

Connecticut College

Shain Library Space Plan

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The following report summarizes the consultant's recommendations for the requirements for a library addition and renovation to Shain Library at Connecticut College. It is based on a number of documents and reports, on a series of focus groups and community meetings, and on concentrated work with the staff of Information Services and especially with the Library Renovation and Extension Project (LREP) Committee.

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Chronology

December 1998 - December 1999	Information Services staff develops and revises building program.
October 1999	"Comprehensive Master Plan" calls for an addition to the library of 40,000 square feet at a cost of \$11.9M and a renovation of 98,000 square feet at a cost of \$5.6M.
January-March 2000	IS staff make site visits to Bates, Bowdoin, Quinnipiac, and Vassar.
January 2000	Consultant meets with Evans Woollen (architect) and IS staff.
February 2000	Architects' report calls for an addition of 80,000 square feet with a 4,000 square foot atrium and the inclusion among other things of the Language Lab, a computer store, and a considerable increase in the size of staff. Total costs: \$23.5M including \$9.3M for renovation.
February 2000	LREP Committee issues "Draft Library Renovation and Extension Project Philosophy Statement." (Revised January 2002.)
July 13, 2000	Consultant meets with LREP Committee and with IS staff to talk about how to proceed with planning.
August 16, 2000	Consultant meets with LREP Committee to talk about how to accommodate current and future space needs within the existing Library and also how to proceed with development of a modified space plan. Recommendations included a survey of students and faculty, focus groups, and open meetings.

October 30-31, 2000	Consultant facilitates a series of focus groups and open meetings with faculty, students, and staff.
November 2000	Consultant assists in planning for Chu Asian Art Reading Room; room opened is December 2001.
April 2001	Student and faculty survey conducted by electronic mail.
July 12, 2001	Consultant meets with LREP Steering Committee to establish parameters for new space plan.
January 9-10, 2002	Consultant meets with IS staff to develop detailed space requirements for all building functions.

Issues Affecting College Library Space Planning for the 21st Century

1. The college library will have to exist in a bimodal – print and electronic – environment for the foreseeable future. Libraries will have to continue to acquire and store printed materials so long as that is a principal means of information dissemination even as the amount of electronic and networked-distributed information increases exponentially. There does not appear to be an imminent shift in the publication of monographic literature from print to electronic format and the long-range viability of electronic books is open to question. Likewise, a significant replacement of existing monographs by electronic storage seems uneconomical.
2. Ubiquitous access to electronic information is essential from both within and outside the library. Access to the library's catalog and databases and to the Internet, electronic mail, and word processing, should be available everywhere in the building: in reading areas, in group studies, in instruction rooms and computer labs, in staff offices, and at all library service points. Wiring, cable, and conduit need to be planned with the expectation that portable and laptop devices will be universally accessible and that wireless connectivity will be both economical and technologically feasible.
3. Libraries should continue to celebrate the book as object especially for materials with historical and/or institutional value. Rare books, manuscripts, and artifacts with intrinsic value should be preserved and displayed with recognition of their form as well as their content.
4. There is a continuing and critical role for the library as "place." The library provides a secure, comfortable, and supportive atmosphere for students and faculty. It serves as a meeting ground for the college community that cannot easily be replicated, in essence, being the "intellectual commons" for the campus.
5. There is an increasing need for space for group study and for group access to electronic, audio, video, and multi-media information. Collaborative learning has become a major

component of many academic programs and the library is the ideal location for responding to this development.

6. The academic library of the 21st century needs to reflect the increased interrelationships between and among library, media, and computing services.

7. Library buildings must anticipate the growth in volume of print and electronic information as well as other media: video, multimedia, satellite-transmitted information, and teleconferencing.

8. For the near future, libraries can anticipate a geometric increase in the amount of information available electronically through the Internet. Publishers will attempt to maintain their current profit levels through metering of use and through highly restrictive licensing policies. Electronic publishing will have its greatest impact on scholarly journals, reference works, abstracting and indexing services, encyclopedias, and government publications. Libraries must continue to exploit and expand online access to information locally, and through state and regional networks. Faculty will develop electronic texts and electronic workbooks that will replace printed materials and they will require space in which to work collaboratively with librarians and other specialists. Popular fiction and non-fiction will continue to be published in print format, as will most scholarly monographs.

