JAMES L. FERRY

AMERICAN NUMISMATIC ASSOCIATION
HEADQUARTERS BUILDING

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HEADQUARTERS BUILDING

by

James L. Ferry

RESEARCH MATERIAL FOR ARCHITECTURAL THESIS
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF ARCHITECTURE

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A.N.A. HEADQUARTERS BUILDING



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CONDITIONS CREATING A NEED



CONDITIONS CREATING A NEED

Introduction

The project I have chosen for a thesis is a headquarters building for the American Numismatic Association. To best explain the purpose and need for such a building, I feel it necessary to describe the functions and objectives of the Association.

Functions and Objectives of the ANA

The ANA is the largest and most active numismatic body in the world. The Association was founded in 1891 by Dr. George F. Heath. Its 25,000 members represent every state in the Union, Canada, and many foreign countries. It is an incorporated body, having been granted a Federal Charter by an Act of Congress in 1912.

The objectives of the organization are as follows:

> "Its objects are to encourage and promote the science of numismatics by the acquirement and study of coins, paper money, and medals; to cultivate fraternal relations among collectors and students; to encourage and assist new collectors and to foster the interest of youth in the subject; to stimulate and advance affiliations between collectors and kindred organizations in the United States and foreign countries; to acquire and disperse numismatic knowledge; to form and maintain a cabinet of numismatic specimens and a library of numismatic literature for the use and benefit of its members, and to demonstrate the fact that numismatics

is an educational, serious and entertaining pursuit; and generally to represent coin collecting interests as a national organization."[1]

These objectives of the organization are best accomplished by the Numismatist (its monthly magazine), its library, and its conventions. The Numismatist is the official magazine, owned and published by the Association. Published articles are exclusively devoted to numismatics. The Association maintains a numismatic library for the use of its members. Upon request, books are loaned to members without charge. ANA conventions are held annually in a different city each year. Business sessions of the Association are conducted at each convention, along with less serious activities. These conventions provide the opportunity for the meeting of individuals of similar interest and permit the display of numismatic specimens for all to enjoy. Tours are conducted by the host city for out-of-town guests.

History of Development of the Project

In 1960 a program was begun by numismatic groups in the Colorado Springs area to organize and stimulate interest for a headquarters building. The purpose of such a building was to centralize all the activities of the ANA. At the present time the library, publication facilities, business facilities, and numerous small museums are located in different parts of the country. A headquarters building would provide facilities for all of these functions. The immediate solution by the Colorado Springs group for a building was

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1 American Numismatic Association, "Library Catalog," page 6.

to buy the Baldwin mansion and convert it into a headquarters building. Since that time, little has been done to further promote this program.

LOCAL CONDITIONS



LOCAL CONDITIONS

Geographic

The location of the site will be at Colorado Springs, Colorado. The city lies at the foot of the Rocky Mountains with a mean elevation of 6,035 feet above sea level. The well-known Pikes Peak lies directly to the west with an elevation of 14,110 feet.

Social and Recreational Activities

A noted health and pleasure resort, Colorado Springs has a delightful summer climate and mild winters. Many institutions, including sanatoriums, are located here because of the healthful climate. People from throughout the nation enjoy Colorado Springs as a vacationland. A year-round program of activities include golf tournaments, ice carnivals, horse shows, rodeos, intercollegiate ice hockey, the Pikes Peak auto race, square dancing, fishing, hunting, and skiing. The sun shines an average of 310 days a year.

The city is headquarters for the Pike National Forest, which lies to the west. Green Mountain Falls and Woodland Park, recreational centers of the forest, are northwest of the city. Glen Cove, on Pikes Peak, is the winter sports center of the region with five ski runs, two electric tows, and a ski lodge. South of Colorado Springs is the Broadmore--one of the finest resorts in the country. Its golf course is considered one of the best in the United States.

Economic

Colorado Springs is not only a tourist center; it also has large military installations and much industry. The city has a

population of 75,000 people, bank deposits of more than $100 million, and retail sales of around $130 million annually.

Historical

General William J. Palmer was the founder of Colorado Springs in 1859. During its first years, the town was known as Fountain Colony for its position on Fountain Creek. Later it was re-named for the mineral springs at the nearby village of Manitou Springs. In the 1890's, the silver panic was followed by rich gold strikes at Cripple Creek, just over the mountains to the west. These discoveries played an important part in the growth and affairs of Colorado Springs. The city became the smelting and supply center for Cripple Creek. Within a few months of the first strikes in 1891, five mining exchanges were operating day and night. As a result of the mining activity, between 1890 and 1900 the population increased from 11,000 to 23,000. During the next decade, Colorado Springs had claims to being the wealthiest city per capita in the United States.

Recent Development

During the war years, Colorado Springs became a major military installation with the establishment of Ent Air Force Base and Camp Carson (now known as Fort Carson). Ent Air Force Base is the headquarters of the Continental Air Defense Command. Colorado Springs is the home of the United States Air Force Academy, which is located six miles north on Highway 85-87. Colorado College is also located here.

Climate

Generally, the following is true of the eastern plains of Colorado and, hence, true of the site location. There is a high percentage

of daily sunlight with extremely hot afternoon suns; however, the nights are always cool. Summers are hot and dry with low humidity the year around. The area experiences rapid weather changes and wide daily temperature variations.

The climatic data of Colorado Springs is listed below:

Average annual precipitation . . . . 10 inches (primarily snow)

Temperatures: Average July . . . . 64 degrees

Average January . . . 30 degrees

Wind: Prevailing direction from the south, year around. Velocities average between 6 and 8 miles per hour; however, velocities up to 70 miles per hour are fairly frequent.

SITE CONDITIONS



SITE CONDITIONS

Orientation

Complete information concerning the site is not available at this time. The data given will be based on personal experience and information acquired prior to the beginning of this project. The exact location of the site has not been determined, but a tentative area has been selected. The site to be used for this project will be chosen during spring vacation. Under actual conditions, the final choice would be made by the local numismatic groups at Colorado Springs, Colorado, subject to approval of the Board of Governors of the American Numismatic Association.

Adjacent Environment

The tentative site is located south of Colorado Springs in the vicinity of the Broadmore Hotel. This is a well-known and popular resort area. Many tourist attractions and recreation facilities are easily accessible from this location. The site is within one mile of the mountain foothills. This area, including adjacent areas labeled residential, has been re-zoned to accommodate hotels, motels, restaurants, and forms of commercial amusement.

Views in the immediate vicinity of the proposed site are the Broadmore Hotel, Penrose Stadium, El Pomar Carriage House Museum, the Ice Palace, and the Broadmore International Center. In 1961 the Broadmore Hotel completed a multimillion-dollar expansion program. This included a 144-room addition to the hotel, the international Center, a remodeling of the Ice Palace, and a $30,000

addition to the hotel laundry. The International Center is constructed on the hyperbolic paraboloid principle, with no columns of any kind. It is approximately 170 square feet in size, and the auditorium is equipped with automatic partitions which may be closed to divide the room into smaller meeting halls. The auditorium will seat 2,400 persons and provide facilities for large group meetings. The Ice Palace, a skating rink, was increased in seating capacity from 3,200 to 5,000 persons.

