**Library Building Project: Special Collections Facility – next step: Establish Subgroups**

No more than 5 persons per subgroup.

Subgroup Descriptions:

**1. Exhibits and Events**

The Exhibits and Events Subgroup should focus on how space assigned for use by exhibits and events can be maximized both through flexible space planning and state of the art technologies. The creation of exhibits and the hosting of events should support the teaching and learning objectives of the University and, as much as possible, provide for a focal point for Library and University Advancement. The sub-group focused on Outreach and Instruction will work closely with this group.

**2. Logistics and Operations**

The Logistics and Operations Subgroup should focus on identifying how routine operations that support all aspects of the work of the Special Collections units can be most efficiently and effectively carried out, both within the space previously known as the UGL and between other off-site spaces where materials will remain securely stored and managed. Transportation between the various locations of service and storage will need to be addressed as well as possibilities for processing workflows, particularly in light of increasing expectations for digitized content. The Office of Library Facilities will be expected to be an essential resource for the purpose of sorting out the operational logistics associated with transportation.

**3. Public Services**

The Public Services Subgroup should focus on all aspects of how we support all researchers (in person and online, academics and the general public). Space needs for public service activities needs to be designed with as much flexibility as possible. Classrooms, reading rooms, and consultation rooms should be designed to support a variety of types of instruction, reference, and research needs that may change over time. All proposed configuration options for spaces will benefit from keeping technology in mind.

**4. Outreach and Instruction**

The Outreach and Instruction Subgroup should focus on how we augment and advance classroom instruction and deliver content both on and off campus for instructional purposes and in order to expand outreach initiatives. The use of technology must be considered for delivery of instructional content as well as engaging the public through outreach activities. The sub-group focused on Exhibits and Events will work closely with this group.

**5. Environment, Security and Storage**

The Environment, Security, and Storage Subgroup should focus on providing guidance for how materials can be securely and reliably transported and stored both within the new space as well as between remote spaces. This Subgroup should also continue to highlight the environmental conditions and security features needed to ensure the space provides a safe home for the collections stored within. Personnel from the Preservation Services Unit will be expected to serve on and/or assist this group.