Within the next decade we will probably see most scholarly journals in the sciences, engineering, law, medicine, and the applied social sciences, published only in electronic form. Libraries will find it economical to cooperate in the storage of older, less used books and journals through joint digitization projects like JSTOR, collective storage, and through group access to electronic information.

The college library will, in the years immediately ahead, take a lead role in the teaching of information literacy as information technology becomes fully integrated into all aspects of the curriculum. There will be an increased focus on collaboration and on problem-based learning. Students will be taught how to identify, evaluate, and use information not only while in school but as a lifelong skill.

What the college library of the 21st century needs to be and do:

- Integrate information literacy throughout the curriculum
- Take a leadership role in training students and faculty in the use of new technologies.
- Provide bibliographic access to worldwide information.
- Provide access to expertise required by patrons: in person and online.
- Provide access to equipment needed to access specialized forms of information.
- Provide access to older printed materials.
- Be a place for study, reflection, and learning.
- Provide for group study and group access to technology.
- Link the College with cooperative information networks.
- Provide a wide range of online services, both local and remote.

Building Philosophy

This philosophy was developed by the Library Renovation and Extension Project (LREP) Committee over the past three years:

The Shain building expansion project should result in a structure that is functional, flexible, comfortable, and aesthetically appealing. It should be a place that provides services that everyone in the campus community wants to use and that everyone finds welcoming and pleasing. The new library's placement and physical design should reflect its central role in the academic mission of the college.

Function. The building will provide work and study space for campus users of bibliographic resources and computer technologies. It will be a work place for Information Services staff. It will provide meeting spaces for events of different types and instructional space for courses requiring technology support. It will serve the research and technology needs of the campus community.

Flexibility. The space within the building and the electronic infrastructure should be adaptable to support all known and emerging academic technologies. It should accommodate growing or shrinking print collections and provide appropriate storage for existing print and multi-media collections. Work spaces for staff should be reconfigurable as needs change. Meeting rooms and instructional spaces should be designed to serve more than one purpose.

Comfort. The public spaces should be suited to different uses: quiet study, group study and work on collaborative projects, places for informal socializing. The building should provide for the efficient use of electronic technology and the effective retrieval of information. The distribution of service points should be economical and apparent to the users of the building. The work environment for staff should be physically comfortable and provide for collaboration between staff members and efficient staffing of service points in addition to privacy and adequate space for the storage of equipment.

Aesthetics. The architecture of the exterior of the library should be compatible with surrounding structures and contribute to the quality of the outdoor spaces that surround the library. The new building should draw the user in by providing spaces that are pleasing to the eye. It should look out at and reflect the natural environment in harmony with the college campus as an arboretum. New technology should blend with books and visual exhibits. The physical form of the building should reflect its purpose in serving the academic mission of the college.

Local Planning Issues

Research on new and renovated library space needs was performed over the past two years. Using campus-wide open forums, focus group planning meetings, and a campus-wide surveys, many members of the campus community participated in providing data on how the library should be improved.

Focus Group and Open Forum Results:

Site Issues

The most logical place for an addition to Shain Library would be in front of the existing building. This is the direction proposed in the master plan and also in the Woollen Molzen plan. Adding in this direction would enable the construction of a more prominent entrance to the building while preserving the areas on either side as open space. One issue that needs to be addressed would be how to provide cross campus access for students and faculty going between Blaustein and Crozier-Williams.