Distant Views

The more distant views are Cheyenne Mountain directly to the west and Pikes Peak to the northwest. The Broadmore-Cheyenne Mountain Highway winds up the eastern face of Cheyenne Mountain. At the base of the mountain and at the beginning of the highway is located Cheyenne Mountain Zoo. At an elevation of 8,000 feet is the Shrine of the Sun, a memorial to Will Rogers, which contains a collection of his lifetime activities. A lodge is on the summit of the mountain and is visible from the Broadmore Hotel. The winding road up the mountain is 14 miles round trip.

Building Material and Soil Conditions

The building material most indigenous to the area is stone, with Colorado sandstone the most easily obtained. The soil is such that any planting native to the region will flourish. The subsoil is sandy and rocky, providing good drainage.

Utilities

All usilities, including gas, are available at the site, and the city bus system services this area. The 1961 Uniform Building Code and the 1961 Building Ordinance of Colorado Springs will be used as criteria for any safety or building requirements.

FUNCTIONS OF THE A.N.A. HEADQUARTERS BUILDING



FUNCTIONS OF THE ANA HEADQUARTERS BUILDING

Introduction

This building will be fundamentally a service institution. The basic function is to house all the activities of the American Numismatic Association and be an inspiration to those interested in numismatics. The basic requirements for the new building will include a library, visual education facilities, museum, auditorium, meeting room, and administration facilities for the Association.

Some of the reasons for acquiring a headquarters building are to consolidate and centralize the various offices and functions of the Association, which at present are scattered throughout the United States.

Administration

I believe it is necessary to analyze the administrative staff and their duties to best understand the overall functions of the building. Following are the elected officers of the Association:

The President supervises the affairs of the Association, presides at all meetings, calls meetings of the Board of Governors, and appoints district representatives and committees. Warrants of the Treasurer are countersigned by the President; he requires monthly reports from the General Secretary and calls for nominations of officers.

Assisting the President is the First Vice-President, who acts in his place in case of absence or disability. He succeeds the President in case of death or resignation.

The Second Vice-President also assists the President and supervises and aids district representatives. He requires annual reports from the district representatives; then he, in turn, makes a report to the President.

Records of the transactions of the Association are kept by the General Secretary, who preserves all documents pertaining to his office. His office takes care of all letters, requests, applications for membership, dues, and subscriptions to the Numismatist (the monthly magazine and official publication of the ANA). At the present time this office requires four full-time secretaries and, at times, twelve part-time employees to help process the applications and dues.

The Treasurer receives all money of the Association and pays out money on warrants drawn and signed by the General Secretary and countersigned by the President or First Vice-President. His duties also include making reports on all financial matters pertaining to the Association at the end of the fiscal year.

Nine elected members make up the Board of Governors. They have the power to act on the affairs and business of the Association. Included in their duties is the appointing of all non-elected officers; such as, the Director of the Museum, Curator of Medals, Assistant to the General Secretary, Curator of Slides, Historian, Sergeant at Arms, Custodian of Archives, Editor and Advertising Manager of the Numismatist, district representatives and Librarian. The duties of some of these appointed officers are given below.

The chief administrator of the museum is the Director. His duties are to supervise and record the activities of the museum.

The Curator of Medals coordinates and takes care of all of the numismatic properties of the Association and assists the Museum Director. Also, he has supervision of all coin purchases. Assistants to the Curator of Medals are technicians and skilled personnel as required for preparation and display of exhibits.

The Editor provides material on numismatic subjects for publication in the official magazine. The Advertising Manager supervises all material relating to advertising in the magazine.

District representatives are picked from their respective geographic areas. They provide numismatic information to clubs and other interested groups and promote the general interest in numismatics.

The Librarian keeps in safe custody and good order all library books of the Association.

Library

The library of the ANA is set up in order to furnish books, publications, catalogues, periodicals, and price lists of auctions to its members without charge, except for postage and insurance. The existing library consists of approximately 2,200 volumes of numismatic interest. During 1962, books were lent to every state in the Union, except Idaho and Vermont. The following report was submitted in reference to the business handled by the library in 1962:[2]

Number of books borrowed . . . 3,227

Number of borrowers 1,378

Number of letters written 701

Number of Numismatists sold . . . 615

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2 The Numismatist, October 1962, McCormic-Armstrong Co, Wichata, Kansas

Number of reprints sold 861

Number of indexes sold 53

Visual Education

The Visual Education Committee operates in similar fashion to that of the library, but it lends slides and movies to the Association members and other interested groups. In 1962 a total of 606 showings of slide sets was recorded by the Committee. This was almost double of that of any other previous year. Slide sets were shown in 45 of the 50 states and in Canada. Also, the Commitee recorded 38 showings of a newly acquired black-and-white motion picture entitled "A Trip Through the Denver Mint."

Auditorium and Meeting Rooms

The building will provide facilities for lectures and demonstrations of local numismatic groups and other clubs and organizations in the area.

Conference Rooms

Meeting rooms will included for administrative personnel and visiting dignitaries.

Museum

One of the primary functions of a new building will be the exhibition of numismatic material in the form of a museum. The exposition of such material may be broken down into the following typical categories: Monies of the world, coins, currency, odd and curious media of exchange, objects of barter, modern gold and silver coins. These categories would be subject to change, depending upon material available and the decisions of the Museum Curator and Director.

A requirement for success of such a museum is that it keep the public informed of its exhibits and displays. New acquisitions maintain fresh and new interest, and periodic rotation of items on display is necessary. Displays should be informative, interesting, and educational. In Alice Stowell's book, "The Living Museum," she says, "The Museum is a place to study and learn, but not only by virtue of its exhibiting strange and unheard-of things, but rather a presentation of the familiar and near familiar." This, I feel, is very true for this particular museum, because the majority of the visitors will be collectors of numismatic items or interested in numismatics professionally. They will represent a group, generally speaking, that is well informed on this subject. In many cases their visit will be to see complete collections that they themselves may have in part or to see numismatic specimens that they have read or heard about, but have never seen other than in photographs.

For the visitor who is not a numismatist, the museum may represent a place of learning. Coins, like ancient manuscripts, constitute a primary source of history. They portray the development of civilizations and nations. Ancient coins, thoroughly evaluated, reveal many secrets in the fields of history, archeology, economics, art, architecture, and biography.

Mrs. Stowell says in her book, "Any museum offers the opportunities to escape from routine--to find a share of freedom--which is peculiarly human, not a mere negative running away from things, but a positive expansion of self through a devesting activity." I think this not only true of museums, but of numismatics and other

avocations. Hobbies are usually remote from one's regular occupation and often seem strange in variance with them. This remoteness is precisely what gives the hobby its value. We sometimes enlarge our personalities and escape the cramping confinement of our daily routine by casting ourselves into opposite roles.

