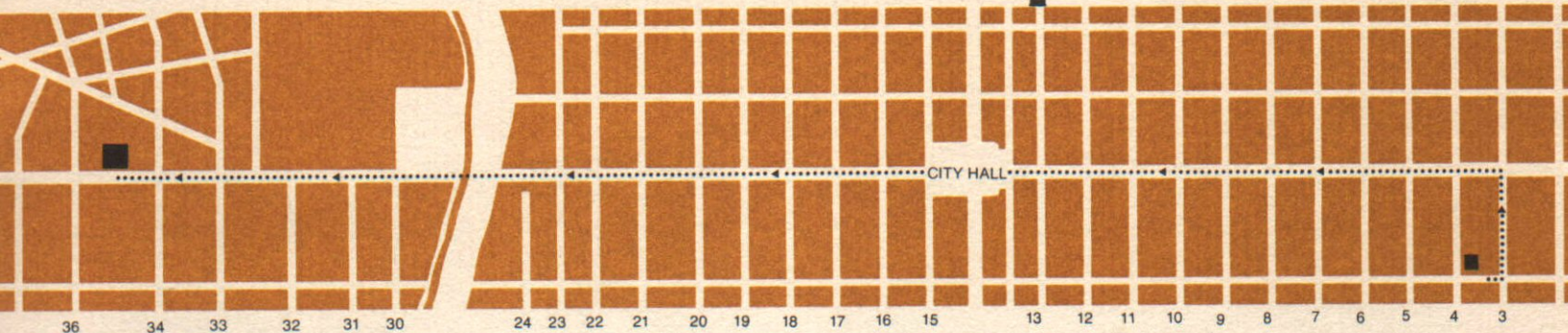


# The Cross-Town Express



Issued by The Corporate Communications Department  
of The Institute for Scientific Information®

325 Chestnut Street  
Philadelphia, Pa 19106

Number 1  
August 15, 1979

## Introducing the Cross-Town Express

This is the first issue of *The Cross-Town Express*, a publication designed to bring you information on all aspects of ISI's move to its new corporate headquarters.

*The Cross-Town Express* will keep you up to date on the construction of the new building. It will tell you about the many features of the new building that will make working conditions pleasant, safe, and efficient. It will acquaint you with the architects, builders, space planners, decorators, and others who are shaping our new environment.

*The Cross-Town Express* will also try to give you a preview of what it will be like to work in the University City Science Center. There will be items on the area's transportation, shopping, restaurants, and recreational facilities. You'll also get to know the people and organizations which make up not only the Science Center but the entire University City as well.

Finally, *The Cross-Town Express* will serve as a source for much of the administrative information that will help everyone involved make the move more smoothly. You'll get dates, times, procedures, charge numbers, key contacts, phone numbers, and other needed data.

In short, there is a lot to tell and a lot you want to know. So between now and the move, *The Cross-Town Express* will be issued as frequently as possible -- perhaps several times a week. Watch for it and be sure to read it. Your comments and questions are welcome. Send them to *The Cross-Town Express*, Corporate Communications Dept., 5th Floor, Mall Building.



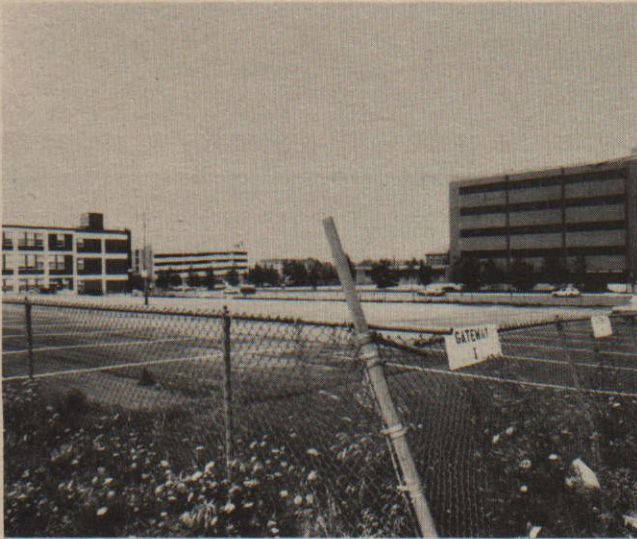
Ground Breaking

## Construction Nearly Complete

Anyone who has passed the construction site knows that the basic erection of the building is virtually complete. The walls are up, windows are in, roof and floors installed, and much of the plastering, carpentry, electrical work, and other interior finishing is complete. Key tasks that remain are the installation of carpeting, the phone system, and the new furniture. Preliminary work on these tasks is well under way and no major delays are anticipated.

