Present: Mary Beth Allen, Nancy O’Brien, Lynne Rudasill, Sue Searing, Beth Sheehan, Lillian Morales, Tom Teper

Guest: Jeff Schrader

1. Beth Sheehan volunteered to take notes for the meeting.

2. Approval of meeting summary notes from the February 6th meeting was postponed until the next meeting on February 20th.

3. Jeff Schrader attended the meeting to discuss questions regarding collections space and group study space. The discussion was based on the following background information and questions posed by the committee:

A) Background: Group study space in the new unit. There was discussion of whether this can be accomplished through spaces with walls (preferably clear acrylic or glass for security reasons) and/or through the placement of furniture to create study spaces in the main rooms in SSHEL (Rooms 101 and 100). One concern mentioned was whether walled group study spaces would diminish noise since the ceilings in both rooms are so high and the acoustics tend to bounce from front to back. An alternative suggestion is to place group study spaces in 104 Main Library (listed as 100B on floor maps). Is this an option given the same consideration as to walled spaces and acoustics?

Jeff's Response/Group Discussion: Room 100B could be used for staff offices, or collaborative student rooms. The space would have cosmetic renovations- flooring, paint, power and data. If we choose to put classified staff in this space, Jeff recommends a setup similar to that used in the Slavic department of International and Area Studies Library, with modular furniture creating visual separation without the use of panels. This will be more flexible and adequate for staff. If we decide to make this collaborative study space, we could treat it as one large space, or divide it using acoustic panels similar to the group study space in UGL. This room could also be made into a seminar room.

Jeff does not recommend building walls (due to cost, and domino effect on other systems such as electrical, sprinklers, etc.), and the committee agreed that separation using panels and/or furniture designed for small group workspace is the preferred set-up.

Due to acoustical concerns, carpet is the recommended flooring in areas with group study work and high levels of activity, in order to dampen noise. Consideration of high traffic areas and durable flooring near the east entrance to the building is also important. This includes the east “reading rooms,” Rooms 100 & 101. Inclusion of some books in the front reading rooms (i.e., Reference collection, journals) would also dampen noise, and this is an option as long as sight
lines and the openness of these rooms are preserved. There is 450 linear feet of reference materials to be located in the front reading room space.

User spaces in other parts of the library could use tables that encourage 1-2 person work groups (similar to UGL), encouraging bigger groups to use a seminar/collaborative room. Literatures & Languages seminar room has a wireless display (which does not accommodate HD, but has been well-received). The committee noted that faculty have requested space for students to practice presentations, and a seminar room (in Room 100B, for example) with a similar set-up would satisfy this unmet need. It was suggested that it would be helpful to contact Jim Hahn/David Ward to see if there is any evidence of how students are using the group study space in UGL.

The goal is to locate patron spaces at the exterior walls of the rooms (and not wall shelving), which also helps with power options.

Room 106 has been designated as a computer lab/instruction room space. A cluster of tables in a separate room is also needed, to be used for instruction purposes.

B) Background: Collection space and what is possible in Rooms 112 and 123. We anticipate that the circulating collection in Room 123 (current BEL stacks area) requires space for 6,500 linear feet, plus some interspersed user spaces (tables, comfortable armchairs, or possibly carrels). We anticipate that the circulating collection in Room 112 will require space for 4,800 linear feet, plus some interspersed user spaces (tables, comfortable armchairs, or possibly carrels). Some of the 4,800 linear feet of shelving space in Room 112 will need to be adjusted for 9 linear feet of folio material, and 250 linear feet of kit material (included in linear total of 4,800). Based on the calculations you have already done for shelving in 225 Main Library, we would like to know if you anticipate any difficulties with space for collections of this size in rooms 123 and 112.

Jeff’s Response/Group Discussion: Jeff gave the committee a floor plan with shelving indicated in rooms 112 and 123, used to estimate linear feet of shelf space available in these rooms. This initial estimate, which includes 14 rows of cantilevered shelving in each room, would allow for 11,000 total linear feet (5,500 per room), at 7 shelves high and 85% shelf load. If 6 shelves are used instead of 7, there would be 9,400 total linear feet available.

These totals will accommodate anticipated collections needs in Room 112 (4,800 lin. feet), but anticipated needs for Room 123 (6,500 lin. feet) exceed the available shelving space as currently diagrammed (5,500 lin. feet). This may require additional weeding and/or move of some collections shelving into the east reading room spaces. Also, the team would like to include user space (study tables, lounge area) on either side in both Room 112 and Room 123, which will alter the footprint. Jeff will lay out options for including lounge areas (groupings of 6 seats, 2-3 groups) and study/reading tables. On the S-Collection side (Room 112), user study space should be located near the front of that room, in a staggered table/chair arrangement.

Tom suggested that we may want to consider the collections numbers Michael Norman is running, which indicate volume counts that will be transferred based on weeding criteria, in
thinking about the linear feet needed (anticipated needs are based on current shelf holdings in ESSL/AHS).

C) **Faculty/staff space:** Jeff needs to know the number of separate faculty offices needed, and number of staff workstations needed, so he can diagram placement options. Nancy indicated that after she receives information regarding recommendations from the BEL report (this week), we will be able to determine the number of faculty and staff spaces needed.

The furniture in staff spaces will be standardized to match IAS (classified staff) and Literature & Languages (faculty) furniture. Jeff will need to know linear feet of bookshelves needed in individual faculty spaces. Space allocations will also be dependent on the number of faculty with primary SSHEL assignment, vs. those with primary offices elsewhere and shared space in SSHEL. Jeff recommends using 80 in. tall acoustic panels, with partial glass to allow light to pass through. The group discussed the need for visual privacy, and suggested frosted glass or panels with built-in blinds.

D) **Timeline:** Jeff indicated that the first room slated for renovation (BEL collections space, Room 123) may be cleaned out and ready for construction to start this semester (pending EC decisions regarding BEL report).

Agenda items pending, to be discussed in future meetings:

1. Review of Team charge to make sure all points are covered
2. Discussion of online instruction/outreach in SSHEL
3. Discussion of assessment of SSHEL services and outcomes
4. Discussion of space and floor plans (including faculty/staff space)
5. Discussion of Virtual Reference and other services in SSHEL

Next scheduled meetings of the group: 9-10am on February 20, 27, 2012 (428 Main Library)