



RCM CATALOG

QUALITY

SERVICE

VALUE

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Russwood Library Furniture is a family owned business established in 1976 in Raleigh, North Carolina in Russell Carroll Sr.'s workshop. Two business principles have always been at the heart of our company:

1. An uncompromising commitment to building and shipping only quality products.
2. An unusual commitment to flexibility in meeting your unique furniture or fixture needs.

An uncompromising commitment to making quality products. We were founded on a commitment to only ship quality products. Therefore, RCM employs a diverse workforce with each person committed to our long standing commitment to “make it as though it was your own” quality. We believe in and operate under the team concept which assures that the customer benefits from the even the smallest innovation in process or design. Our commitment to quality also compels us to use and seek out the industry’s state-of-the-art woodworking machinery, EPA-approved finishing equipment, and manufacturing processes.

An unusual commitment to flexibility. Although we offer a full line of standard furniture products and finishes, we also are passionate about rising to the challenge of designing and building custom furniture and fixtures or finding that just right material or component so that your Library looks and functions exactly as you have envisioned.

General Material & Component Specifications

INTENT

This specification section covers all the standard library products produced by Russwood Library Furniture and is intended to define such areas as methods of construction, standard and optional wood and plastic-surfacing materials, hardware, finishing methods, limited warranty and quality assurance tests.

All materials, construction methods, assembly, and finishing of our product line will be of a quality equal to or exceeding the generally associated with professional standards of the institutional library furniture industry. All joints will reflect those used in standard woodworking practice including but not limited to dovetail, spline, rabbet, double dowels and mortise and tenon.

The following are general specifications as of January 2004. RUSSWOOD reserves the right to modify design, construction methods and/or non-essential materials without notice. Any such changes that materially affect your order will be communicated at the time Russwood Library Furniture is made aware of your intent to utilize our products. Refer to specifications page at the beginning of each section heading for product-specific information not covered in the following general specifications.

MATERIALS

Solid Wood - All solid wood used will be selected from Northern-grown, structurally sound stock, free from defects such as visible splits, knots, checks or decay. The wood shall be properly kiln-dried and conditioned to a moisture content of 5-7%. Exposed solid wood will be selected at the same time for uniformity of grain and color. Unexposed solid wood parts may be of suitable hardwoods. All glued-up slats will be free from any type joint and made up of random slats with widths no less than 1" and no more than 4".

Wood Veneer - The wood veneer species will be select, plain sliced veneers, carefully selected for uniformity of grain and color so as to eliminate wild grain patterns and gross figures. Wide variations of patterns between companion pieces will not be allowed. The finished appearance of all exposed veneer surfaces shall be free from any detectable telegraphing of substrate, sand through or adhesive bleed through. Unexposed wood veneers will be of suitable species of hardwood.

Veneer Plywood - All veneer plywood will be of cross-banded construction using odd numbers of plies for added stability, assembled with a moisture-resistant resin adhesive. Internal plies will be sound and free from structural defect. Face veneers will be selected and compared for uniformity of grain and color on either one or both sides, as standard or custom design requires.

Edgeband - Exposed plywood parts will be edgebanded using select solid wood of the same species as the veneer. A minimum thickness for any solid wood edgeband shall be 1/4". This applies to all wood or veneer exterior construction.

Core Material - A minimum 5-ply or 7-ply lumber cores will be of good grade core stock in random widths of 1" to 4". Wood strips will be free of knots or other defects, run the full length of the panel (the longest dimension), with no joints. Veneer cores will be made of hardwood and bonded with a moisture-resistant adhesive. Particleboard cores will be made of wood chips, bonded with a moisture-resistant adhesive to achieve a minimum of 45 lbs/cu.ft.

Plastic Laminate - Laminate used for all work surfaces and shelving tops will be .050" high-pressure plastic laminate and will comply with the requirements of NEMA LD-3, grade GP-50. Balancing sheet will be (.02). Wood-grained laminates will be matched against wood parts for uniformity of grain and color.

We recommend
Nevamar laminates.
Visit their web site at
www.nevamar.com



Click on "product catalog" choose "high pressure decorative laminates" from the drop down window. View color and design samples from the "solids" - "patterns" - "matrix" - "hallmark" or "woodgrains" collections.

HARDWARE - Trim hardware will be of such a design and quality to meet and/or exceed the requirement of institutional furniture and equipment. Trim hardware finish will coordinate with the decor of the furniture. Metal parts will be chrome plated, or coated with epoxy or acrylic enamel. Construction hardware (i.e. fasteners, hinges, glides, casters, drawer pulls, locks and drawer stops) will meet and/or exceed the operational requirements for institutional furniture. Two keys will be furnished with each lock. Floor glides will be adjustable with surfaces contacting the floor being manufactured from a nonrusting material.

