

RECOMMENDATIONS FROM LIBRARY SPACE DTF

INTRODUCTION

The Library Space DTF has spent a year analyzing the past, present and future use of the three floor library space. We have taken as a given that the reason for the library, the function of the library and its staff is to serve the college. Our job was/is to recommend the most efficient, least expensive, and most realistic use of that space for the next six years, bearing in mind that the enrollment will double during that period.

We used the following guidelines:

1. the charge from the Management Team;
2. the money available (present and future budgets);
3. the necessity for cooperation with other College areas, i.e., Academics, Facilities, College Relations;
4. the variety and quality of services the Library staff performs now and will be required to perform in the future.

During our study we constantly considered combining functions to enhance services and to make efficient use of the staff. We have talked with the staff. We have listened to suggestions, plans, projections from Library people and from other College members. We studied all these carefully, then made several lists. We itemized present and projected services. Following is a partial list:

- | | |
|--------------------------------|---|
| 1. Circulation security system | 6. Twenty-four hour study area |
| 2. Reserve book area | 7. Combined media services |
| 3. Audio listening area | 8. Documents relocation |
| 4. The gallery | 9. Added reference shelves and index tables |
| 5. Added stack shelves | 10. Vertical file relocation |

Next, we rearranged the list to reflect the sequence of changes we understand will be made during the next six years. For instance, a circulation security system will precede a permanent, enlarged gallery. Finally, we listed the changes we can afford now (i.e., expanding circ.), the changes we need to write in the next budget (stack shelving), and the changes that involve capital expenditure. We decided, on these bases to recommend the plan you see: a two-phase plan based on two-to-three biennia, a six year projection.

The Library Space DTF recognized the desirability of locating the College gallery on the second floor of the library building. We believe we have been able to accommodate this college-wide need and still provide the necessary space for library functions.

Finally, the DTF needs to bring closure to this project, but recognizes that there will be new space needs developing as the library continues to improve service. Areas of potential need might include the location of a mini-computer for library circulation, reserve reading room, and space in the library building for a twenty-four-hour study area.

The Evergreen State College
February 22, 1980

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FIRST FLOOR -- EXISTING AREAS AFFECTED: MEDIA SERVICES, MEDIA REPAIR,
ELECTRONIC MEDIA PRODUCTION

This plan is based on the assumption that during the 1980-81 period Media Loan will be displaced by the activation of the audio listening area and a combination of gallery shift/expansion and the accommodation of the revised circulation desk/reserve book area, and security system installation.

Phase One - 1980-81

1. Renovate a suitable area for Media Repair/Central Repair to move to. The space currently utilized as the library "cage" in the basement is suggested. Plans are underway for expansion of the Set and Model Shop. We suggest the addition of another wall section and doors would not require a major expenditure.
2. At the same time as No. 1 above, relocate materials currently housed in the "cage" or discard unwanted items. This may require a smaller caged area be established elsewhere in the library basement.
3. Move Media Loan into the space formerly occupied by Media Repair. This would require minimum space modification or renovation. We recommend the entire complex be available for Media Loan, to include 1309, 10, 11, 12, 13 and 1501, 1502. Media Loan could also share the receptionist function in Media Services as needed. Space in Mini-Media could also be shared for proficiency testing and equipment checks.

Phase Two - 1981-83

1. Provide needed modification to assure Media Loan and Media Services have efficient work spaces and conditions. Modifications would include changes in door openings and perhaps minor wall changes. Additional expense could come from new counters and/or cabinets. Media Loan staff could best plan this phase, especially after utilizing the area "as is" for a period. (Phase One)
2. The largest expense could arise from modifications to the unfinished Television Control B and Studio B. We recommend the completion of this area hold a lower priority than the above, all of which form a "domino sequence." The Control B/Studio B remodelling is not affected directly and, therefore, can be considered the final area to be completed. In the past the capital budget has included requests for smoothing the Studio floor, finishing Studio B into a properly wired and sound-proofed room, and enlarging of Control A into the Control B space to accommodate group instruction. We believe that the basic concept is still worthy of our recommendation. Some modification of Master Control (1315) may also be required to accommodate video tape editing stations currently located in space to be incorporated in the Control B/Studio B remodelling.

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SECOND FLOOR

Phase One - 1980-81

There are four changes to be made on the second floor in this period according to our study. The Media Loan area must be moved down to the first floor so that the other three changes may be made. Then, the circulation area can expand, as can the gallery. Finally, the long desired audio listening center can be established.