Major Advantages and Deficiencies of the Existing Building

- Building encourages faculty, staff and student interaction.
- Variety of reading and study spaces.
- Main floor is open, welcoming, and free of clutter. Circulation and Reference desks are visible and easily accessible.
- Special Collections can be used for small classes.
- Technical Services space is adequate and adjacent to mail/receiving room.
- Shain Library is almost 30 years old. Like all libraries built during the 1970's it did not anticipate computing and multimedia technologies. It was not designed to accommodate collaborative or group work.
- The building infrastructure – HVAC, lighting, exterior, landscaping, building systems, and power and data wiring – needs to be updated.
- Existing furniture is outdated, worn, and not designed for use with current information technologies.
- Library staffing and organization has changed dramatically since 1970. Information Services is an entirely new organizational concept.
- Lack of collection growth space has created a divided and fragmented collection.
- The need to accommodate collection growth has resulted in the loss of seating and/or the crowding of seats, especially carrels.
- The insertion of computer labs, media services, and computer workstations has made circulation around the building more difficult. It is harder to find things. The layout is no longer “intuitive.”
- The building lacks a “reading room of character.” [This was before the Chu Room was installed but this area does not seem to meet the criteria of a “grand” space.]
- The present narrow windows do not provide sufficient natural light, create a “fortress-like” environment, and do not take advantage of the surrounding campus views.
- Not all parts of the library accommodate information technology. [This may not necessarily be a bad thing = computer-free zones!]

Student and Faculty Survey Results:

In April 2001, a survey was distributed to students and faculty. The survey consisted of two parts: the first provided a list of spaces and improvements that were being considered for inclusion in an expanded Shain Library; the second asked respondents three questions: "What is your overall vision of the library of the future? What activities do you envision taking place in this space? What should be the general character and ambience of a renovation Shain Library building?"

Specific Spaces and Improvements

The spaces ranked highest by students and faculty were in order of importance as follows:

<i>Students</i>	<i>Faculty</i>
Technology help desk	Increased natural lighting
24-hour study space with access to computers	Quiet study space, isolated from computers
Increased natural lighting	Technology help desk
Computer laboratories	24-hour study space
Individual study carrels	Individual network connections for laptop computers
Lounge seating-upholstered chairs	Individual study carrels
Individual network connections for laptop computers	Lounge seating-upholstered chairs
Group study tables	Group study tables
Group study rooms	Electronic classrooms
Quiet study space, isolated from computers	Web development lab
Electronic classrooms	Quiet reading room with large tables
Improved artificial lighting	Group study rooms
	Media services center for distribution of Equipment

The spaces/improvements ranked lowest by students and faculty:

Comment [JKL1]:

<i>Students</i>	<i>Faculty</i>
Exhibit space for rare materials	Art/photography gallery space
Public lecture space	Exhibit space for rare materials
New book exhibit area	New book exhibit area
Art/photography gallery space	Video conferencing room

OPEN QUESTIONS

There were 115 student and 20 faculty responses to the questionnaire. The key words and phrases that appeared most often in each of the three open questions were:

Vision

(Students) Windows...natural light...coffee bar...comfortable...soft colors...better lighting...more computers...good technology...bigger...brighter...quiet reading room...friendly place to study and work...social space...more books and journals...places for group work...visually pleasing (Faculty)...academic atmosphere...multimedia...bigger...quiet...books, books, books.

Activities

(Students) Viewing movies and videos...group study...quiet learning...socializing...computer work...classes...public lectures...quiet studying...browsing...research... (Faculty) Working...viewing...group and individual study...reading...research...learning...writing...heart of the College.

General Character and Ambience

(Students) Asian theme...light...bright...conducive for study...airy...plants...social space...group work...a place where students want to be...someone there to help you... (Faculty) Comfortable...variety of spaces...social space...books...quiet.

Library Renovation and Extension Project (LREP) Committee Planning:

At an all day meeting on July 12, 2001, the LREP Steering Committee with the consultant serving as facilitator, agreed upon a set of guidelines for the program. These guidelines, with some further additions emanating from the January 2002 meetings with IS staff, were used to develop the specifics of the program that appear below.

General Guidelines

- Information Services will remain decentralized. Functions that will remain outside of Shain Library include administrative information systems (in Bill Hall), the Visual Resources Library, Greer Music Library, and the Language Laboratory.
- The program should provide for 25 years of collection growth from the end of the project (c. 30 years from 2002.) It is likely that some use of offsite storage will be in place within the next five years and should be factored into space needs projections.
- The growth of the collections over the next 30 years will probably be no greater than currently principally because of the growth in electronic journal publication and storage.
- It would be feasible to use movable compact shelving for some portion of the open stack collections in an expanded Shain Library.
- There should be a “grand” reading room; the Chu Asian Art Reading Room does not meet the committee’s definition of such a space.
- Special Collections should be expanded including a public reading room that could also be used as a seminar room, special collections and archival processing and office space, exhibit space, sufficient collection storage, and appropriate security and environmental controls. This area should be made more “visible.”