Joinery - All joints will reflect those used in professional woodworking including dovetail, spline, rabbet, double dowels, mortise and tenon or cleat reinforced. Including but not limited to glueing and/or screwing or nailing.

FINISH

All exposed surfaces are inspected and hand-sanded to remove machine marks, excess glue, scratches, and/or other imperfections prior to the finishing process.

Spray-on finish: Each part goes through a six-step finishing process, beginning with application of color and ending with two (2) applications of pre-catalyzed lacquer. The top coat will be highly resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail-polish remover, mustard, ketchup, tea, ink, soft drinks and juices. The components of assembled items will have a matching finish where exposed. Finish colors shall be manufacturer's standard colors unless otherwise specified.

UV finish: Each part goes through a six-step finishing process, beginning with application of color and ending with two (2) applications of Ultra-violet light cured, solid resin clear coat. The top coat will be highly resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail-polish remover, mustard, ketchup, tea, ink, soft drinks and juices. The components of assembled items will have a matching finish where exposed. Finish colors shall be manufacturer's standard colors unless otherwise

Engineer Certified Wood Finish Test Results

(1) - A new nickel held at a 45 degree angle is pulled across the finished surface parallel to the grain with no cracking, chipping or removal of finish; **NO EFFECT ON FINISH**

(2) - Fingernail polish is brushed on and allowed to thoroughly dry and then is removed with fingernail polish remover with no effect on the finish; **NO EFFECT ON FINISH**

(3) - Three (3) drops of fingernail polish remover shall be dropped on the finished surface and let stand for two (2) minutes and blotted off. There may be swelling of finish which recovers when dry (1 hour); **NO EFFECT ON FINISH**

(4) - Wet a pad of soft cloth with fingernail polish remover and make five (5) firm, single swipes across the finish with no effect on the finish; **NO EFFECT ON FINISH**

Field tests for spot checking the finish for chemical and physical resistance may be arranged by purchaser or authorized representative. A minimum of thirty (30) days from application is required for aging before testing

GENERAL LIMITED FIVE YEAR WARRANTY

Russwood Library Furniture (RLF) guarantees our products will be free from defect in materials and craftsmanship for a period of 5 years from date the Customer receives the order. Customer authorized personnel must inspect and make any warranty or shortage claims of new product shipments within 15 days of receipt of order or consider shipment as accepted and complete. This warranty will begin on the date of acceptance by the Customer or its authorized Agent.

All warranty claims must be made in writing to (RLF) immediately upon discovery. Customer should only consider written acceptance of a warranty claim from an authorized (RLF) Officer as valid. Customer agrees to fully cooperate with (RLF) and/or its authorized Dealer or Agent in providing verbal and/or written descriptions and/or digital pictures to assist (RLF) in accessing any warranty claim and if needed - to efficiently prepare for warranty work.

This warranty applies to furniture subjected to normal intended use, wear and environment as deemed by (RLF). Any such (RLF) verified warranty claim will be repaired or replaced at RLF's discretion, at (RLF) expense, and by (RLF) authorized service personnel.

Any warranty work made during the first year will be - under normal circumstances - made on-site by authorized (RLF) service personnel. Thereafter, any warranty work will be made in our Raleigh, NC facility with warranted units being prepared for shipping by the Customer according to (RLF) written packing and shipping instructions at the time the written warranty claim is received by (RLF).

Any alteration, addition and/or modification to our product or failure to properly maintain and care for the finish and/or hardware components according to commonly accepted maintenance and care practices; or if uncertain - to notify (RLF) in a timely manner for general or specific maintenance or care instructions; or improper installation by customer provided installers shall nullify this warranty. This warranty is not transferable.

EXTENDED LIMITED WARRANTY FOR
RUSSWOOD TABLE LEG MOUNTING SYSTEM

Russwood Library Furniture guarantees that the table leg mounting system used in our Providence Series study and computer tables will be free from defect in materials and craftsmanship for the life of the table. Failure of our mounting system to securely hold the leg to the table under normal use and wear as deemed by RLF will constitute grounds to make a claim against this warranty. All other terms and conditions contained within the General Limited Warranty also apply to this extended limited warranty.

General Finish Care and Furniture Maintenance

It is strongly advised that written records of regular maintenance efforts and minor repair records be kept in order to maintain product warranty.

To properly maintain the Product Warranty and industrial standards and performance of Russwood Library Furniture Products the following should be noted and followed whenever needed and at frequent intervals.

At the earliest indication of soiling or marking all wood finishes and plastic laminate surfaces and upholstered fabrics should only be cleaned with commonly known and available mild detergents and lukewarm water with a clean soft absorbent cloth or paper product made for such purposes. Moistened surfaces should be allowed to remain wet only for the time necessary to clean the surface. All surfaces should be completely dried immediately after cleaning.