PLANNING OF THE HEADQUARTERS BUILDING



PLANNING OF THE HEADQUARTERS BUILDING

General

Some important considerations in planning a building of this type are circulation patterns, materials, lighting, heating, air conditioning, visitors, character of the building, colors, maintenance, and special equipment (fire and burglar alarms).

Visitors

The visitors to the headquarters will be those of local origin and those from all parts of the country and even from other countries. In order to plan the most functional circulation pattern between galleries, I think it necessary to analyze the types of visitors and their interests.

The first group, and the most common, is one in which the members are interested only in one specific type of subject matter--numismatic material. They need not necessarily be collectors, but they do have a specific interest that needs to be satisfied.

A second group may consist of curious members of the community. The large majority of this group would be interested in the complete exposition. For them, the galleries should be organized to make a complete tour possible without the necessity of retracing steps.

A third group may be those persons who have only a short duration of time to spare and are interested in seeing one specific exhibit. For them an ideal arrangement would be one in which they could reach the exhibit without passing through a number of others.

Another type of visitor is the controlled group. This may be either adult or children's classes brought to the museum under

supervision. Their interest may be either specific or general; therefore, any one of the gallery arrangements mentioned may be adequate for them.

An important consideration in planning a museum is the avoidance of any boredom. This may arise when viewing similar subject matter and may become a serious problem in retaining the interest of visitors. It can be avoided by arranging resting areas at convenient points. The visitor would be provided the opportunity to occupy himself with something other than exhibits. This may be accomplished by a change of scenery, such as a courtyard, or an area for smoking and liquid refreshment, or a lounge area with comfortable seats where he may partake in conversation. Another method in keeping the interest of the visitor would be in the planning of the exhibit areas. These may be divided into individual spaces with personalities of their own. Also, a focal point of reference may help to keep the visitor from getting a feeling of a never-ending ordeal.

Gallery Grouping

In designing the circulation patterns, it is necessary to analyze the three basic arrangements most commonly used for museums.

First, the room-to-room arrangement with spaces laid off in a continuous row of chambers. This type has advantages in that the arrangement of rooms is simple and economical. It can be readily adapted to small buildings as no corridors are needed. The disadvantages are the necessity of circulation through all exhibits and the problem encountered when exhibits undergo renovations.

Second is the corridor-to-room arrangement. In this type each room or gallery is accessible from a passageway, and generally the problem of museum fatigue is not as critical. The principal advantage of this scheme is that one can go directly to an exhibit. Also, a gallery may be closed for alteration without disrupting the other areas of the museum. The disadvantages are the large area required for circulation, limited flexibility of circulation, and restriction of movement through confined entrances.

The third arrangement is the nave-to-room arrangement. This may be described as a group of rooms arranged around a central chamber. The arrangement has the advantage of providing a common orientation area; a disadvantage is that the central chamber must always be free for traffic flow.

Display Area

A chief concern of the Curator is the flexibility of display areas. Most museums make changes in their museums periodically. This requires changing the size of the display area, relocation of displays, rearrangement, and new traffic patterns. Flexibility can be accomplished by providing a spacious and uncluttered area for exhibits by minimizing interior bearing walls. Moveable displays and partitions permit maximum flexibility and rearrangement. An important function of display areas is to show the exhibits to their best advantage.

Showing of individual exhibits may be enhanced by contrasting values and materials of the display units with their backgrounds. This would emphasize the importance of the relatively small numismatic specimens on display. Backgrounds should be of a neutral character.

Lighting

Lighting is another factor to consider in a display area. It should be decorative as well as functional and can provide a mood or atmosphere in a building. Lighting in the display areas should be installed in such a manner as to provide flexibility in rearrangement of exhibits. The use of natural light in display areas will be limited. Most of the coins and medals to be displayed will be uncirculated. Uncirculated coins generally retain a certain amount of mint luster, like that of a newly minted coin. I have observed from personal experience that artificial light is better when displaying coins than natural light. The luster and coloring of coins is more enhanced under artificial lighting than natural light and, hence, would be more practical for this type of material. Also, the amount of natural light varies according to time of day and weather conditions. Natural light, as well as artificial light, will be used in the administrative portion of the building.

Mechanical Equipment

Mechanical equipment will provide summer comfort by cooling and year-round humidity and heat control. Cooling of a building should counteract heat loads produced by electric lights, people, and machinery within the building, and outside heat on the building. A continuous supply of clean air should be provided to maintain proper ventilation and reduce cleaning costs. This can be accomplished by installing the Precipitron air cleaner, as manufactured by the Westinghouse Electric Corporation, or similar air cleaners.

BUILDING PROGRAM



BUILDING PROGRAM

The building program for the ANA headquarters building can be analyzed by three methods: First, the general outline; second, room analysis; and third, a flow diagram.

A. General Outline

This outline shows the general area groupings and specific rooms with approximate flow areas required for each. This will provide the reader with an idea of the number and type of rooms the building is to include.

GENERAL OUTLINE FOR ANA HEADQUARTERS BUILDING

Public Areas	Square Feet
1. Lobby	1,000
2. Sales	150
3. Auditorium	2,500
4. Meeting Room	600
5. Public Rest Rooms	400
Administration - ANA	
6. Secretarial Office	200
7. General Secretary's Office	200
8. Conference Room	400
9. Executive Work Area	600
10. Mailing Room	300
11. Library and Visual Education	810
12. Publications	600
13. Reference Room	600
Administration - Museum	
14. Secretarial Office	200
15. Director's Office	150
16. Curator's Office	150
17. Conference Room	400
Museum Galleries	
18. Permanent Display Areas	4,000
19. Temporary Display Areas	2,000
General Services	
20. Guard Facilities	300

		Square Feet
21.	Vaults	150
22.	Exhibition Storage	500
23.	Exhibit Preparation	800
24.	Shops	800
25.	General Storage	600
26.	Janitorial Service	300
27.	Mechanical Rooms	600
28.	Staff Rest Rooms	400
29.	Stairways, Corridors, and Elevators	2,600
30.	Receiving and Shipping	500
	TOTAL	22,810

B. Analysis of Rooms for ANA Headquarters Building

An analysis of this type provides general information and requirements for the various areas in the building program. This list shows a general description of space, functions, equipment, type of finish, and relationship of areas as required by their functions. The approximate square footage for each area will be shown to the right of the sheet.

