

*Arrangements in Office,  
Mechanical Departments*

THE "office" arrangement (See "NPJ Blue Prints"): In front is the desk of the manager, with stenographer's desk at the side. Directly back is the desk of the manager of foreign advertising with another stenographer, so that letters may be given as the occasion demands, without loss of time. Small easel signs on the counter call attention to Information, Cashier, Circulation, Advertising, Job Printing and Superintendent, and the desk of each is located for elimination of lost motion. The business office and corridor are floored with battleship linoleum.

A great deal of study was given to the arrangement of the mechanical department in order to save steps. An example of a simple time saver: A cabinet for corrected galley's of type. It is open at both ends and the galley boy puts the galley's in from one end and they are taken out from the other by the makeup men without the loss of a single step.

An electric elevator, with ton capacity runs from the basement to the second floor. The use of stock platforms and lift trucks enables stock to be moved easily and quickly without rehandling. The ink drum in the news press room rests upon a platform, which is taken to the press where the ink is pumped into the fountains. While the plates for the day's run are taken to the press one at a time, after the run is off they are placed on a small truck which takes them back to the foundry all at once.

Directly over the turtles in the news composing room there is a ventilating fan in the skylight, which changes the air in the office every few minutes. In the job room a late type of skylight provides for excellent ventilation as well as for light.

Even on the darkest days no artificial light is needed in the job room.

There is a toilet room for men on each floor with shower baths in the basement. On the second floor there is a rest room 12 ft. by 18 ft., comfortably furnished, for ladies.

The heating plant which was installed as a coal burner, has been changed to burn oil. A study of the floor plans will indicate the efficient arrangement of the foundry, the mats being backed up for casting as they come down, and after being cast work back toward the press room. The vault in the basement, 12' x 16' is used to store files and inactive accounts and is fire proof.

The arrangement in the stock room is clearly shown in the plans. This room is fire proof and practically dust proof. The foundry and job rooms are also fire proof. All doorways between the two halves of the building have automatic fire doors.

THE second floor houses the bindery and the news room, besides the rest room and the president's private office. As the president is also the active man-



*W. C. SIMONS, President-Manager*

*LAWRENCE (KAN.) DAILY JOURNAL WORLD*

*Printers, Binders, Blank Book Makers*

ager he spends the greater part of his time at his desk in the front office downstairs.

An automatic copy carrier takes the copy from the copy desk in the news room to the copy desk in the composing room.

It will be noted that there is room for expansion in all parts of the building. It was the judgment of the management that the volume of business could be doubled or trebled before additional building would be required.

*Eighth Time That More  
Space Has Been Provided*

THIS is the eighth time that more room has been added during the present management. From fifty-five to sixty hands are now employed in the business, not counting the twenty-five carrier boys and fifty neighborhood correspondents. The office is operated on the American Plan basis.

The *Journal-World* vies with two other papers in Kansas for the honor

of being the first paper published in the state. Its forerunners, the *Herald of Freedom*, and the *Kansas Tribune*, each published one issue dated Kansas Territory, September 1854—one edition having been printed in Ohio and the other in Pennsylvania. Beginning with January both were published in Lawrence as free state papers and were destroyed in 1856 at the order of some legislators then sitting at LeCompton. At that time the machinery was broken up and the type thrown into the Kaw river, from which a part of it was rescued, later to be cast into cannon balls and used in battle.

The papers were again destroyed when Quantrill raided and burned Lawrence in 1863. These two papers are among the more than forty papers which through purchase and consolidation have come to form the *Journal-World* of today, while more than sixty other papers started in the town simply went out of existence.

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