- Priorities for student spaces: public spaces, better reading and study areas, group studies with media viewing capability, quiet study areas away from computers, natural light. There should be seats for approximately 50% of the FTE student population or 850 seats. [It was subsequently agreed that the count of seats should include individual computer workstations.]
- There should be at least six group viewing rooms and eight group study rooms.
- There is a need for an additional electronic classroom for bibliographic and technology instruction scheduled through IS.
- It would be desirable to have a 24-hour area that includes computer access.
- There should be a media development center similar to the one in the Knapp Center at Wellesley College.
- An addition in front of Shain should eliminate the “hole” outside the lower level. An extension of the lower floor would be a good space for compact shelving. Special Collections’ offices and public spaces should be toward the front of the addition with collection storage below. The Media and Technology Center would also be a good candidate for the addition.
- Infrastructure priorities: lighting; fix roof leaks; upgrade HVAC system.
- Lighting: increase the amount of natural light and upgrade artificial lighting to accommodate the differing needs of reading, technology, work, and staff areas. All lighting in existing and new areas should meet current lighting standards for academic libraries.
- Furniture: replace existing carrels, tables and chairs, and lounge furniture.
- There is a need to increase the amount of natural light, especially in staff offices and workspaces and in public reading areas. One approach to meeting this need would be to “re-skin” the existing building to increase the amount of natural light as well as to link the existing structure with an addition.
- Teleconferencing: it is proposed that the Haines Room and the new conference room be equipped for tele- and video-conferencing. It would be advisable to have small, adjacent spaces to use as control rooms in the event that high quality videoconferencing is required. If the two rooms are adjacent, they could share a control room.
- There should be a minimum of five public photocopiers in the expanded building: two on the main (entry) floor, one on the ground floor, one on the second floor and one on the third floor. The program assumes the use of existing space for these machines.
- All seminar rooms, computer labs, and all public spaces in the Technology and Media Center should have coat strips or coat hooks on a wall.
- It is recommended that the new facility to be re-keyed to accommodate magnetic card controlled access to Special Collections, Technical Services, administrative offices, other staff offices, the Media and Technology Center, and to the Cyber Café for after-hours use.

Program Priorities

High	<ul style="list-style-type: none"> Collection growth Better reading and study space Café Media development and use (student development space; faculty development space) Computer labs Special Collections and Archives A space of distinction Infrastructure
Medium	<ul style="list-style-type: none"> Gallery space/wall space in entry or lobby Help desk/Repair bench Interlibrary Loan integrated into Circulation Staff offices – bring reference librarians together Periodical reading room including new books, new media, and newspapers
Low	<ul style="list-style-type: none"> Outdoor seating area that joins with café Faculty study area for emeritus and sabbatical faculty

Existing and New Space Utilization

Following the guidelines established by the LREP Steering Committee, using the information gathered from faculty and students in Open Forums and from surveys, and after further discussion with the IS Leadership Team, the following is a proposed plan for using existing and new space.

Program Recommendations: Current Space Uses:What Should Remain in Shain Library in Its Current Location

The areas below were reviewed by the consultant with the IS staff. They were deemed to be adequate in size and appropriately located.

Administration (could expand if necessary into vacated reference offices.)
 Technical Services (with the addition of a portion of the current ILL office for a book repair room.)
 Mail/Receiving/Loading Dock.
 Haines Room (equip for teleconferencing.)
 Dilley Room.
 Faculty Study on 3rd floor (reduce number of carrels; new furniture; paint.)
 Staff Lounge.
 Chu Asian Art Reading Room.
 Stacks (monographs, bound periodicals, and government documents.)*
 Seating: 131 at tables; 211 at carrels; 57 lounge seats = total of 399 seats.

*All of the stacks on the lower, second, and third floors of Shain have 31” aisles between stack ranges. The stack modules at 24’ x 25’ were designed to have aisles of this width. ADA guidelines require that stack aisles be a minimum of 36” wide. If all of the stacks in Shain were re-spaced with 36” aisles, there would be a loss of nine (9) double-faced sections of shelving in each bay or 15% of the total capacity of the existing stacks. It is recommended that these stacks not be moved. They can remain as they are under the “pre-existing conditions” provision of ADA or, if necessary, the College can request a variance from the code requirements.