ANALYSIS OF ROOMS FOR THE ANA HEADQUARTERS BUILDING

AREA NO.	DESCRIPTION	AREA REQUIRED
1	Lobby	1,000
	Function--To orient and direct visitors to the various functions of the building. Also, to serve as a waiting room.	
	Equipment--Information desk, telephone, directory board, bulletin boards, informal lounge facilities.	
	Finish--Materials adaptable to heavy use and blending with the character of the building.	
	Relationship--Direct 2, 3. Indirect 6, 14, 18, 19.	
2	Sales	150
	Function--Sale of books, periodicals, and slides related to numismatics.	
	Equipment--Counter, display racks, and chair for attendant.	
	Finish--Harmonious with lobby.	
	Relationship--Direct 1.	
3	Auditorium	2,500
	Function--Lectures, demonstrations, projection of slides and movies, and multi-purpose activities.	
	Equipment--Seating for 150 persons, raised platform, projection equipment and storage.	
	Finish--Acoustically designed materials	
	Relationship--Direct 1. Indirect 2.	

AREA NO	DESCRIPTION	AREA REQUIRED
4	Meeting Room	600
	Function--For meetings of local clubs and organizations.	
	Equipment--Chairs, tables, small built-in kitchen.	
	Finish--Durable and easily maintained.	
	Relationship--Direct 1. Indirect 3.	
5	Public Rest Rooms	400
	Function--To provide rest room facilities for visitors.	
	Equipment--As required by the Uniform Building Code.	
	Finish--Durable and easily maintained.	
	Relationship--Indirect 1, 2, 3, 4, 18, 19.	
6	Secretarial Office	200
	Function--Stenographic, record-keeping and accounting functions of the Association.	
	Equipment--Secretarial desk and chair, filing cabinets, office machines, visitors' chairs and lounges, storage for coats and office supplies.	
	Finish--Durable materials to take everyday usage.	
	Relationship--Direct 7. Indirect 8, 9, 13.	
7	General Secretary's Office	200
	Function--Administrative work area and to hold individual or small group conferences.	
	Equipment--Executive desk and chair, visitors' chairs, filing cabinets, bookshelves, work table.	
	Finish--Practical materials, sturdy enough to take everyday usage of office activity.	
	Relationship--Direct 6, 8.	

AREA NO	DESCRIPTION	AREA REQUIRED
8	Conference Room	400

Function--Meetings of administration personnel and visiting dignitaries.

Equipment--Conference table and chairs, displays, cabinets, and bookshelves.

Finish--Good quality, acoustically designed.

Relationship--Direct 7, 13.

9	Executive Work Area	600

Function--Area that can be divided into executive work areas for visiting officers of the Association (also may be used by officers of local origin).

Equipment--Standard office equipment.

Finish--Same as Area No. 7.

Relationship--Direct 6, 7, 8.

10	Mailing Room	300

Function--Service area for preparing outgoing and receiving incoming mail, packages, cargo and books and visual aids of the Association.

Equipment--Work tables, shelving, filing cabinets and sorting racks.

Finish--Basic and durable.

Relationship--Indirect 6, 11, 12, 13, 14.

11	Library and Visual Education	810

Function--To furnish books, periodicals, and auction lists to Association members; also to furnish slides and films.

AREA NO	DESCRIPTION	AREA REQUIRED
	Equipment--Shelving, files, cabinets, sorting trays, work tables, desk and chairs.	
	Finish--Acoustically treated.	
	Relationship--Directly 5.	
12	Publications	600
	Function--Service area for preparation and duplication of outgoing information of the Association and museum.	
	Equipment--Work tables, filing cabinets, shelving, mimeograph machines, and storage.	
	Finish--Basic and durable.	
	Relationship--Direct 6, 11, 14.	
13	Reference Room	600
	Function--For published material of interest to the Association and museum personnel.	
	Equipment--Reading table, chairs, bookshelves and display racks.	
	Finish--Good quality, acoustically designed.	
	Relationship--Direct 8, 17. Indirect 11, 12.	
14	Secretarial Office - Museum	200
	Function--Stenographic, record keeping, and accounting functions of museum.	
	Equipment--Secretary's desk and chair, visitors' chairs and lounges, filing cabinets, office equipment, and storage and coat racks.	
	Finish--Same as Area No. 6.	
	Relationship--Direct 15, Indirect 5, 16, 17.	

AREA NO	DESCRIPTION	AREA REQUIRED
15	Director's Office	150
	Function--Administrative work area for the museum and individual and small group conferences.	
	Equipment--Executive desk and chair, visitors' chairs, filing cabinets, bookshelves, work table.	
	Finish--Practical materials, sturdy enough to take every-day usage of office activity.	
	Relationship--Direct 14, 16, 17.	
16	Curator's Office	150
	Function--Administration facilities and study area.	
	Equipment--Desk and chair, work table, bookshelves, storage for collections under study.	
	Finish--Well-lighted, with durable materials.	
	Relationship--Direct 15. Indirect 21, 22, 23, 24.	
17	Conference Room	400
	Function--Meeting of administrative personnel and visiting dignitaries.	
	Equipment--Conference table and chairs, display cabinets, bookshelves and blackboard.	
	Finish--Good quality, acoustically designed.	
	Relationship--Direct 14, 15, 16.	
18	Permanent Display Areas - Museum	4,000
	Function--To exhibit the Association's collections of coins, medals, etc.	
	Equipment--Display cases, adequate lighting, display panels and flexibility of spatial arrangement.	

AREA NO	DESCRIPTION	AREA REQUIRED
	Finish--Materials to enhance the importance of numismatic specimens being displayed, flexibility in rearrangement.	
	Relationship--Direct 19. Indirect 1.	
19	Temporary Display Area - Museum	2,000
	Function--Presentation of visiting exhibitions.	
	Equipment--Display cases and panels, adequate means of lighting, flexibility of spacial arrangement.	
	Finish--Same as Area No. 18.	
	Relationship--Direct 18. Indirect 1.	
20	Guard Facilities	300
	Function--To provide a locker and lounge area for security personnel to write reports, to change clothes, and to shower.	
	Equipment--Lockers, shower, benches, desk and chair, lounge chair.	
	Finish--Basic and durable.	
	Relationship--Indirect 15, 18, 19.	
21	Vaults	150
	Function--To provide maximum storage for items not on display.	
	Equipment--Shelves, rack, filing cabinet, exhibit cases.	
	Finish--Burgular proof.	
	Relationship--Indirect 18, 19.	
22	Exhibition Storage	500
	Function--Secure area for exhibitions waiting display.	
	Equipment--Shelving for small boxes and objects, maximum security door.	

AREA NO	DESCRIPTION	AREA REQUIRED
	Finish--Basic and durable.	
	Relationship--Direct 18, 19.	
23	Exhibit Preparation	800
	Function--To prepare exhibits for display, mounting of coins in display cases and trays.	
	Equipment--Minor tools, storage for plastics, woods and hardware.	
	Finish--Basic and durable, well lighted.	
	Relationship--Direct 16. Indirect 18, 19, 22.	
24	Shops	800
	Function--Well equipped carpentry and print shops to assemble displays and cases.	
	Equipment--Hand and power tools, work benches and tables, paint booth and exhaust fan, paint storage.	
	Finish--Basic and durable, well lighted.	
	Relationship--Direct 23. Indirect 18, 19.	
25	General Storage	600
	Function--Organized area for miscellaneous storage of material for use in administration part of building.	
	Equipment--Shelving.	
	Finish--Basic and durable.	
	Relationship--Indirect to all administration functions.	
26	Janitorial Service	300
	Function--A centralized area for storage and disbursal of cleaning equipment for administration and museum maintenance.	