What all this means is that right now we seem sure to make our objective to be out of the Mall Building by the end of October. If we move by the target date, the elapsed time from the first shovel of dirt dug from a vacant lot to occupancy will be less than one year. This is truly an outstanding accomplishment of which all involved can be proud. The accompanying photos present a visual history of the construction.





August 5, 1978

## Moving Days: October 19-22

To keep the disruption of normal work routines to a minimum, the moving company will primarily do its job on Saturday and Sunday, October 20 and 21. As far in advance of these dates as possible, all non-essential equipment, supplies, etc. will be packed and labelled. On the afternoon of Friday, October 19, work will stop and all remaining items will be prepared for moving. It is safe to assume that most of the morning of Monday, October 22, will be needed to unpack and set up.

ALL SUPERVISORS SHOULD NOTE THAT AS MUCH AS ONE DAY OF PRODUCTION TIME MAY BE LOST AND ADJUST SCHEDULES ACCORDINGLY.

It is strongly suggested that supervisors require all day-shift employees in the Mall Building to work the hours of 8:30a.m. to 5:00p.m. on October 19 and 22. Much information will have to be disseminated on these days, and having employees starting and leaving work at staggered times will make the process more difficult.

During the entire move period (Oct. 19-22) someone from each major functional area will have to be available for phone contact and, if necessary, to be at the new building. This person may have to make on-the-spot decisions related to layout, furniture, phone connections, and other unexpected problems. The names of these area representatives should be submitted to Peter Aborn by each Vice President no later than August 31.

In general, it would be desirable for all employees involved in the move to avoid



October 25, 1978

taking annual leave or other planned absences during October 19-22. Those who must be absent during this period should double-check with their supervisors and make sure that all of their move-related responsibilities will be handled on schedule.

## New Building Offers Utmost in Comfort, Convenience and Efficiency

A multitude of features were designed into the new headquarters building aimed at improving employees' professional and personal relationships within their work environment. In many respects, our building will be among the best in this region -- if not in the entire country. The following list highlights just a few of the building's features, many of which will be discussed in detail in future issues of *The Cross-Town Express*:

- ... all offices and work areas will be more spacious than called for by any accepted design standard.
- ... glare, darkness, shadows, and other lighting defects will be eliminated by a custom-designed illuminating system.
- ... virtually all distracting noises will be suppressed by the use of high-quality acoustical materials.
- ... each floor will have its own cooling and ventilating system. In addition,

(continued on page three)





October 25, 1978

each floor will have over 30 thermostatically-controlled temperature zones. This arrangement will eliminate pockets of extreme temperatures as well as the seasonal highs and lows experienced in the Mall Building.

- ... a large variety of live plants will be placed throughout the work areas. A commercial plant-care service will provide total maintenance for each plant.
- ... shower and changing rooms will be provided for employees who want to jog, play tennis, etc., before or after work.
- ... bike racks will be available.
- ... nearly every area will have carpeting. The use of carpet tiles instead of carpet rolls will allow quick and easy replacement of dirty or damaged areas.
- ... everything has been designed to allow easy access and mobility for the handicapped. This includes ramps and special plumbing fixtures.
- ... there will be a fully-equipped first aid room with an adjoining bathroom.
- ... a sophisticated system of electronic monitors and controls... plus the presence of a security person/receptionist 24 hours a day, 7 days a week... will provide a high degree of security and safety for you and your belongings.



