DATE: January 26, 2009

TO: Paula Kaufman

FROM: Sue Searing

RE: Final report from the CPLA Library-ACES Library Implementation Team

Background

Starting in summer 2007, University Librarian Paula Kaufman and Associate University Librarian Scott Walter held discussions with affected colleges and departments, as well as Library stakeholders, about the future of the City Planning & Landscape Architecture Library. Consensus emerged on the concept of consolidating the CPLA Library with the Funk Family ACES Library. In summer 2007, the planning effort was folded into the University Library’s New Service Models initiative, and in late fall, a team was appointed to plan and implement the transition. The team included faculty members from the departments of Landscape Architecture and Urban & Regional Planning and administrators from the Colleges of Fine & Applied Arts and Agriculture, Consumer & Environmental Sciences, as well as Library faculty and staff. The full charge and membership are attached (Appendix A). The team met from January to May 2008 and communicated between meetings and over the summer by means of an email listserv.

This final report includes:

- Progress report – keyed to the specific tasks outlined in the team’s charge.
- Outstanding tasks – identifying those responsible for completing them.
- Recommendations for the future of CPLA and ACES library services
- Recommendations to facilitate the work of New Service Model teams
- Appendix A: Team charge
- Appendix B: Budget request and program statement
- Appendix C: Approved budget and expenditures to date

Progress report

1) Prepare a rough estimate of costs associated with this consolidation of services in order to inform budgetary requests and planning.

The budget was submitted to the University Librarian on April 28, 2008 -- three months later than anticipated. The delay was largely due to difficulties in obtaining accurate dollar figures for several specific objectives. In the end, we had to settle for ballpark estimates for a few items. (The original charge asked for “rough” estimates, but it became clear that, as the fiscal year progressed, fairly firm numbers were needed.) See Appendix B for the budget document, which doubles as a program statement.

2) Identify how to most effectively integrate CPLA Library collections into the ACES Library, including plans for shelving and display of circulating, serial, and reference materials.

We reached consensus on how to handle the range of material types in the CPLA collection:
• Circulating books: interfile with the ACES collection
• Journals: interfile with the ACES collection
• Reference books: shelve in a separate CPLA Reference and Resource Center on the second (main) floor, with appropriate signage and furniture
• New books: create a separate new books display in the CPLA Reference and Resource Center.
• Vertical files: store Illinois planning documents in accessible file cabinets near the CPLA reference area. Store other vertical file materials in archival boxes in compact shelving on the fourth floor. Assess the usage of vertical file materials in these locations, and consider transferring them to the University Archives and/or digitizing them if appropriate, in the future.

The goal was to create a space within the Funk Library that would be clearly identifiable as a home for CPLA-related specialist reference tools and would echo the environment of a professional design library, while facilitating interdisciplinary browsing by integrating other materials.

3) Collaborate with faculty and staff in the Special Collections Division to identify a plan for bringing rare and special collections materials currently housed in the CPLA Library under appropriate intellectual and curatorial control in order to facilitate access and long-term preservation of materials.

Initial contacts have been made with the Special Collections faculty and with faculty in the departments of Landscape Architecture (Dianne Harris) and Urban & Regional Planning (Rob Olshansky) concerning the location of semi-rare works on the history of gardens and landscape design from the CPLA collection. Currently, these materials reside in the secure closed stacks of the Funk Library.

4) Consult with faculty, staff, and/or students in the College of Fine and Applied Arts to identify a public service program appropriate to the design disciplines and articulate how that program may be delivered, both within the ACES Library and through digital means.

Consultation with stakeholders in the College of Fine and Applied Arts was handled by the team members from the departments of Urban & Regional Planning (Betsy Sweet) and Landscape Architecture (Laura Lawson). From this input, a vision emerged of library services that would provide a bridge for students from the familiar academic library to the type of professional design library they will encounter in the workplace. It will remain to the yet-to-be-hired Planning and Landscape Design Librarian to fully flesh out this vision in the context of both in-person and digital services.

5) Consult with faculty, staff, and/or students in the College of ACES to identify the opportunities for the identification of Library public space appropriate to the needs of FAA faculty and students, but consistent with the needs of an ACES named facility.