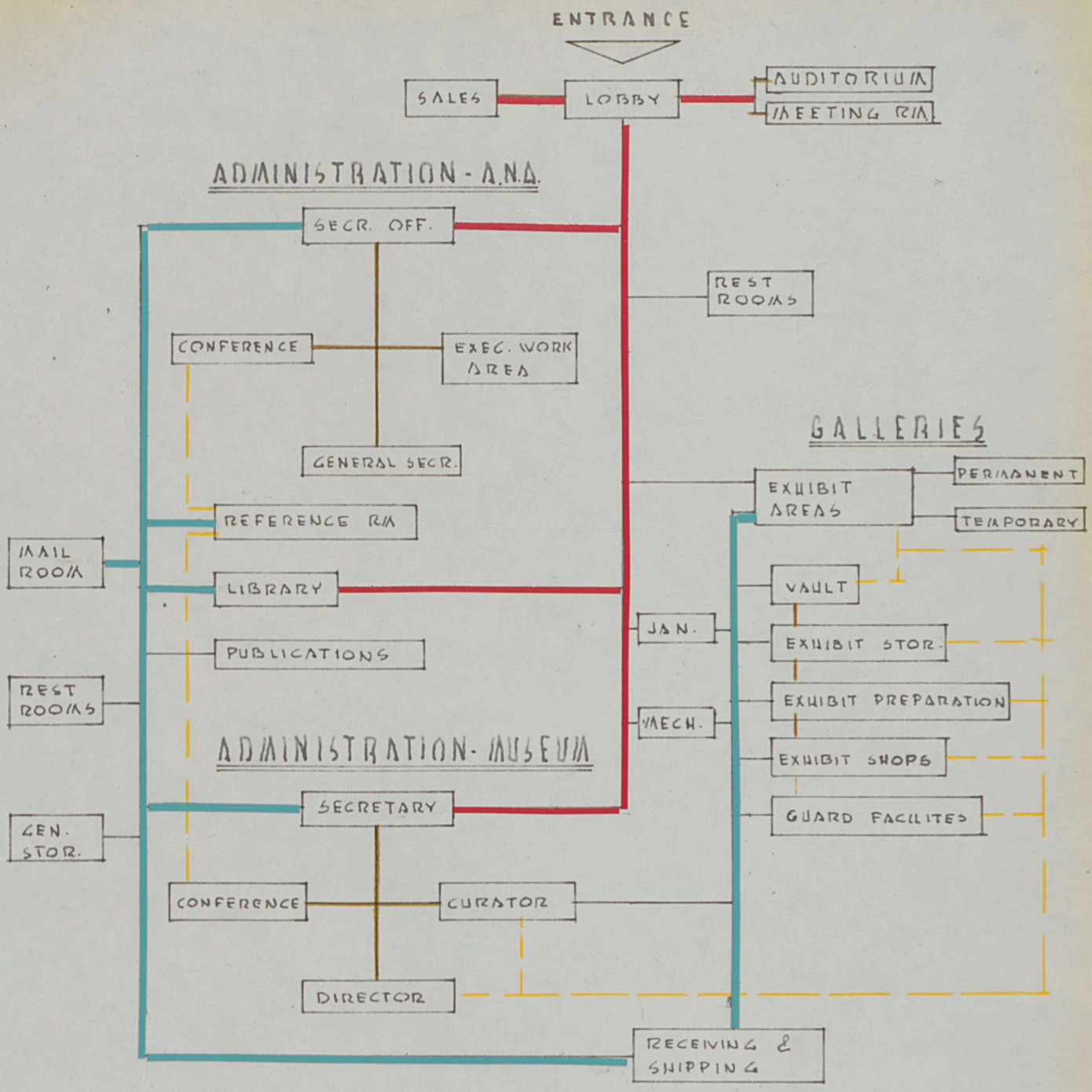
AREA NO	DESCRIPTION	AREA REQUIRED
	Equipment--Shelving, racks, slop sink, storage of supplies.	
	Finish--Basic and durable.	
	Relationship--Indirect to all the building functions.	
27	Mechanical Rooms	600
	Function--To provide areas for heating, ventilating, and electrical equipment.	
	Equipment--As required by design of heating, ventilation, and electrical systems.	
	Finish--Basic and durable.	
	Relationship--As required.	
28	Staff Rest Rooms	400
	Function--To provide restroom services for staff members.	
	Equipment--As required by the Uniform Building Code.	
	Finish--Durable and easily maintained.	
	Relationship--As required.	
29	Stairways, Corridors, and Elevators	2,600
	Function--Circulation of visitors, staff and equipment.	
	Equipment--Proper lighting and rest areas.	
	Finish--In harmony with related areas.	
	Relationship--As required.	
30	Receiving and Shipping	500
	Function--Receiving and shipping of materials, inspecting and packaging material.	
	Equipment--Work bench, hand tools, carts.	
	Finish--Basic and durable	
	Relationship--Indirect 10, 23, 22, 24, 25.	

C. Flow Diagram

The flow diagram of the proposed ANA headquarters building is designed to show the organization of areas and their relationship as required by function. This is a common method employed in evaluating building programs.

A distinction will be made between the direct relation of areas and the direct relationahip of function. In a direct relationship of an area it would require the rooms to be in the immediate vicinity or adjacent to each other. This is not necessarily true of direct relationship of functions. Also shown is the direct circulation between areas of visitors and staff members.

PHILLIPS BOOK STORE - BOZEMAN, MONTANA



FLOW DIAGRAM
FOR A.N.A. HEADQUARTERS BUILDING

- DIRECT CIRCULATION OF VISITORS
- DIRECT CIRCULATION OF STAFF AND EQUIP.
- DIRECT RELATIONSHIP OF AREAS
- DIRECT RELATIONSHIP OF FUNCTION

AESTHETIC CONSIDERATIONS



AESTHETIC CONSIDERATIONS

I feel that the aesthetic qualities to be expressed in a building depend on the designer's beliefs, concepts, and intuition, subject to approval by the client. For this reason, I will try to express any aesthetic considerations applicable to the ANA headquarters building in terms of my philosophy of architecture.

Three factors that govern aesthetics of the building are the relationship of the building to the site and its environment, the function of the building, and the mood or feeling that the occupants or visitors should experience. I feel that any one of these factors is equally important in architectural design; however, a greater emphasis may be placed upon one of these points in determining a final architectural statement or form.