November 29, 1978

## New Address, Phone Number

Our new address and phone number will be:

Institute for Scientific Information  
3501 Market Street  
University City Science Center  
Philadelphia, PA 19104

(215) 386-0100

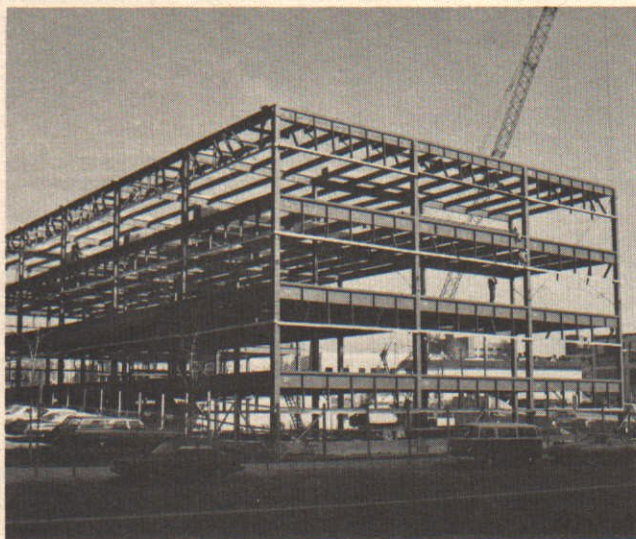
It is recommended that this address be used for all correspondence after September 15. We are already receiving mail at the new address which is promptly brought to the Mall Building or other ISI locations for proper distribution. All printed materials produced from now on must use the new address.

There is no need to worry about mail sent to 325 Chestnut Street after we move. For as long as necessary, we will continue to collect mail at this address and bring it to the Science Center. So, no matter which address is used, your mail won't get lost.

A similar arrangement exists for the phone number, too. The new number can already be answered at the new location (in the construction trailer), and will start to ring at 325 Chestnut Street, also, around Sept. 1. After we move, our old number (923-3300) will ring at the new location for as long as necessary. All toll-free, telex, and cable numbers will remain the same at the new location.

Future issues of *The Cross-Town Express* will deal with additional aspects of our address and phone number change-over.





December 26, 1978

## Move Logistics Task Force Formed

All move-related matters will be coordinated by the recently formed Move Logistics Task Force. P. Aborn acts as the chairperson of the group, which consists of the following people:

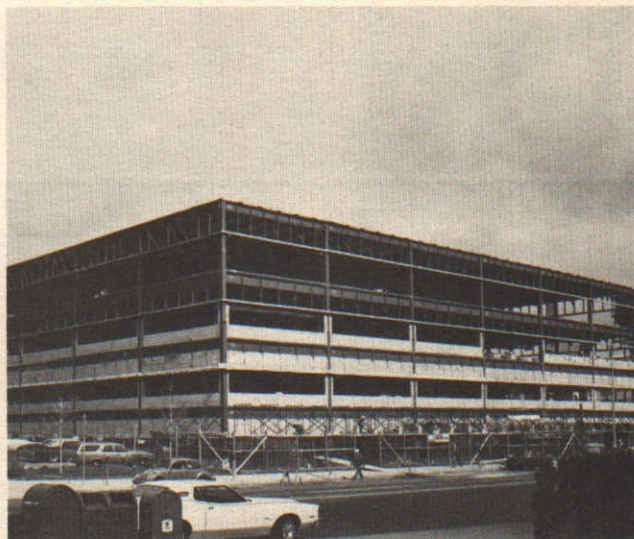
- P. Aborn -- Administration
- T. DiRenzo -- Corporate Communications
- H. Nick -- Operations  
(for P. Sopinsky)
- M. Schroeder -- Finance & Accounting
- F. Spiecker -- Marketing  
(for R. Harris)
- B. Vives -- Contract Research  
(for M. Malin)

Questions, problems, or useful information related to any aspect of the move should be directed to the task force representative for your area.

## Pick an Item for the Time Capsule and Win a Prize

Here's your chance to help make history, and win a clock radio (worth \$75) at the same time. Our new headquarters building will have a time capsule sealed beneath the floor of the entrance lobby. The plan is to open the capsule 100 years from this October so folks can get an idea of what 1979 was like. What will be inside? You decide!

We want to put at least one item in the capsule that you think symbolizes "infor-



March 26, 1979

mation consciousness" in today's society. For example, you might think that a digital watch that tells time, shows the date, reminds you of appointments with an alarm, and has a built-in calculator is what the information age is all about. Or, perhaps, you think that a portable electronic translator would be a good symbol. Maybe a telecopier would be your choice.