All hardware such as, but not limited to, hinges, drawer glides, door pulls, wheels, locks, levelers, brackets, closures, anchors, pins, grommets, etc., should be used in its intended manner and inspected at regular intervals. Any wear that in any way affects high performance should be immediately noted. Minor repairs such as tightening a screw or adjusting an adjustable glide or hinge should be made immediately. No repair should be attempted that may void the Warranty. Russwood can be contacted at any time for repair or care advice and in limited cases instructions for repair.

All laminate edges and glued edgebands on furniture panels such as but not limited to shelving uprights, circulation desk units, table or carrel panels and all laminate work surfaces should be regularly inspected for proper adhesion. Any lack of adhesion should be immediately noted and RLF contacted. No repair should be attempted that may void the Warranty. Russwood can be contacted at any time for repair or care advice and in limited cases instructions for repair.

Once installed by approved RLF installers, circulation desk units should only be unbolted and rearranged by authorized RLF personnel in order to maintain your Product Warranty.

Russwood Providence Series tables carry an additional warranty. However, every effort should be made to move a table by lifting it rather than dragging it in order to lessen or eliminate stress on the leg assembly.

Under no circumstances should potted plants or any other moisture prone container be placed on a wood surface. Any resulting damage will void the Product Warranty. Any placement of potted plants on laminate surfaces should be carefully monitored so as not to cause residual damage to wood surfaces or in any other way void the Product Warranty.

Every effort should be made to avoid placing any items, containers, or equipment on or next to wood or laminate surfaces that might immediately or eventually scrape, scratch, dent, rub or in any other way damage the finish. Placing or arranging furniture with ample "walk around" space will minimize normal wear on wood and laminate surfaces.

Russwood Ordering Policy.

RLF must have the following information to enter an order. RLF can not schedule an incomplete order for production until all the information is received to completely process the order.

INFORMATION REQUIRED FOR STANDARD UNIT ORDERS

1. All orders must have an authorized PO # at the time of placement.
2. RLF catalog or bid unit number and name of each piece of furniture or accessory to be ordered.
3. Specify the unit price AND extended quantity price - if priced from a BID - include Bid #.
3. Specify wood species. Species other than red oak incur an additional up-charge.
4. Specify the edge detail for each unit on your order using RLF catalog numbers.
5. Specify the finish color of the furniture using RLF catalog numbers.
6. Specify laminate color using laminate manufacturer's item # and color description.
7. Specify Dealer Salesperson contact name, contact numbers: phone, cell, fax, and e-mail.
8. Specify a complete street shipping address and customer mandated tagging information.
9. Specify a *requested ship date*. Any date less than 45 days from order date requires written pre-approval from RLF customer service.
10. Include with the order any drawings or detailed descriptions - any such drawings received after 5 days of order entry may constitute a changed order and be subject to the corresponding fee.

ADDITIONAL INFORMATION REQUIRED FOR ORDERING MODIFIED STANDARD UNITS

(Modifications are limited to size dimensions or standard hardware components of a standard unit or accessory - and may increase the production time necessary for the whole order)

1. RCM catalog number and name of the piece that is to be modified. *Note: Do not alter the original catalog number of the piece to be modified.*
2. Add the suffix MOD to your catalog number to denote that the piece of furniture is modified.
3. Give the new dimension of each unit the modification applies to and specify the aspect (height, width, depth) to which the new dimension applies.
4. Give the specific modification to each hardware component for each unit. (i.e. - brass finish on drawer locks rather than nickel finish)

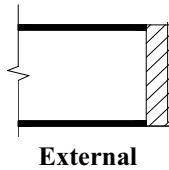
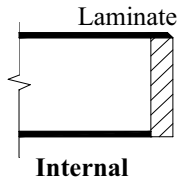
ADDITIONAL INFORMATION REQUIRED FOR ORDERING CUSTOM UNITS

(Ship dates for custom units can not be given until RLF has complete design details and customer approvals in hand. Custom units that are part of an order of standard units may affect the shipping date of the total order.)

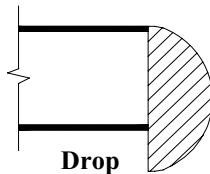
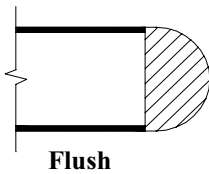
1. The name by which the custom unit will be referred to by the customer.
2. A detailed and dimensioned drawing or sketch from which the unit can be engineered. (RLF can create a drawing for a pre-approved hourly fee (\$50 min.). RLF engineered drawings must be "customer/customer agent approved" before production can be scheduled.)