Personally, I feel that the mood and feeling experienced by the individual in relation to the function of the building are of primary concern. This building is to house the activities of a particular avocation. The individuals using its facilities will be those with a common interest--numismatics. For this reason, I feel that there should be a blending of emotions between those created by the character of the building and those derived through the activities in the building.

Many of the visitors will be tourists from another town or state, so an inviting and welcoming appearance should prevail. Yet, an atmosphere of institutional dignity and solidarity long long associated with museums, banks, and libraries should exist

due to the nature of the material to be exhibited. Galleries should be spacious, airy, well lighted, and uncluttered.

The principles of beauty and good taste (proportion, relationship of forms, etc.) should be employed in order that the desired spirit or emotion can be obtained in an architectural expression. An exploration of forms, shapes, structural systems, and materials is necessary in obtaining a good relationship of emotions and architectural features. This not only applies to the building and its occupants, but also to the site and the building. The form and massing of the building should relate to the terrain and environment. There should not be a conflict with the prevailing architectural styles of adjacent buildings in that area.

The completion of such a building should provide the necessary facilities of the organization and contribute aesthetically to the community it is to be a part of. It also should be an asset in stimulating and promoting the interests of the American Numismatic Association.

ECONOMIC CONSIDERATIONS



ECONOMIC CONSIDERATIONS

The cost of the headquarters building will depend largely upon its size, structural system, and materials used. Another factor influencing the cost of this building will be security precautions necessary; such as, burglar alarm system, vaults, burglarproof rooms, and lighting. Also, consideration should be given to fireproofing the building. At this stage only general estimates can be given, because of the lack of specific detail.

In general, there are four different methods by which building cost estimates can be made in the early design stages.

1. The square foot cost method. In this method the total building cost is determined by estimating the dollars which the building will cost per square foot of floor area.

2. The cubic foot method. This method makes use of the volume of buildings, and cost is estimated in dollars per cubic foot of total volume.

3. The segregated cost method. In this method the cost of various portions of the building are calculated separately until all the parts included in the building have been accounted for. The costs of these parts are then combined to determine the total construction cost. This is the most accurate process, but it is also the most difficult in the preliminary stages of design. In order to determine a reasonable estimate, the design of the building must be near the final stage.

4. The per capita cost method. This is a rough way of estimating the cost of a building in relation to the local population. In this method, cost is estimated in dollars per person. This method is used mainly in dealing with public buildings. Although the headquarters building will be open to the public, I do not believe this would be a very accurate estimate, because a large percentage of the visitors will be tourists from out of town.

The square foot method will be used in calculating the cost of this project. This method is more applicable than the others because most information will be in terms of square feet. The construction cost will be that of only the building itself and also will include fixed equipment, architect's and engineer's fees, and incidentals. It includes neither the cost of the land or of any extensive landscaping, nor does it include furniture, moveable exhibition cases, and sculptures that are not part of the building.

Construction Cost

A cost estimate can be obtained by the use of a book published by the Marshall and Stevens Company, called "Marshall Valuation Service." This book lists the approximate construction of a good public building at $21.00 per square foot. The $21.00 includes the following items:

1. Construction - reinforced concrete frames and concrete or masonry floors and roofs.

2. Exterior walls - good metal, glass, glazed brick, insulation.

3. Interior materials - plaster, good veneers, acoustic tile, vinyl tile.

4. Lighting, plumbing, and mechanical - good flourescent lighting, good rest rooms, and elevators.

5. Heat - steam.

Adjustments for climatic conditions, location, and security precautions raise the above figure of $21.00 per square foot to about $24.00 per square foot. This figure represents the most accurate cost estimate that can be calculated at this time.

Site and Improvement Cost

A definite site will not be selected until I visit the interested parties at Colorado Springs, Colorado, during spring vacation. The cost of roads, parking areas, and sidewalks can be estimated from the book, "Marshall Valuation Service."

