Social Sciences, Health, and Education Library

Implementation Team Meeting

January 23, 2012; 9-10am

428 Main Library

Attended by: Nancy O’Brien (committee head), Mary Beth Allen, Lisa Romero, Lynne Rudasill, Lil Morales

1. Designated note taker: Lil Morales
2. The meeting minutes from January 9th were approved.
3. Discussion of SSHEL floor plan:

We began with each group member presenting their ideas for the proposed SSHEL space.

Lil recommended a mirrored floor plan on both sides. The Circulation/Reference desks would be up-front on the east walls of both sides. The main patron space, as well as part of the collection, would be in the main front rooms of both ESSL and BEL. This would highlight the tall windows and natural light, as well as the unique wood molding on the wall panels. The current office spaces on both sides would be opened up to increase user space. The majority of the collections would be housed in the back rooms of both sides. She proposed office space along the north windows of both back rooms. These rooms appear to have the least noise, which would make them suitable for offices. She also proposed another smaller office space, for what is currently the Reserves section in ESSL. Rooms 100B and 106 would be multi-purpose rooms, for group study, small conferences, etc. This space could also contain a part of the collections.

Mary Beth recommended that the Main Circulation/Service Desk would be along the wall, where the Reserves are currently located in ESSL. She also suggested public computer stations, be set-up close to both entryways. The windows should be cleared to allow for natural light. She thought the S and other circulating collections could be housed together in the back room of BEL, along with a few offices or study rooms on both the north and south sides of the windows. All of the periodicals would be in the back room of ESSL. There would be a Circ. Desk, on the BEL side, along the west wall where the current offices are housed. She thought rooms 100B and 106 should be instructional and multi-purpose rooms. She noted that the air handler in the back room of ESL is loud.

Lisa suggested the services should be up-front and visible to the patrons. She also thinks windows are important. For her, noise is not a big consideration. She also suggested that with
respect to the office machinery, it should not (all) be in one place. It should be placed with respect to the collections. Copiers work best near the periodicals and the reference collections.

Lynne proposed the main Circulating Collections and S-Collection all be together on the BEL side, which would be designated for patron materials and a quite study space. The current ESSL side would be designated for assistance and use. The service desk would be where the Reserves are currently. The offices would be on the ESSL side, along the light court. Rooms 100B and 106 would be multi-purpose for microfiche and film. The periodicals would be in the back room of ESSL. She would like to see high café style tables near the windows.

Nancy recommended room 106 be instructional space. 100B would be a multi-purpose room for microfiche equipment and cabinets to lock-up Assessment Tests. She also suggested a “New Book” section on each side, with comfortable lounge chairs. These would be near the Circ./Ref. Desk. The offices would be where the Reserves are currently in ESSL. The stacks space in the back of ESSL, would house the S and Curriculum collections and include study space. The Reference section would also be on the ESSL side. Journals would remain in their current space, but shelves would be against the wall to improve sight lines. An Exhibit Case would be in this section as well. The BEL side would have offices along the east side of the light court. There would also be an Exhibit Case and a “New Book” section. At this point, Nancy said we need to look at the ideas of the other group members. Lynne said we need to consider the need for small group study spaces. Mary Beth and Lisa agreed. A space with tables and seating for 4-8 people would be a must. In closing, we all agreed there were some similarities in the plans. We also agreed that any architectural elements, that are moved during construction, should be retained for either functional or décor use in the completed unit.

4. General Discussion/Next Steps

Nancy announced that Sue, will focus on the Assessment Plan. She also reminded the group of Tom’s e-mail, regarding funding for one-time collections purchases. Nancy said to think of ways this might be used. Lisa suggested things on microfiche could be made digital. Mary Beth suggested that Elsevier offers Health Sciences e-books that we currently do not own. Nancy agreed that any e-books and packages are a good idea for possible purchases.

Mary Beth brought to the group’s attention one of the reports on the G:Drive. She said it had some inaccurate information that should be changed or deleted. Nancy said it would be sorted out when the final report was written.

Nancy reminded the group that David Ward, will be attending the Feb. 6th meeting. February 13th, will be the final meeting date. Nancy stated that the new unit will be opened in stages. For this reason, she could not give any exact opening dates.
Mary Beth raised the question of the BEL journals and where they were to be housed. This sparked a discussion that SSHEL might not be the best location for the BEL journals. Lisa noted that maybe adopting Sue’s model from the LIS Library might be an option for disseminating the BEL journals and monographs.

5. Next meetings

Nancy ended the meeting by informing everyone, of the last three meeting dates. They are as follows: Jan. 30th, February 6th, and the 13th, 2012 from 9-10am. 428 Main Library.