What Moves From Its Current Location to New Space/Other Space

Special Collections
 Circulation and Interlibrary Loan
 Current Periodicals
 Reference including staff offices and microforms [could expand and/or move into space currently occupied by circulation, current periodicals, and former microform area.]
 PC Classroom
 Davis Lab
 Neff Lab
 Media Services
 Help Desk

What Comes Into the Building

Digital Curriculum Center and Instructional Technology staff (from Blaustein)

What Leaves Shain Library

Web Support staff [along with two Web Support in Bill Hall; will go into space in Blaustein vacated by the Digital Curriculum Center and the Instructional Technology staff offices.]

Available Space

If all of the moves outlined above were to take place, there would be a considerable amount of space made available in Shain Library that could be used for other program elements including shelving (both fixed and compact), carrels, reading tables, group studies, meeting rooms, and offices.

Lower Level

PC Lab and Neff Lab	1,600 sq.ft.
Advanced Technology Lab and Media	2,300

Main Floor

Circulation and Reserve	2,100*
Former microforms area	1,700*
Davis Lab	900*
Interlibrary Loan (except portion used for Book repair)	200
Reference offices	500

Vestibule	300*
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Second Floor

Special Collections	2,500
Poetry Corner	500
Staff offices	500

Third Floor

Archives storage	650
Archives work area	750

Total: 14,500 square feet including internal circulation; will provide c. 11,600 net square feet at 80% of total to apply to new program spaces.

*Proposed for use for Research and Instruction (Reference.) Reduces the gross square footage to 9,500 (10,200 gross square feet at 75% efficiency) and the net square footage to 7,600 square feet.

[See "New Space Requirements" at end of report.]

Program Recommendations: New Space Requirements:

Net square footage for each area appears at the top of the section. Net square footages for sub-areas appear in parentheses. DFS = double-faced stack sections; SFS = single-faced stack sections; LF = linear feet.

Lobby/Entry* *1,000 sq.ft.

Serves as a weather buffer between exterior entry and library entrance.

Entrance to Cyber Café.

Benches.

Wall space for exhibits. Floor space for portable display panels.

Outside book return empties into an enclosed room (40 sq.ft.) with depressible top book truck. Room should have fire resistant (two hour) walls.

Library security gates just inside doors into library proper.

Cyber Café* *1,900

Serves as informal lounge and snack bar when library is open. Can also serve as extended hours study. Requires two entrances: one from lobby and the other from outside of the building. Area around this outside entrance could be developed as outside patio.

Coffee bar or cart. Vending machines. Refrigerator and sink in enclosed kitchen space.

Eight tables for four persons each.

Ten lounge seats.

Two campus telephones; two public telephones.

Desk for attendant.

Two stand-up computer workstations.

Eight scholarly workstations in two clusters of four with sufficient space for two students to work together (60" x 30" surface.)

Networked printer.

Room should be wired for laptop and wireless network access.

Need access to restrooms for after hours use.

Circulation/Reserve/Interlibrary Loan

1,800

Circulation Desk (800)

Two checkout/check-in workstations. Sensitizing unit.

Space for three book trucks.

Book return in desk; depressible top book truck.

Shelving behind desk: sorting shelves = 4 DFS; reserves = 10 DFS; video and other media = 10 DFS (assumes that media cases, covers, and brochures are on open shelves nearby); laptop storage = 2 DFS.

Staff photocopier: behind or immediately next to desk.

Portion of desk at wheelchair (29") height; video monitor connected to camera viewing the security gates; silent alarm at desk linked to campus security office.

Workroom (combined Circulation and ILL) (1,000)

Circulation

Three staff workstations; two storage cabinets; lockers or cubbies for student workers (capacity of six.)

Interlibrary Loan

Two staff workstations; two student desks, one with computer.

ARIEL workstation; fax; copier; packing and shipping area: 10' long counter with cabinets above and below, space for a trash bin.

Research and Instruction

8,400

Reference Desk (600)

Three staff workstations, two on main (high, center) portion of desk; one on side (low – 29") portion. Side chair for patron on low portion.

