Undergraduate Library/Main Library Integration Working Group

Charge

10/2/2020

 **Background**

In alignment with the vision for the Main Library and Special Collections building projects, Undergraduate Library services, collections, and personnel are scheduled to begin moving from the current Undergraduate Library building into the Main Library in January of 2022. This transition will involve over 20 FTE of staff, faculty, academic professionals, graduate assistants, and student assistants, a collection of over 40,000 media and 80,000 print items, and a variety of unique spaces and services targeted at undergraduate students, including:

* Large group study spaces to facilitate active undergraduate collaboration around group projects;
* The Writers Workshop;
* Course-integrated library instruction programs;
* Research services;
* Media production studios;
* Loanable technology services;
* Media Commons consultation services;
* Programming for co-curricular activities with partners including the Counseling Center and health and wellness services from the McKinley Health Center;
* And more.

We anticipate three stages of development for the integration of Undergraduate Library Services. Initially, the move of Undergraduate Library Services and collections into the Main Library Building will occur while spaces continue to be occupied by the University Archives, IHLC, and RBML. As renovations are completed in the Undergraduate Library building, special collections units will relocate to the newly renovated facility, leading to a second stage in which other units “exhale.” The final stage will be the development of a new, fully integrated Main Library building.

The Undergraduate Library/Main Library Integration Working Group is charged with developing a plan for the first and second phases (only) of the building projects. That is, during the phase that all current Main Library units will still be in the building, and after the special collections units have moved to the Undergraduate Library building. These phases will last for an indefinite period, necessitating a plan that provides for a true integration of undergraduate services and collections, and a broad discussion of the allocation of services, collections, and personnel throughout the Main Library. There will be no space or unit designated as “The Undergraduate Library” at the conclusion of the move; therefore, discussions will need to analyze the entirety of the Main Library in order to make actionable recommendations.

The Working Group is charged with developing a patron-focused integration plan that results in a shared, collaborative vision for how to unify existing and successful Main Library services, spaces, collections, and personnel with those from the Undergraduate Library. The group’s recommendations should also consider ways that new combinations of services, collections, and personnel from all units involved may generate benefits for library users.

The Working Group will consist of a steering team to guide operations, provide oversight, keep the work on track with the designated timeline, and produce the final report and recommendations. In addition, a collaborative “hub-and-spoke" model of smaller, themed working groups, similar to that used in the Special Collections building planning, will be employed to broadly involve all units affected by the planned move. These smaller working groups will draw membership from units across the Main and Undergraduate libraries.

**Goals**

With the overarching goal of developing an integration plan that aligns with the proposed structure of the fully-realized Main Library Building Project, the Working Group will:

* Examine UGL services to determine how they fit within existing Main Library service profile and explore possible synergies;
* Develop priorities and an articulated service profile for Main Library building services and spaces based on needs of different user groups;
* Using the articulated service profile, identify staffing needs to inform the integration of UGL staff into Main Library units;
* Plan for the integration process of administrative aspects related to staffing and services:
	+ Connect/transition UGL staff to identified service priorities
	+ Confirm reporting lines;
	+ Management of evolving services as UGL and Main Library are blended;
* Examine UGL collections and identify appropriate areas for relocation;
* Collaborate with the Assistant Dean for Library Facilities, Library IT, and others to develop timelines and schedules for implementation;
* Develop a plan for communicating the integration plan to campus and Library constituents;
* Incorporate and work with ongoing developments in planning for the Special Collections building;
* Recommend iterative ongoing assessment and evaluation and adjustment plan after completion.

**Timeline**

**October 2020**:

EC appoints steering team. Steering team organizes working groups.

**November 2020-January 2021:**

*Steering team*: Inventory services, collections, and personnel; gather assessment data on existing work and space usage.

*Smaller working group*s: Consult with all units on priorities; investigate new or blended services, spaces, collections, and personnel.

**February 2021-April 2021:**

*Smaller working groups:* Discuss draft recommendations.

**April 30, 2021**:

Final smaller working groups submit reports steering team.

**May 31st, 2021:**

Steering team submits final report to EC.

**Summer-Fall 2021:**

Begin technology, space, and staff training and preparation for the integration process; move collections and services to their new home locations as they become ready

**January-April 2022:**

Undergraduate Library closes; remaining collections and services integrate into the Main Library