Planning For & Ordering Edgeband

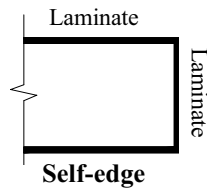
See Page 2 for location of specific edgebands offered for each Series or furniture type.



When choosing an edgeband for continuous tops you can either have the edgeband placed internally (the edgeband captured by the laminate) or externally (the laminate captured by the edge band)



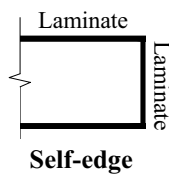
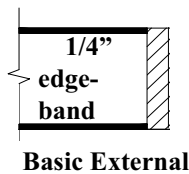
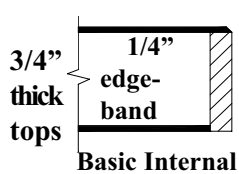
When choosing an edgeband for continuous tops you can either have the edgeband placed flush with the bottom of the top or dropped below the bottom.



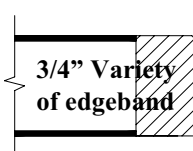
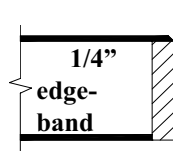
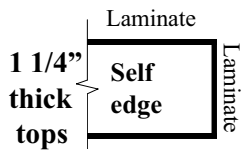
When choosing an edgeband for continuous tops you can have a laminate edgeband matching the laminate top (self-edge). All edges and corners are finished for maximum "bump" protection.

Edgeband Options for Top Thicknesses

(Note: top thickness is specified by unit)



3/4" thick tops are only offered with a BASIC 1/4"T solid wood internal or eternal edgeband or the matching laminate (self-edge.)

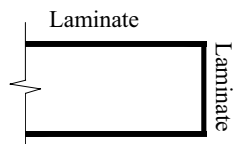


1-1/4" thick tops can be constructed with a laminated (self edge) OR 1/4"T Internal BASIC solid wood edgeband OR 3/4"T solid wood with a variety of internal or external edgeband details.

Edgeband Details.

All Russwood units using veneer plywood receive a edgeband on all exposed edges. Familiarize yourself with these standard edgeband shapes and terms as your order may require that you choose one of these edgebands.

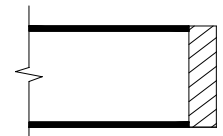
See Table of Contents for location of specific edgebands for each Series or furniture type.



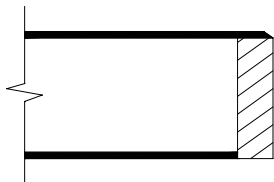
Self Edge
3/4" thick top OR
1-1/4" thick top



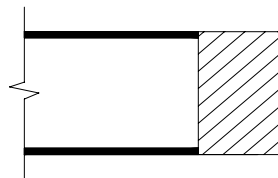
3/4" thick top (Internal)
Basic Flush



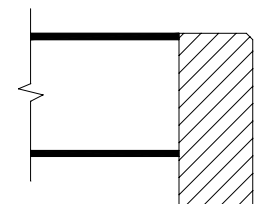
3/4" thick top (External)
Basic Flush External



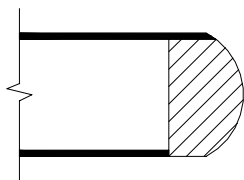
1 1/4" thick top (Internal)
Basic Flush



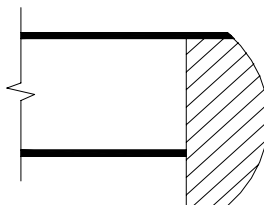
1 1/4" thick top (External)
Montana Flush



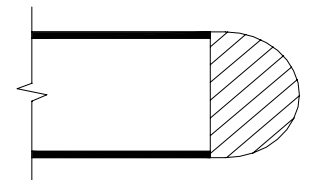
1 1/4" thick top (External)
Montana Drop



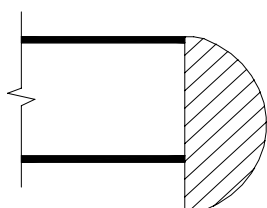
1 1/4" thick top (Internal)
Shallow Bullnose Flush



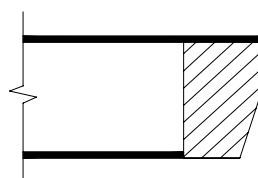
1 1/4" thick top (Internal)
Shallow Bullnose Drop



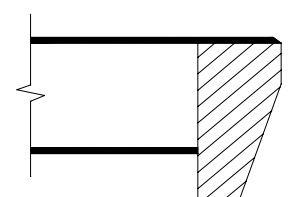
1 1/4" thick top (External)
Bullnose Flush



1 1/4" thick top (External)
Bullnose Drop



1 1/4" thick top (Internal)
Premier Flush



1 1/4" thick top (Internal)
Premier Drop

