Social Sciences, Health, and Education Library

Implementation Team Meeting

May 14, 2012; 10-11am

225B Main Library

Present: Lil Morales, Nancy O’Brien (chair), Lynne Rudasill, Sue Searing, Mary Beth Allen, Tom Teper, Mary Beth Allen

Mary Beth Allen volunteered to take minutes.

Lynne has posted photos on the G:/ drive of UGL collaboration rooms.

In the draft final report, Nancy added several new paragraphs on pages 11-12 to provide more information about the children’s collection.

Tom distributed copies of “Appendix 3: Service Profile & Floor Plan of the IAS Library” to use as a model for what information should be provided to Jeff Schrader. This type of document will inform his development of the actual floor plan for SSHEL. Tom and Lynne will work further on this portion of the report.

The group discussed a more clearly articulated listing of the functions that need to be performed on each side of SSHEL, and their space requirements.

For example, in SSHEL-North, space should be developed to accommodate the service desk, the reference collection, journals collection, short-term loan collection, at least 14 public workstations, 4-5 library faculty offices, a collaboration room, a good mix of user seating, tables, etc., staff area behind the service desk with 4 workstations, copiers, scanners, accessible public workstation, and analytical software on 1-2 public workstations.

The group looked at the floor plans Kathleen sent by email, but focused discussion more on the functions that should be included in the space, rather than a certain arrangement. Functional information will be more helpful for Jeff as he develops actual floor plans. It’s important to stay on schedule to make good use of F&S time and keep them engaged in Library remodeling during the summer.

Overall, EC’s questions were addressed, and the final report is nearly ready to move forward. Nancy will continue working on the report and will meet the May 15 deadline for re-submission to EC.