Assistant Dean Charles Olson articulated the needs of ACES to maintain a strong identity while welcoming the CPLA collections and users. The name of the Funk Library cannot be changed to incorporate CPLA, but other compromises on space usage and signage were achieved by consensus.

• Installation of furniture and computer equipment in the CPLA Reference and Resource Center.
  ○ Jeff Schrader, Library Facilities, oversaw the ordering and installation of tables, chairs and shelving, completed in October 2009
Lee Galaway, Library IT, oversaw the ordering and installation of computer workstations and scanners. Ten additional public workstations were installed in March. As of mid-September, two more powerful workstations and two scanners were on order. A scanner was installed in October.

6) Create a plan for the transfer of materials and services from the CPLA Library that will allow the Library to vacate the CPLA Library space in Mumford Hall no later than June 30, 2008.

Barb Trumpinski-Roberts, staff member in Funk Library, worked with Emily Jedlick, staff member in the CPLA Library, to create a detailed plan for the transfer of materials and services. Phase 1 (May-June 2008) focused on the physical transfer of the collection and the corresponding changes in catalog records. Phase 2 (July-August) focused on post-move tasks such as signage, record clean-up, and the integration of CPLA student workers into Funk.

On May 5, staff in the two libraries began changing Voyager location codes for books and staff in Contact Access & Management began changing location codes for serials. The physical transfer of materials, totaling 18,008 items, commenced on May 17 and was completed on June 26. Matt Emmert, Library Facilities, coordinated the moving of the materials.

A few unique aspects of the process should be noted, as they contributed to its success:

-- Because neither Landscape Architecture nor Urban & Regional Planning held summer classes on campus, we were able to shut down the CPLA Library at the close of spring semester. The library’s final day of operation was Friday May 9. Staff could then concentrate on pre-move processing, packing, etc.

-- Because May and June are times when experienced student staff leave town, an extra help employee was hired to assist with the transition.

-- The Funk Library had space available in its compact shelving, as well as on its open shelves, making the integration of the CPLA collection possible without reducing the existing ACES collection. However, shifting was necessary.

Inevitably, there were aspects of this transition that presented unique challenges as well:

-- In order to free up space for the designated CPLA reference area, several cabinets of microfiche had to be removed. This required that the fiche be cataloged. This project has taken many hours and is still underway.

-- Because there is hope that a fine and applied arts library will one day be funded and built, and that it will house CPLA books, it was necessary to retain a historical record of the titles that were once housed in the CPLA Library.

-- In order to maintain a segregated CPLA new books shelf, it was necessary to work with Acquisitions on a method for tracking incoming books that are purchased on the CPLA budget.

Outstanding tasks

- Liaison to the departments of Urban & Regional Planning and Landscape Architecture and professional duties in collection development, reference, information literacy instruction, etc.
  - Joe Zumalt continues to serve as the subject specialist for these disciplines. Librarians Pat Allen and Laura Hanson are also involved in the management of collections and services.
The Executive Committee approved a search for a Planning, Landscape Architecture and Design Librarian. The members of the search committee are: Scott Walter, Chair; Pat Allen; Cherie Weible; Betsy Sweet, Urban & Regional Planning; and Stephen Sears, Landscape Architecture. The search for this position closed October 24, 2008, but all faculty hiring has been suspended.

- Archival processing of the ESLARP files.
  - Chris Prom is still estimating the costs.

- Creation and maintenance of a web-based subject portal.
  - The existing CPLA Library website has been slightly updated to reflect the relocation of the collection, but additional work is needed to build an information portal for the disciplines of landscape architecture and urban planning and/or to incorporate relevant content in the ACES Funk Library website. Laura Hanson is working on this.

- Completion of collection processing.
  - Jennye Varvel continues to create records for the 61,680 microfiche that are being moved from Funk Library to the Oak Street Storage Facility.

Recommendations for the future of CPLA and ACES library services

- Prepare a one-page fact sheet and guide for seekers of CPLA materials. Such a handout may not be needed after the first year but would be useful now.

- Assess the new service model. We recommend that JoAnn Jacoby and Pat Allen collaborate on a plan to evaluate the new service model at the end of the 2008/09 academic year.

- Pursue campus and/or external funding for digitizing Illinois planning documents.