Ready reference collection (72 LF) on low shelves (3 high) behind desk.

Reference Desk Scholarly Workstations: four computer workstations in a cluster with each station of sufficient size to accommodate up to two students and a librarian to work together (60" x 30" surface.) One workstation ADA compliant. Need access to networked printer (see Scholarly Workstations below.)

Reference Collection (2,700)

General: 3,000 LF (c. 18,000 v.) with 50% in high (6 shelves) and 50% in low (3 shelves) sections = 83 DFS.

Documents: 250 LF in high (6 shelves) sections = 7 DFS.

Microforms (600)

40 cabinets (provides space for 30 years' growth.)
Six reader printers.

Reference Offices (1,000)

Six individual offices (Team Leader plus five librarians.)
Common space: table and four chairs; printer; fax; copier; supply cabinet.

Scholarly Workstations (2,200)

50 computer workstations in small clusters with station of sufficient size to accommodate two persons working together (60" x 30" surface.) Three of the workstations need to be ADA compliant.

Four networked printers (will also serve Reference Desk workstations.)

Readers (1,300)

52 readers at tables for four.

Help Desk and Desktop Support***1,100***Help Desk

Walk-up desk with two workstations; all or portion of desk at 29" high.

Offices and Work Space

Help Desk Manager office.
Manager of Desktop Services office.
Desktop Support: two staff work areas (either enclosed offices or modular work areas.)
Inventory Manager Office.*
Computer Support Specialists: two staff work areas.
Repair area: enclosed space with two repair stations and a set-up table (3' x 8').
Storage cabinets (3).

Ideally, the Help Desk would be immediately adjacent to the Reference Desk with related offices and workspace immediately behind the Help Desk.

*The equipment associated with the Inventory Management function could either remain in Hamilton Hall as is currently being done, or go into storage space in the sub-basement of Shain (about 500 sq.ft. available.)

Periodical Reading Room

2,100

Shelving for 1,800 current titles with 600 titles shelved with latest issue on a slanted shelf and the current year below on a flat shelf, and 1,200 titles shelved flat with ten shelves per section.

Newspapers: current issues on display rack; back issues in storage bins (20 titles.)

New books: Nine-foot counter with two shelves above; three sections of shelving, 12" deep (total of 18 LF.)

Readers: 24 seats at tables for four.
16 lounge seats with small, round tables interspersed.

Special Collections and Archives

4,300

Reading Room (800)

300 LF of enclosed, lockable shelving with glass or wire mesh doors.

Staff desk.

Two large tables (4' x 8') each with eight chairs; total of 16 seats. Tables should be able to be moved together for use for seminars and meetings.

Public workstation.

Carrel with VCR, monitor, and cassette deck.

Exhibit Area (500)

Outside of entrance to Special Collections.

Floor space for four flat and one vertical display cases.

Locker/coat room adjacent to but outside of entrance with space for six patrons.

[Consider having a glass wall/vitrine looking into the reading room that can serve as additional exhibit space.]

Collections (2,000)

4,000 LF of books (3,500 current + 500 growth.)

2,400 LF of archives (1,200 current + 1,200 growth.)

(All in compact stacks with locks on each stack range. Requires book lift or elevator access between stacks and reading room.)

Offices and Workroom (1,000)

Special Collections Librarian office.

Archivist office.

(Offices should have visual control of reading room.)

Workroom: two large (4' x 8') tables; storage cabinets; computer workstation; wall shelving; copier; scanner; printer.

Readers (Individual seats)***5,000***

Goal is to provide space for 850 readers representing 50% of the FTE student population.

Currently, there are 399 seats in Shain Library, distributed as follows:

	<i>Tables</i>	<i>Carrels</i>	<i>Lounge seats</i>
Ground floor	23	34	--
First floor (incl. Chu Room)	49	26	32
Second floor (incl. Spec. Coll.)	25	59	14
Third floor	34	92	11
Total	131	211	57

Many of the seats have less than optimal space allocated to them. The program assumes some rearrangement of furniture as well as replacement of tables, carrels, and chairs. Some of the carrels and tables could be moved to areas opened up by the shifting of functions.