1. Sidewalks - $.60 per square foot.

2. Paved asphalt road - $.30 per square foot.

3. Paved asphalt parking - $.30 per square foot.

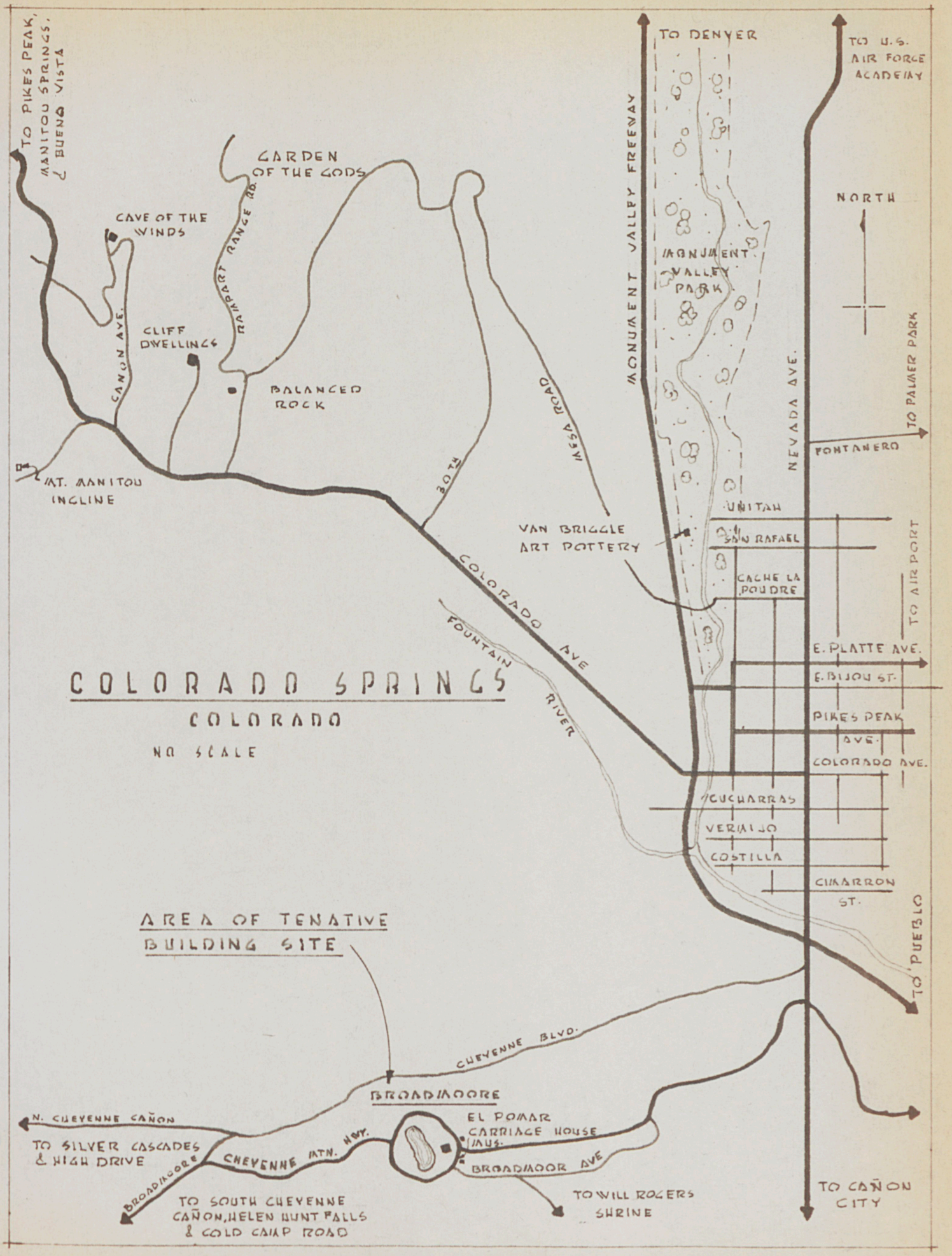
Operation and Maintenance Cost

In Carl E. Guthe's book, "So You Want a Good Museum," he divides a museum budget in such a way that approximately 60 to 70 per cent of the operating cost is assigned to the payroll of the members and 30 to 40 per cent is assigned to all other categories of operating cost. "These," he says, "are administrative expenses (office supplies, telephone and telegraph charges, postage, travel, and membership cost); building, grounds and equipment maintenance (insurance, supplies, repairs); collection care (insurance and supplies); exhibits (construction supplies, insurance, rental fees

and transportation charges on borrowed exhibitions); activities (lectures, movies, social events and membership programs); and, finally, a financial cushion (miscellaneous, contingency, or undistributed."

I have chosen this museum budget as a guide because of the similarity between the function of an ANA headquarters building and a museum, and because of the lack of information concerning the ANA finances. One additional cost that the Association would have is the publishing of the Numismatist (monthly magazine). Half of the cost of the magazine is paid from membership dues and the other half comes from advertising revenue.

The cost of this building would be from contributions of individuals and interested groups. At the present time there is a building fund of $28,382.42.


TO PIKES PEAK, MANITOU SPRINGS, & BUENA VISTA
GARDEN OF THE GODS
CAVE OF THE WINDS
RAMPART RANGE RD.
CLIFF DWELLINGS
CANON AVE.
BALANCED ROCK
MT. MANITOU INCLINE
30TH
MESA ROAD
COLORADO AVE
FOUNTAIN RIVER
VAN BRIGGLE ART POTTERY
TO DENVER
MONUMENT VALLEY FREEWAY
TO U.S. AIR FORCE ACADEMY
NORTH
MONUMENT VALLEY PARK
NEVADA AVE.
TO PALMER PARK
FONTANERO
UNITAH
SAN RAFAEL
CACHE LA POUDRE
TO AIR PORT
E. PLATTE AVE.
E. BIJOU ST.
PIKES PEAK AVE.
COLORADO AVE.
CUCHARRAS
VERMIJO
COSTILLA
CIMARRON ST.
TO PUEBLO
COLORADO SPRINGS
COLORADO
NO SCALE
AREA OF TENATIVE BUILDING SITE
CHEYENNE BLVD.
BROADMOORE
N. CHEYENNE CAÑON
TO SILVER CASCADES & HIGH DRIVE
CHEYENNE MTN. HWY.
BROADMOORE
EL POMAR CARRIAGE HOUSE MUS.
BROADMOOR AVE
TO WILL ROGERS SHRINE
TO SOUTH CHEYENNE CAÑON, HELEN HUNT FALLS & COLD CAMP ROAD
TO CAÑON CITY

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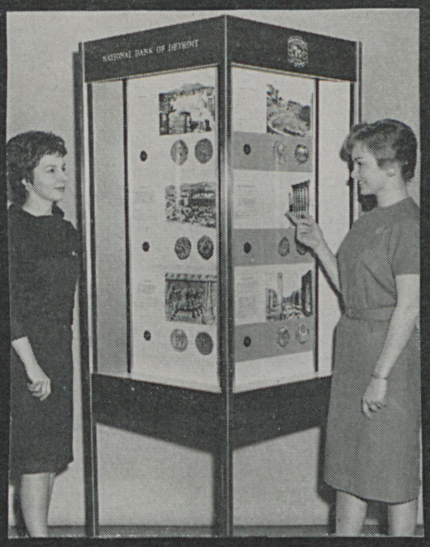
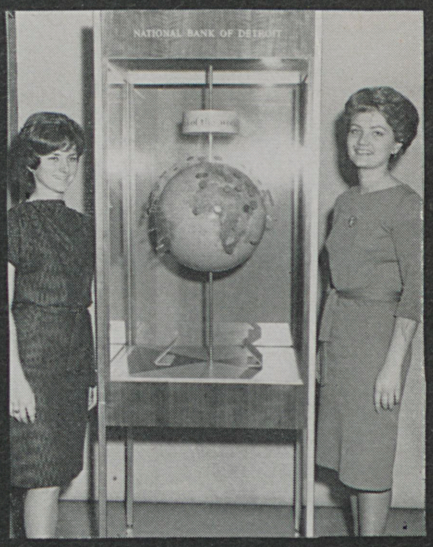
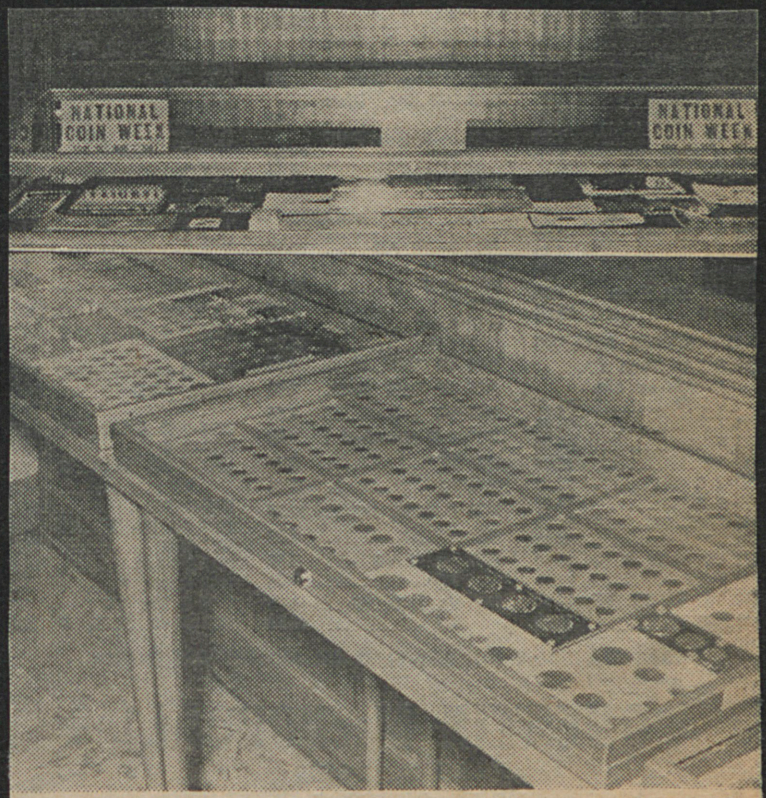
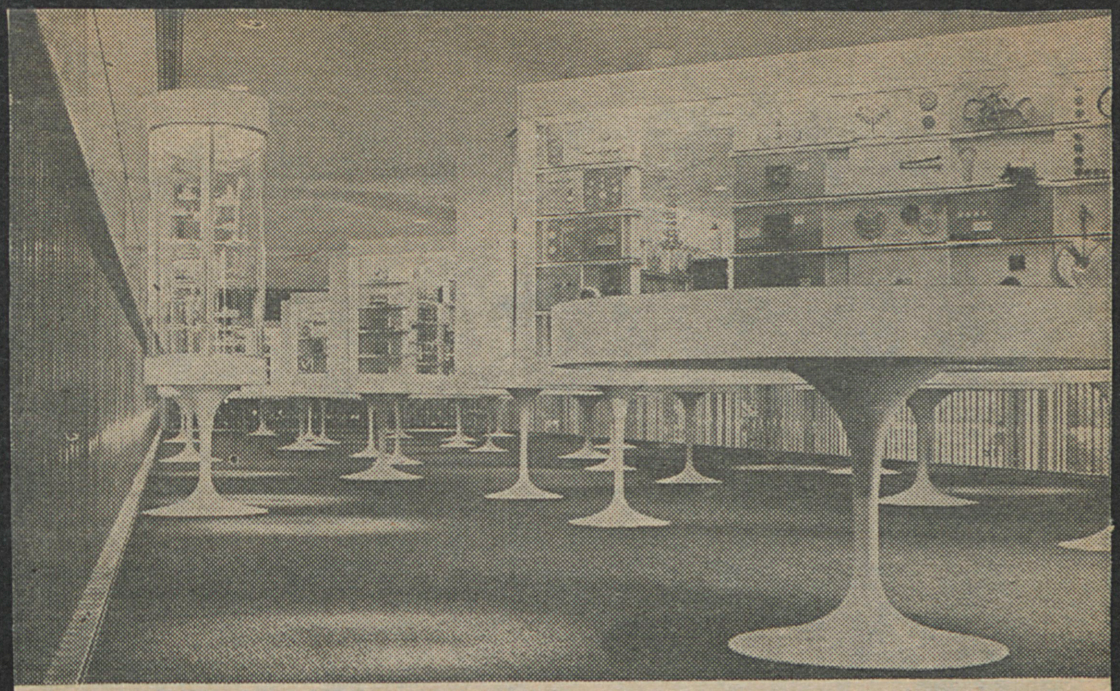