- In collaboration with the department of Landscape Architecture, develop a collection of design and construction material samples.

- Obtain estimates from CITES for the cost of equipping a presentation practice room, and pursue campus and/or external funding for it.

Recommendations to facilitate the work of New Service Model teams

- Give teams a pre-designed format for budget requests and program statements. We spent a great deal of time crafting ours, using the Labor & Industrial Relations Library budget request as a model. We were asked to revise it multiple times. In the end, Scott Walter extracted and re-formatted the budget.

- Build a data store of commonly needed estimates for the budget (e.g. cost per book to physically transfer collections; cost of typical library furniture and workstations; etc.)

- Working with Barb Trumpinski-Roberts and other frontline staff, create a detailed checklist of tasks that must be completed when collections are moved or merged. This would include such tasks as shelf reading, change of address forms for received-direct serials, requesting specific Voyager reports for problem-solving, etc.
• Be prepared for necessary work that is not directly related to the new service model but is necessary to further it – such as the cataloging of microfiche so that cabinets full of fiche could be relocated to Oak Street to free up room. Every project is likely to have unanticipated work that will require human and/or financial resources. Allow wiggle room in both the budget and the timeline.

• If money is available, hire dedicated, full time Extra Help staff to assist with records processing and other tasks. The decision to do this for CPLA-ACES contributed greatly to the timely completion of the move.
APPENDIX A – Team charge

CPLA Library - ACES Library Implementation Team

The CPLA Library - ACES Library Implementation Team will coordinate the consolidation of Library services and collections currently provided in the CPLA Library into the ACES Library. In order to facilitate this consolidation of Library programs, the committee will:

1) prepare a rough estimate of costs associated with this consolidation of services in order to inform budgetary requests and planning;

2) identify how to most effectively integrate CPLA Library collections into the ACES Library, including plans for shelving and display of circulating, serial, and reference materials;

3) collaborate with faculty and staff in the Special Collections Division to identify a plan for bringing rare and special collections materials currently housed in the CPLA Library under appropriate intellectual and curatorial control in order to facilitate access and long-term preservation of materials;

4) consult with faculty, staff, and/or students in the College of Fine and Applied Arts to identify a public service program appropriate to the design disciplines and articulate how that program may be delivered, both within the ACES Library and through digital means;

5) consult with faculty, staff, and/or students in the College of ACES to identify the opportunities for the identification of Library public space appropriate to the needs of FAA faculty and students, but consistent with the needs of an ACES named facility; and,

6) create a plan for the transfer of materials and services from the CPLA Library that will allow the Library to vacate the CPLA Library space in Mumford Hall no later than June 30, 2008.

Timeline:

Item (1) should be completed as soon as possible, and no later than January 31, 2008, in order to facilitate discussions about project funding;

Items (2) and (3) should be completed by March 30, 2008, in order to allow sufficient time to plan for transfer of materials during May - June 2008. If feasible, selective transfer of materials may begin prior to May 2008.

Items (4) and (5) should be completed in time for the delivery of a plan for any proposed changes to the ACES Library facility to Library Administration by May 15, 2008.

Membership:

Sue Searing, Social Sciences Division Coordinator, Team Leader
Pat Allen, ACES Library
Mike Andrejasic, Associate Dean, College of Fine & Applied Arts
Matt Emmert, Library Facilities
Laura Lawson, Department of Landscape Architecture
Jing Liao, Ricker Architecture and Art Library (resigned)
Charles Olson, Assistant Dean, College of ACES
Elizabeth Sweet, Department of Urban & Regional Planning
Barb Trumpinski-Roberts, ACES Library
Joe Zumalt, CPLA Library
Scott Walter, Associate University Librarian for Services (ex officio)

NOTE: Other Library employees not on the original team who contributed to the project include: Emily Jedlick, Gennye Varvel, Josh Becker, Lee Galloway, Jeff Schrader, Peggy Glaathaar, Peggy Steele, Bill Maher, Chris Prom, and Betsy Kruger.
The CPLA Library - ACES Library Implementation Team -- consisting of Library faculty and staff, faculty from the departments of Landscape Architecture and Urban & Regional Planning, and administrators from the College of Fine & Applied Arts and the College of Agriculture, Consumer & Environmental Sciences -- is developing a new approach to delivering collections and services to the students, faculty and other researchers who now utilize the City Planning and Landscape Architecture Library in Mumford Hall. Our charge is not merely to transfer the holdings of the CPLA Library to the Funk Library, but to create a vibrant new service profile that meets the information needs of scholars of urban and landscape design in the 21st century.