New seats provided for in specific program areas:

Cyber Café	42
Reference	52
Current periodicals	40
Special Collections	16
Computer workstations	55
Media viewing stations	20
Group viewing/study rooms	84
Total	309

Grand Reading Room (3,000)

100 seats at tables for four.

Possible collections to be shelved in room: Poetry; Children's Literature.

Carrels (2,000)

50 assignable carrels for students writing theses. Lockable shelf. Wired for power and network access.

Collection Growth***5,000***

Current stack capacity in Shain Library provides growth space for about 10 years from 2000. Plan calls for providing capacity for a total of 20 additional years, to 2030. The plan below does not take into consideration the possibility of using offsite storage. If offsite storage were to be available, the amount of additional shelving could be reduced or leaving the shelving as programmed would provide additional years of growth beyond 2030.

	<i>Current Holdings</i>	<i>Per Year Net Additions 2010-2030</i>	<i>Additional Capacity Required in 2030</i>
Books	490,000	7,000	140,000
Bound journals*	50,000	2,000 (until 2010) 1,200 (2010-2030)	24,000
Government documents	400,000	3,000	60,000**
Videos, DVDs, CDs	150,000	400***	8,000***

* Assumes impact of electronic publishing, retrospective digitization, and cooperative storage.

** The 60,000 items convert to 3,000 bound volume equivalents.

*** The additions are in bound volume equivalents.

Additional stack space required to 2030 is 20,000 LF. If this were all in fixed shelving it would require 10,000 sq.ft. If this were all in compact shelving it would require 5,000 sq.ft. which is what is being recommended.

The program assumes that collection growth beyond 2030 will be accommodated by installing compact shelving either on the present ground floor of Shain Library or the ground floor of the addition or by the use of offsite storage or by a combination of both.

Media and Technology***13,400***Workstations (in addition to those with reference area)

Public Stand-up Workstations (300)

10 stations; four on the main floor; two each on the other floors.

Media Viewing Stations (700)

20 stations, each with space for a second chair; work surface sufficient for laptop, TV/VCR, DVD, laser disc or other peripherals. Several of these should be convenient to the media collection at the Circulation Desk; the remainder can be located elsewhere.

Electronic Classrooms (scheduled through IS)

- 1) PC Electronic Classroom (1,100)
For credit course sessions, technology instruction, and bibliographic instruction.
20 computer workstations; 40 chairs.
Instructor station.
Overhead projection, white board, pull down screen, bulletin board, bookcase.
Networked printer.
- 2) Neff (Macintosh Electronic Classroom) (700)
For credit course sessions, technology instruction, and bibliographic instruction.
12 computer workstations; 24 chairs.
Instructor station.
Overhead projection, white board, pull down screen, bulletin board, bookcase.
Networked printer.
- 3) New (PC) Electronic Training Classroom (1,100)
For technology and bibliographic instruction by IS staff.
20 computer workstations; 40 chairs.
Instructor station.
Overhead projection, white board, pull down screen, bulletin board, bookcase.
Networked printer.
- 4) Davis Electronic Training Classroom (700)
For technology and bibliographic instruction by IS staff.
12 computer workstations; 24 chairs.
Instructor station.
Overhead projection, white board, pull down screen, bulletin board, bookcase.

Each workstation in all classrooms have 60" x 30" work surface to accommodate two students working together. One ADA compliant station is required in each room.

Media and Technology Center

- 1) Media Creation Stations (2,100)
24 workstations in two rooms. Each station includes computer and peripherals such as flatbed scanner, slide scanner, CD-ROM burner, and audio or video digitizing.

Teaching Room

8 individual workstations along walls. Wall mounted plasma display for demonstrations. Natural light or glass walls desirable. Networked printer. Shared output devices. Bookcase.

Project Room

16 workstations in pods of 2-4. Natural light or glass walls desirable. Networked printer. Shared output devices. Bookcase.

- 2) Media Creation Rooms (600)
6 rooms (two for linear editing and four for digital editing) each work computer workstation, four chairs, peripherals (see above), and open work space at 100 sq.ft. per room.
- 3) Audio Recording Booth (100)
Enclosed room, desk, two chairs, audio recording station.
- 4) Digital Curriculum Center (600)
Four media systems each consisting of a 4' x 4' media tower; two 3' x 6' tables, each with two chairs. Each 3' x 6' table includes 1-2 computers, peripherals, and external storage devices (at 120 sq.ft. per system.)