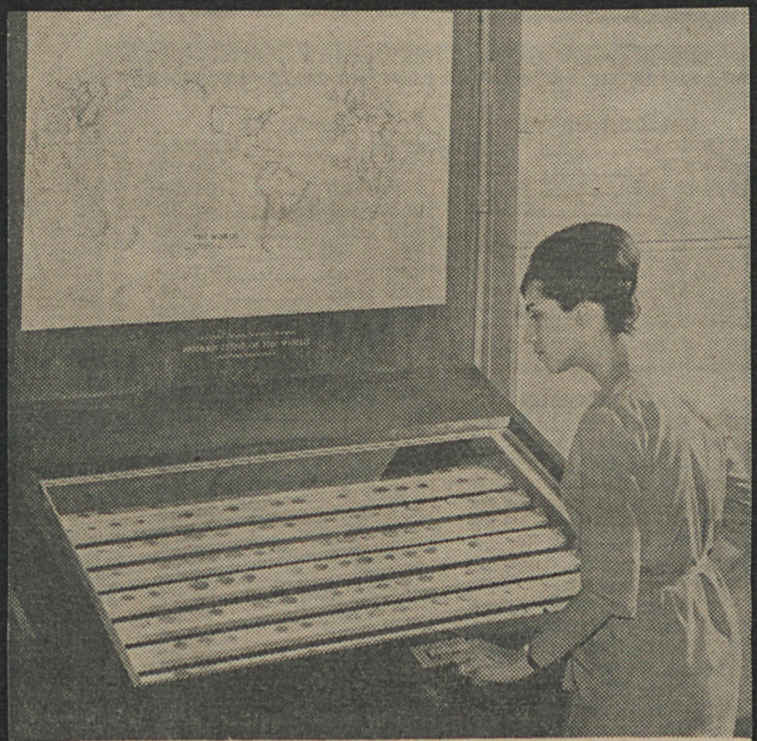
TYPES OF DISPLAY CASES



Shown above are two of the displays put in banks as part of National Coin Week by the Alaska Coin Club.



View of verticle and cylindrical display cases at the National Bank of Detroit's Money Museum.



Loan exhibit of the American Numismatic Association, located in the Smithsonian Institution, Washington, D.C.

TYPES OF DISPLAY CASES

PHILLIPS BOOK STORE • BOZEMAN, MONTANA

PHILLIPS BOOK STORE - BOZEMAN, MONTANA

AMERICAN NUMISMATIC ASSOCIATION

DON SHERER, General Secretary
3520 North 7th Street
PHOENIX 14, ARIZONA

January 22, 1963

Mr. James L. Ferry
307-1/2 South Bozeman
Bozeman, Montana

Dear Mr. Ferry:

Thank you for your letter of January 19. I will present your letter to the Board of Governors for their discussion at a meeting the first of February.

I presume that there is no charge to the A.N.A. for the project that you are considering. For your information, a similar thing was done a few years ago and I will attempt to find previous data and send it to you if your proposal meets with Board approval.

Sincerely yours,

Don Sherer

DON SHERER

DS:jp

AMERICAN NUMISMATIC ASSOCIATION
ORGANIZED 1891—CHARTERED BY CONGRESS 1912
DON SHERER, General Secretary
3520 NORTH 7th STREET, PHOENIX 14, ARIZONA

February 15, 1963

Mr. James L. Ferry
307-1/2 South Bozeman
Bozeman, Montana

Dear Mr. Ferry:

The Board discussed your project at their recent meeting and prefer not to go into it at this time.

Sincerely yours,

Don Sherer

DON SHERER

DS:jp

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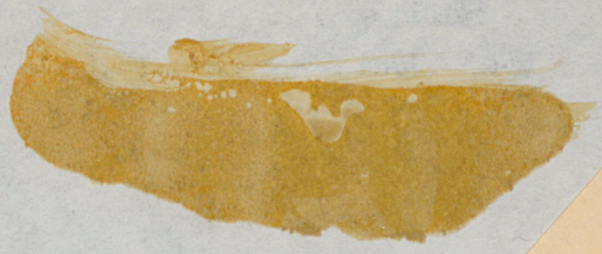

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