The implementation team, drawing on input from faculty in the affected departments, envisions a designated area within the Funk Library that helps students bridge from the information environment of the traditional academic library to the information environment of a professional design firm. To be successful, the new service model will require an infusion of funds, mostly one-time but some recurring. What follows is a rough estimate of costs. The AUL for Collections has assured us that new library service models will not reduce collection allocations by discipline, so we have not included the CPLA base collection budget.

**Faculty librarian** - $45,341 - $91,371 (new, recurring)

Since the retirement of Professor Priscilla Yu, the position of CPLA Librarian has been filled on an interim basis by Joseph Zumalt. We recommend filling the position permanently with a tenure-track or tenured librarian. We submitted a position request with justification to the Executive Committee on February 15. This estimate is based on hiring at the assistant or associate professor rank.

**Graduate assistant (.25 FTE)** - $8,700 (new, one-time, to be reviewed annually after FY09)

The CPLA Library currently employs one quarter-time Graduate Assistant who creates and updates content on the website, provides assistance to library users, and completes special projects; recently the GA has been gathering data for the consolidation planning. This position has been eliminated as of August 2008. However, a GA’s skills will still be needed in the new service model to help develop a web-based subject portal for the disciplines of landscape architecture and urban planning, share in reference and instructional duties in the ACES Library, and work with the librarian to fine-tune the new service model.
Staff support - $41,067 (reallocation from CPLA, recurring)

The CPLA Library has been well served for many years by Emily Jedlick, Senior Library Specialist. After the collections move to the Funk Library, we recommend that Emily continue with such duties as materials processing and supervision of student employees in Funk Library, where her subject knowledge in landscape architecture and urban planning will continue to benefit library users in the new space.

Student hourly support - $10,486 (reallocation from CPLA, recurring)

Increased usage of Funk Library will create more books to be charged, discharged and shelved. We request that the CPLA Library’s student wage budget be reallocated to the Funk Library to maintain its current hours and to maintain its current level of basic services to an expanded clientele.

Re-shelving and record processing - $10,000 (new and reallocated, one-time)

A number of processes must occur to transfer a physical volume from one library location to another and update the corresponding records. To accomplish these in the desired timeframe with the least disruption of access to materials requires hiring temporary employees. Because the CPLA consolidation is taking place at a time of year when student employees are least available and least reliable, an Extra Help employee has been hired. A candidate with the necessary skills was identified, and she began work the work of April 21. The Funk Library is reallocating unspent portions of its FY08 student wage budget, with the understanding that the employee will also process Funk materials. In addition, Pat Allen has sought permission to reallocate FY08 salary lapse money that had been set aside for a different project. Further, any unspent portion of the CPLA student budget will be applied toward processing costs; a final figure is not available, but it has been estimated at $4,000.

Even with this funding from Funk and CPLA, we anticipate a need for additional student hourly labor for shifting the Funk Library collection to make room for the CPLA collection, unpacking and re-shelving books, and basic pick-and-scan location transfer processing in Voyager. We also anticipate the Content Access Management department’s need for temporary graduate student hourly labor to deal with cataloging problems discovered during the consolidation. We are guided in this by the recent closing of the Labor and Industrial Relations Library.

Moving of materials – $2,900 (already budgeted, one-time)

This estimate covers purchase of packing supplies and labor to move the books. Because pallets will not fit in either the Mumford or ACES elevators, it will take 2 people 6 days to load, move, and unload the boxes. This estimate assumes a simple mass transfer of the collection from one site to the other, although some materials may be selected for transfer to the Oak Street Storage Facility if appropriate. These costs have been covered by the Library Facilities budget.

Removal of furniture in CPLA Library - $855 (already budgeted, one-time)

This estimate covers four days of labor and a tank of gas. PACA will remove the cast iron shelving and antique circulation desk for re-use, at no cost to the Library. These costs will be covered by the Library Facilities budget.

