2.00
1,000 borrowers cards #5	0.55
1 circulation book (record)	1.25
1 financial record book	.75
250 overdue postcards #144	2.70
300 reserve cards #117	.75
3 pencil date holders # 18	1.30
2 rubber type sets #172	1.30
1 stamp pad	.30
1 stamp pad ink	.30
1 embossing stamp	5.75
1 rubber cushion for base	.35
3 dozen shelf label holders style #3 or #4 to fit width of shelves, shelf labels for classification represented in books purchased.	3.20
1 moisture	.00
2 bottles lettering ink, engraving and white	.05
4 openback pamphlet files	1.00
1 package mounting paper larger size	.05
25 picture envelopes for mounted pictures	1.45
1 pad day labels (7 day)	.20
1 " reference labels	.20
2 pads labels #6	.20
3 dozen books #114	5.70
1 doz. library pens #32 @.25 and 10P-pads @.05	.00
1 box thumb tacks .40 and 1 tinsel tape .75	1.15
1 pt Gayle .50 and 1 paste brush #7032.40	.90
1 shears #705 \$1.00 and 6 Art gum erasers @.55	1.55
Total -----	51.55

Yours truly,

William Thomas F

December 2 1942.

Gaylord Brothers Inc.
Syracuse, New York.

Re Equipment in Atwater Memorial Library
North Branford, Connecticut.

Gentlemen:-

Mr. Atwater and the writer wish to thank you for the interest displayed in the above matter as well as for Mr. Eggleston's visit here in connection with the submission of cuts and estimates. A list has been arrived at by Mr. Atwater part of which is from your letter and quotations made under date of November 4th and 15th. Will you please enter the order for the said list as follows and let us have the equipment as soon after the First of January as is possible.

First, let me say that we want either Birch or Maple wood with an antique maple finish to correspond with other items being purchased from another source.

1-- Gaylord's Sectional Charging Desk, Brown Linoleum top, consisting of 1 straight Section containing one 4" high drawer equipped with pen tray, one 14" adjustable shelf and one 14" base.

1-- Corner Section, containing one 7" high drawer, equipped with four compartments for 3" x 5" cards, two 4" high drawers, each equipped with two compartments for 5" x 3" cards; two full depth adjustable shelves and two full depth bases.

1 Pair Detachable ends 39" high.	\$ 250.40
1--#950 Low swivel chair, adjustable 18" to 24" high.	15.90
1-- Card Catalogue and picture file combination in maple #3510	97.50
1--Display Book Truck (page 14 catalogue)	35.00
1--#547 Memo tray	1.95.
2--pair maple book ends	3.00
Total -----	\$402.85.

Yours truly.

William Thor