The possibilities are almost endless. A service such as TEL-MED (a free medical information service provided by phone) would certainly be a reasonable suggestion. Printed publications such as indexes, directories, guides, dictionaries, etc., would also be appropriate. Just make sure that your suggestion is something that makes it easier, or less expensive, or quicker to obtain information of any type.

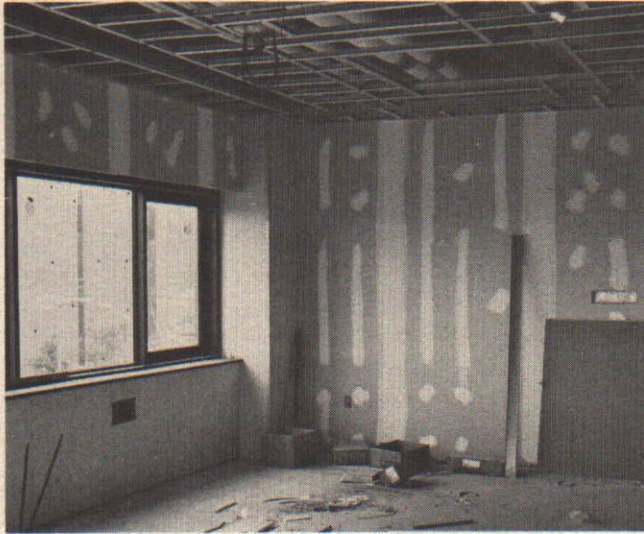
If your item is selected for the time capsule, you'll do more than win the clock radio. Your photograph and your biography will be placed in the capsule, too. So your children and grandchildren may see your name in the news when the capsule is opened in 2079.

### Here's how to enter:

- \* Select the product or service which in your opinion best symbolizes the

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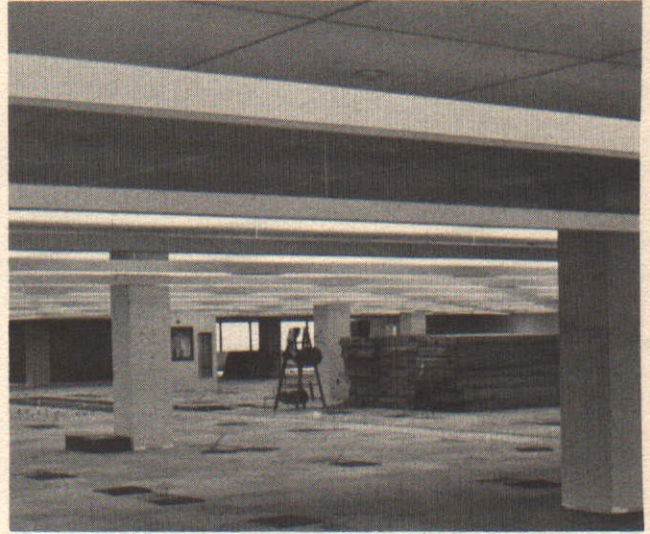
June 22, 1979

"information consciousness" of today's society. The item you recommend (or an appropriate representation of it) must be able to fit into the time capsule, which is four feet deep and has an opening 24 inches in diameter.

- \* Support your choice with a statement of 200 words or less on why it should be placed in the time capsule.
- \* Submit your entry no later than September 1, 1979 to:

The Cross-Town Express  
Corporate Communications Dept.  
5th Floor  
Mall Building