Furnishings - $15,000 (new, one-time)
This rough estimate includes one or more large work tables and suitable chairs, four file cabinets to hold Illinois planning documents, and a bulletin board for CPLA related information, such as new book covers. Brands and models have yet to be chosen, and in order to match the existing architect-designed furniture in the Funk Library, tables and bulletin boards must be constructed by the campus Wood Shop; therefore this figure is quite rough. Among the furnishings needed are:

- File cabinets (4 five-drawer)
- Glass-doored wall display case (5x3 feet)
- Standing-height tables (2)
- Tall chairs (4)

**Presentation practice room = $20,000 (new, one-time)**

Students in design fields must make presentations as part of their curriculum, and our libraries offer no spaces for them to be videotaped as they practice. From the department of Urban & Regional Planning alone, at least 300 students per year would use such a facility in Funk Library. We propose converting an existing seminar room by adding equipment that can be secured so that the room can remain open as a group study spot when videotaping is not occurring.

Simmons College Library recently equipped a similar room at a cost of $14,000, including an LCD display, speakers, ceiling microphone, wall-mounted camera, crestron control panel in the table, VGA/ethernet/audio capture cables at the table, DVD/VHS player, DVD recorder, and cable TV connection. It is assumed that existing power and network connections will be adequate. A possible additional cost is window covering to control glare during taping. Lee Galaway believes it will cost much more than $14,000; CITES will need to provide a realistic estimate. In the meantime, the figure of $20,000 has been listed as a placeholder.

**Signage - $7,500 (new, one-time)**

The need for signs to demarcate the area set aside for reference and other specialized CPLA materials brings to the foreground the pre-existing unmet signage needs in Funk Library. To reduce confusion and anxiety among ALL users of the library, we request that the signage program outlined in 2006 be implemented. This rough estimate is based on a figure obtained from the F&S sign shop by Jeff Schrader, Library Facilities, with a 50% add-on for the new CPLA signs.

**Information technology - $6,530 (already purchased); $2,900 (new, one-time)**

To accommodate more users, ten additional public workstations equivalent to those already in the Funk Library were installed in March. These machines were already owned by the Library, having been purchased on FY07 funds. Maintenance and future upgrading of equipment will be supported by the Library's IT budget. Workstation costs were provided by Lee Galloway, Library IT.

New funding is needed for two public workstations with capacity to handle visual design applications, which will be accessed from servers on the Landscape Architecture and Urban & Regional Planning networks. Also needed are two scanners equivalent to that in the Ricker Library. Workstation costs were estimated by Lee Galloway, Library IT.
Collection enhancement – online journal back files - $4,000 (reallocated, one-time)

Although the full digital back file of the most-requested title, *Journal of the American Planning Association*, is not currently available for ordering (having been sold to a different publisher, Routledge, in 2008), several other journal back files have been identified which, if purchased, will enhance access to collections in urban and regional planning and landscape architecture. Some of these titles, published by Springer and Sage, are already priorities for acquisition as part of large publisher-based packages, when funds become available. $4,000 has been set aside in FY08 collection funds for the remaining individual titles.

Collection enhancement – other - $10,000 (new, recurring)

The new service model depends in part on extending the collection beyond traditional printed monographs and serials. In particular, we seek two kinds of new content:

- Design and construction materials: Most of these samples will likely be donated. However, some may need to be purchased, and some may need special containers. It is expected that the Landscape Architecture Department will share in the effort and cost of keeping this collection up-to-date.

- Online resources: A professional design library must include information tools such as standards and product directories. While some are available freely on the Web, so that the Library needs only to facilitate access through the online catalog and/or the online research resources database (ORR), others require annual subscriptions. Examples of such sources include:
  - *GreenSpec* (product directory) – free access; also included in *BuildingGreen Suite*.
  - *U.S. Green Building Council* (Membership includes *GreenSource* magazine and access to web-based member-only resources via password) – annual membership fee.

In addition, ongoing funding is needed to support annual licenses and/or access fees for multidisciplinary journal packages that include relevant titles, as well as to acquire print materials reflecting new emphases in the design disciplines.