1. Media Loan must move first if the rest of this plan is to function. For details on the moving of this area see the first-floor plan for details and location. Media Loan is now in need of more space and, due to the need for space by other areas on the second floor, it is felt that the best location which could increase the Media Loan space is on the first floor.
2. Circulation needs more space (according to Debbie's memo of April 9, 1979*, and needs to have closer access to the main entrance to use the security system which we have been informed is forthcoming (see attached memo from Jovana March 27, 1979). There is also a need for more reserve shelving space. In answer to these needs, circulation will be expanded from its current space to incorporate parts of open space previously used for access to Media Loan and some gallery space. This area will be temporarily walled, using existing partitions. This temporary set-up puts circulation into the space and area which will become permanent in 1981-83.
3. The gallery will change drastically in the next four years according to the plan by Sid White*. In order to provide space for this plan the gallery will expand in this first period to include the open areas around where Media Loan was, and slightly more than a bay of the Media Loan area proper, including a storage area. This new space will give the gallery the same space and in the same location as it will eventually hold permanently.
4. The audio listening center can be created out of the audio dubbing station and part of Media Loan. This space is large enough for record storage, individual listening stations, and group listening rooms as suggested by the Audio DTF*. It also offers public access from nearby stairs and elevators. The most expensive part of these plans is the building of a wall between the audio listening center and the art gallery.

This interim plan (see 1981-83 for final) places most of the major changes in their permanent location with their final amount of space immediately without costing as much as the final plan. It can provide new functions (such as the

*These memos are on file in the staff room. Please read them if you are interested.

audio center) quickly without being in final form. It is hoped this will solve the problems of space on the second floor until such time as capital funds are available to finish the permanent work.

Phase Two - 1981-1983

The main thrust of this plan is to make permanent the temporary changes of the Phase One plan and, with more monies for remodelling, be able to build or change areas for other functions. The areas to be finished from their temporary basis are circulation, the gallery, and the audio listening center. Other things which will need to be done when funds become available are: move interlibrary loan (enclose the area), enclose budget office, build reference and technical services offices and, if necessary, give a bay of technical services to reference for expansion. All the work suggested in this plan depends on a capital budget allocation.

1. To complete the work for the circulation area it will be necessary to wait until the gallery is made permanent. When academics builds the permanent walls and entrances to the new gallery they will be building the walls needed for the library to make circulation location permanent. Remodelling the gallery entrance will also place the security system closer to the circulation area. Two group listening rooms with soundproofing can be put in the existing audio listening center space.
2. Interlibrary loan needs to be moved from the back corner of reference to the front. Due to a need for a more secure area it will be necessary to build a counter or wall of some type around that area. This move will not decrease reference space, it will only relocate it.
3. The budget office area needs to have better lighting and be quieter. In order to answer this need, the area should be walled in and better lighting installed*.
4. Technical services needs an office for the coordinator which could be built in the acquisitions area.
5. Reference may need more space* to expand due to increase in collection size. If it should, possibly one bay could be given reference from technical services. However, that would require additional costs to tear down three walls and build two. Reference will also need additional office space which could be built in acquisitions.

This final plan finishes the changes suggested in the Phase-One plan (temporary) and would complete in one stroke many smaller changes which should be made. Completing circulation changes depends up completion of the gallery but all the other suggested changes depend only upon the availability of funds.

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THIRD FLOOR

Because of the nature of the beast...

On the floor plans for the third floor we have indicated the number of 3' sections that will fill a given area of the library. In parts of the narrative we will speak variously of linear feet of shelving, linear feet of books, and numbers of shelves needed. Each of these is a separate measure of library space. Be careful not to confuse them.

The numbers on the tables indicate the number of 3' sections which currently exist in an area (Table A), or which could exist in an area (Table B). They do not indicate the number of shelves in an area.

A section equals both sides of a three foot shelving unit.

In periodicals ... a section has 10 shelves (5 on each side) in a display area
and 12 to 16 shelves (6-8 on each side) in the rest of the area.

In documents ... a section has 12 shelves (6 on each side).

In the main stacks ... a section usually has 14 shelves (7 on each side) but it can vary greatly ... the N sections have 8 shelves (4 on each side).

Charge to the Library Space DTF:

The Space DTF is charged to study the Library's space needs and make recommendations covering the period from 1981 to 1987. The recommendations should include expansion out of existing Library space and continuation of centralized library service (no satellite libraries). There should be wide consultation with Library Group members due to this study's wide ranging effects.

The study should include:

1. The Library Space DTF recommendations for the 1979-81 Capital Budget.
 2. Prior space studies for the Library.
 3. Library standards for space utilization.
 4. Requirements for access for the handicapped.
 5. Draft Audio Policy and consultation with the Audio Policy DTF.
 6. Council on Post Secondary Education report on Evergreen.
 7. Projected growth rate for TESC, including student enrollment and collection size when this information is available.
 8. College-wide space plan as it pertains to the library.
 9. Inter-institutional agreements on space (the formulas Kris Robinson uses in Facilities).
 10. Reasonableness in terms of projected growth rate, budget status, etc.
 11. Library agreements with other institutions or agencies (WSL, etc.).
 12. Library DTF report
 13. Space requirements for projected new library services
- The Space DTF should also be involved with the 1979-81 Capital Budget allocation process, confirming previous recommendations or making new recommendations. The Space DTF also should make closer cost estimates in this allocation process.

The space DTF should report back to the Management Team with a plan for carrying out the study within four weeks after they are constituted as a DTF.

Chair

Mary Sweeney

Recorder

Eileen Burke McConl

Date

January 9, 1979