Two lockable cabinets (2' x 4') for storing peripherals.

Two 3' x 3' tables for shared peripherals.

Networked printer.
- 5) Curriculum Creation Seminar Room (300)
Table with 10 chairs. Ten laptop ports. Bookcase.
- 6) Media Services (1,000)
Counter for checking equipment in and out.
Two vertical files.
100 sq.ft. of open space for storing carts.
Wall shelving: 3' deep; 4 sections, 60" high.
Seven storage cabinets (2' x 4').

Offices/Workroom
Senior Media Services Technician office (with window looking into rest of area.)
Media Services Technician office area (not enclosed.)
Two 3' x 6' tables; four chairs.
Workbench (stand up height) for maintenance and repair.
- 7) Instructional Technology Staff Offices (1,200)
Seven individual offices.
Common space: table with four chairs, networked printer, fax, copier, scanner, storage cabinets.
- 8) Satellite Head End (200)
Secure, enclosed area. Needs separate environmental controls.

9) Computer Equipment Storage (200)

10) Server Room (400)

In addition to server room currently in Shain. Needs separate A/C controls, UPS, backup generator. Secure location.

11) Media Group Viewing and Group Study Rooms (2,100)

14 rooms, each for up to six students.

Media rack (VCR, laser disc or other peripherals); wired for high speed networking and future cabling; six laptop ports (150 sq.ft. per room.)

Each of these rooms has a table and six chairs.

Conference Room

600

20 seats at large table(s). Ten extra chairs around perimeter. VCR and monitor in credenza. Overhead projection. Equip for teleconferencing.

Program Recommendations: Key Adjacencies for New Spaces:

Entrance	First Priority	Cyber Café Circulation/Reserve/ILL Research and Instruction Help Desk and Laptop Support
	Second Priority	Special Collections and Archives Periodical Reading Room

Technology and Media

Davis Classroom	Reference Desk
Media Creation Stations	Instructional Technology Staff Offices
Media Creation Room	Instructional Technology Staff Offices
Audio Recording Booth	DCC and one Media Creation Room
Digital Curriculum Center	Media Creation Stations; Media Creation Rooms; Satellite Head End (2 nd priority)
Instructional Technology Staff Offices	Media Creation Stations; Media Creation Rooms; DCC Manager adjacent to DCC;
Satellite Head End	Near Media Services if possible; not critical.
Media Services	Close to ground level exit with immediate access to campus sidewalks.

Summary of New Space Requirements

<u>Area</u>	<u>Square Feet</u>
Lobby/Entry	1,000
Cyber Café	1,900
Circulation/Reserve/ILL	1,800
Help Desk and Desktop Support	1,100
Periodical Reading Room	2,100
Special Collections and Archives	4,300
Readers	5,000
Collections	5,000
Technology and Media	13,400
Conference Room	600
Total	36,200 net square feet

Assumes that the Research and Instruction (Reference) area can be accommodated in existing space on the main floor using the current reference area plus circulation, former microforms area, Davis Lab, periodicals area, and vestibule.

36,200 new net square feet (48,300 gross square feet) required for program --

less 7,600 net square feet (9,500 gross square feet) available within Shain (see p.9-10) --

28,600 new net square feet needs to be created (38,100 GSF)

Space Summary

Total currently in Shain Library	104,000 GSF
Allocated to functions remaining in place	88,800 GSF
Allocated to the expansion of reference function	5,000 GSF
Available for new program requirements	10,200 GSF
New program requirements (total)	48,300 GSF
Needed to be built	38,100 GSF

Cost Estimate

The following very rough cost estimate is based on recent library construction projects for buildings of similar size and on the cost data used by Woolen, Molzan (architects) in February 2000 (updated to 2002)

New construction	38,100 GSF @ \$250/sq.ft.	\$9.5 M
Interior renovation of space vacated by moving functions	14,500 GSF @ \$50/sq.ft.	0.7 M
HVAC, lighting, wiring, etc.		2.0 - 4.0 M
Re-skin building		1.4 M
Replace furniture		.8 M
	Total	\$14.4 – 16.4 M

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