Processing of vertical file materials - $945 (new, one-time)

The CPLA Library currently provides on-site access to a unique collection of materials housed in filing cabinets (53 drawers), including planning documents for Illinois communities which are not gathered together anywhere else in the state. The Department of Urban & Regional Planning asserts the value of these materials for research and teaching. Chris Prom (University Archives) made an informal appraisal of the files and suggested that, while some may be suitable for archival treatment and storage at the Oak Street Facility, it would be wisest in the short term to move them to the Funk Library and assess their use there. The four separate collections of planning documents (totaling approximately 27 cubic feet) will be housed in new matching file cabinets (included in the cost estimate for furniture, above) and located in the designated CPLA area. The remaining materials (approximately 58 cubic feet) will be placed in archival boxes and stored in the compact shelving on the fourth floor, where similar materials are already housed. One-time labor will be required to organize, box, and label the material.

- Archival acid-free boxes (60) @ $8.50 = $510
• Student hourly labor, 1 hour per cubic foot @ $7.50 x 58 feet = $435

Processing of “rare” books - $0

We assume that costs of transferring the small collection of valuable books to a more secure site (Ricker Library, the Rare Books & Manuscript Library, and/or the Oak Street Storage Facility, will be minimal and can be absorbed by the affected units. Knowledgeable faculty in Landscape Architecture (Dianne Harris) and Urban & Regional Planning (Rob Olshansky) have offered to consult on the disposition of these books.

Digitization - $21,000 (new, one-time)

The CPLA Library houses a significant amount of “grey literature” which is listed on its website but not fully cataloged. Faculty in the Department of Urban & Regional Planning have identified the American Planning Association Illinois Chapter Awards, 2001-2006, as most deserving of wider access through digitization. Betsy Kruger, head of the University Library’s Digital Content Creation unit, has estimated the cost of digitizing these materials at $21,000. Although these are municipal documents, permission from the copyright owners will be required to make them accessible in digital format. The estimated cost includes the labor of seeking permissions as well as the outsourcing of the digitization work.

Archival processing of ESLARP materials - $20,000 (new, one-time)

The extensive records of the East St. Louis Action Research project need to be preserved as part of UIUC’s institutional history. Archivists Bill Maher and Chris Prom have examined the materials housed in the ESLARP offices in Noble Hall and are preparing an estimate of the cost of processing and moving them. Collections transferred to University Archives are processed physically to ensure their preservation, and online finding aids are created to increase access to them. The staff of ESLARP are eager to collaborate on the transfer of the materials, which include paper files, maps, drawings, photographs, slides, and more. (The figure of $20,000 is a placeholder until Bill and Chris provide a realistic estimate.)

Possible future budget needs:

1. Over time, if usage of the remaining print vertical file materials from CPLA continues to be minimal, it may be desirable to relocate them to the Oak Street Storage Facility. In that event, University Archives would be asked to create online finding aids so that the materials will be discoverable through the archives database. An archivist would conduct a formal assessment of the collection, develop a work plan for processing it, and hire staff on a project basis.

2. A vision is developing campus-wide for curation of digital images. Ricker Library and Library IT staff have been part of the discussions. Such a system will benefit students and scholars in urban planning and landscape architecture, and could involve investments on the Library’s part to support those disciplines specifically.

Total request = $227,224 - $273,254
APPENDIX C – Approved budget and expenditures to date

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Additional notes:
- spearhead materials processing for the transfer of 18,008 items from CPLA to ACES & processing of 61,680 microforms relocated from ACES to Oak Street
- assist Extra Help employee with re-shelving, records processing and related activities
- 53 drawers of Illinois planning documents
- Awaiting cost estimates from University Archives (Chris Prom); Paula may pursue Provost funding

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Additional notes:
- Referred to AUL for Collections; decision awaiting further justification

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Moving materials from CPLA to ACES
Furniture & renovations for technology enhanced presentation space

**IT and Facilities to pursue quote for FY09**

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**IT EQUIPMENT & SUPPORT**

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**Equipment for technology enhanced presentation space**

**SERVICES**

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Grad hourly

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<tr>
<th>Description</th>
<th>Quantity/Price</th>
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<td>Support for the development of Web-based resources and other projects</td>
<td>8,000</td>
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**TOTAL**

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
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