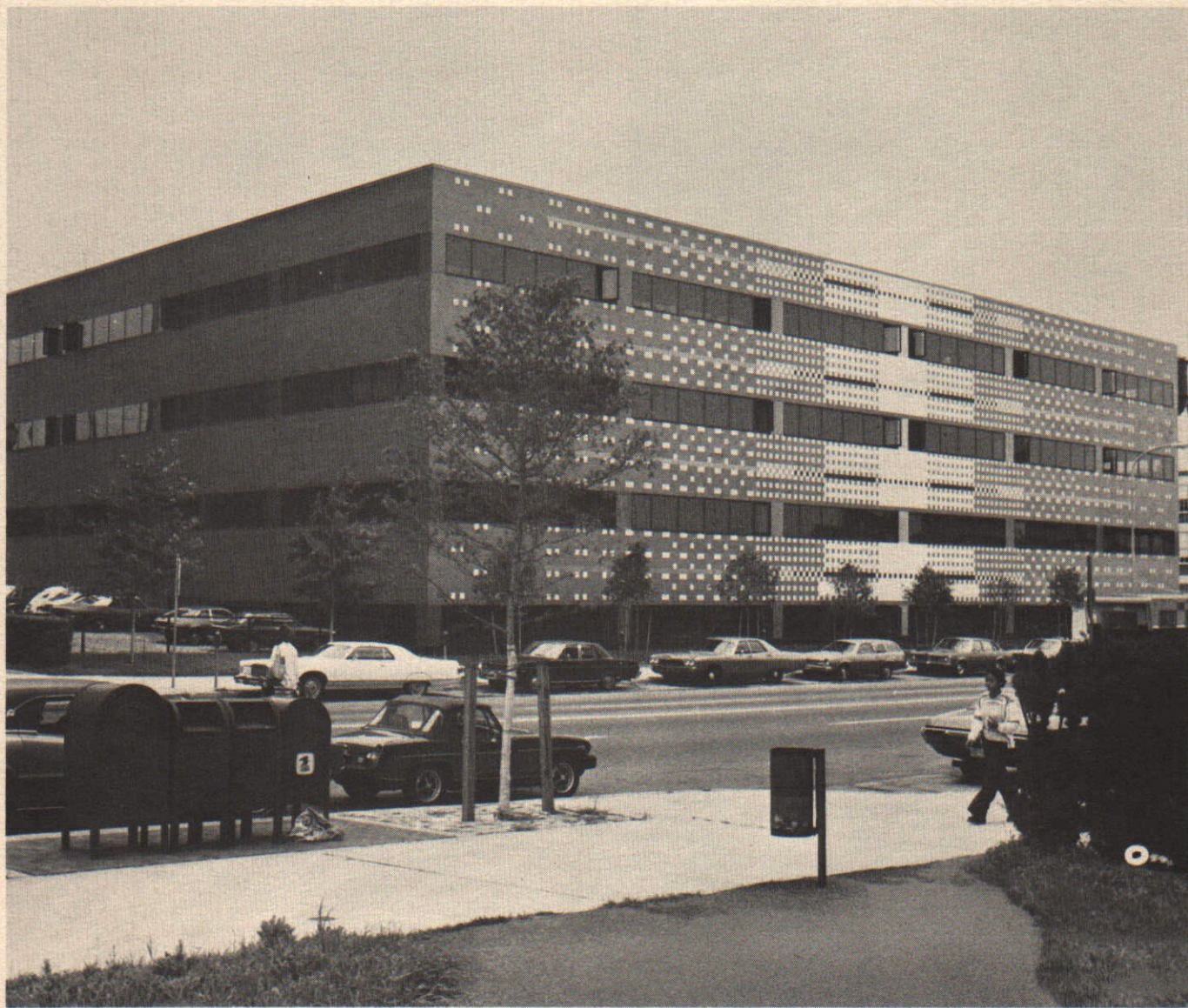
- \* Your entry will be judged on the aptness of your selection and the strength of your supporting statement. Judges will be selected members of the ISI Management Committee.
- \* Entries suggesting an ISI product or service will not be accepted. Management will see to it that these items are represented in the time capsule. We want your help in selecting an item that is not specifically related to ISI.



July 26, 1979

- \* Two identical prizes will be awarded. One for employees whose jobs are rated at level 10 or above; another for employees rated level 9 and below.
  - \* Any employee with the title of Vice President, Director, or Manager is not eligible to enter this contest. Suggestions from these categories of employees are welcome, but will not be judged for a prize. Suggestions from these employees should be forwarded to their representatives on the Move Task Force. ( See page 4.)
  - \* Each eligible employee may submit only one entry.
  - \* Winners will be announced and prizes awarded October 1, 1979.
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July 26, 1979