

## Executive summary

Academic libraries have long been considered a cornerstone in higher education, supporting the traditional teaching and research needs of students and faculty. Traditional functions and services included support functions for use of materials warehoused in the facility, and the occasional need to borrow items from other libraries. In an academic library, the traditional library was a place for quiet study, and technical processes to support the warehouse activity were basically manual activities: stamping and labeling the books ordered by sending a paper order form, the typing of catalog cards, and the checking in and out of books by signing the card in the back pocket! Such was the case when Cooper Library opened in 1966, as a state of the art library facility.

While libraries have remained a place for information, its access, and its ultimate use, the virtual library has emerged with new and varied information technologies providing new facets and challenges to the traditional model. Technology has transformed the workplace in libraries, providing streamlined and alternative approaches to workflow. Technology has also rendered some format types obsolete and certainly reduced the demand for others.

Despite the proliferation and use of electronic resources, Cooper Library continues to see increased use, as the campus center for learning, collaborative activities, socializing, and eating. In a 2009 student engagement survey, students were asked, "Where do you hang out on campus?" While the cumulative total for 'dining halls' received the greatest number of responses, the second highest total was 'the library.' On April 25, 2011 Cooper Library experienced its highest single gatecount for a 24 hours period of 9555, and will reach an all-time high annual gatecount for 2010-2011.

For continuous improvement, the Library regularly solicits feedback from our students and asks students for their reaction to academic library trends. In addition, library faculty have facilitated a Creative Inquiry Team of students to study THE LIBRARY OF 2015. The Team conducted research and initiated surveys providing data for use in facility and service planning. One result of listening to students is the Cooper Library Learning Commons, phase I installed fall semester 2010.

Other factors affecting the Library include demands on current space and limited funds for physical expansion of Cooper Library. Earlier plans for a major addition to Cooper Library in the current economy are no longer realistic. At the same time, off-site storage opportunities may lessen the competition on prime campus real estate, and have provided alternatives to a physical expansion of Cooper Library.

Other campus dynamics including new Cooper Library tenants and the loss of current tenants provides opportunities to reconfigure and more greatly utilized the existing facility. Factors outside Cooper Library, to include construction to the South of the building and plans for outdoor spaces, have an impact on Library entrances and the placement of activities within.

In our work with Craig, Gaulden and Davis Architects, efforts were focused on description of our tasks in each unit, the relationships across units, the services provided, the shortcomings of our current facility and what we understood to be the desires of our students, faculty and employees. By analyzing our present condition and providing recommendations for future facility use, direction emerged to guide short term decisions as well as a vision for 2020.

The work represented in the pages following serves as a road map rather than a master plan. Quite often, the unexpected internal and external forces may yield an alternative route to reach the destination. With a flexible roadmap for Cooper Library facility plans, incremental changes and realistic phasing provides a dynamic document perfectly designed in this ever-changing and anything but traditional foundation of the University, known as Cooper Library.

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Tab 1

**Programming Notes**

"R.M. Cooper Library Strategic  
Planning Meeting" – 3.18.2011

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Tab 2

**1st Floor**

Existing and Proposed Floor Plans

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Tab 3

**2nd Floor**

Existing and Proposed Floor Plans

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Tab 4

**3rd Floor**

Existing and Proposed Floor Plans

---

Tab 5

**4th Floor**

Existing and Proposed Floor Plans

---

Tab 6

**5th Floor**

Existing and Proposed Floor Plans

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Tab 7

**6th Floor**

Existing and Proposed Floor Plans

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Tab 8

**Summaries**

Overall Seating Summary  
Departmental Square Foot Summary

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## R. M. Cooper Library Strategic Planning Meeting

Friday March 18, 2011

### **Acquisitions** - Gail Julian

*Role:*

This department is responsible to oversee the acquisition of new materials for the University Library system. Additionally, this department oversees the mailroom operations and the donations of gift materials to the library and the annual gift book sale that generates annual revenue of \$10,000+.

*Location:*

This department is currently located on the 3<sup>rd</sup> floor, ground level near the delivery/staff entrance, however, the Acquisitions staff is located in three different rooms. The current arrangement does not facilitate cross training among the staff and reduces the department's overall efficiency.

Gift Book Storage: Currently is located throughout the space where any available area can be found. A separate storage room for these gifts books should be provided in order to not keep the Acquisitions area safe and organized and to isolate donated materials from possibly contaminating the overall collection from contamination of mold and mildew until the items can be sorted and reviewed.

Java City Deliveries: These are large in magnitude and disruptive to the library functions that take place in that area. Ideally, the Java City deliveries could be diverted directly to their space and not require the oversight of library staff.

### **Cataloging** - Lisa Bodenheimer

*Role:*

Catalogues and processes new incoming materials for the University library system as well as existing materials that are moved to different collections within the system and materials being transferred to repository.

*Location:*

The current workspace is inadequate to effectively support the department's tasks. The staff is located in two different locations with faculty located on the 3<sup>rd</sup> floor and in two different rooms

on the 4<sup>th</sup> floor. The current locations do not facilitate cross training among the staff and reduces the department's overall efficiency.

Faculty prefers this department to be consolidated and located adjacent or near, but on the same floor as Acquisitions.

Offices: Librarians in this department do not have offices or adequate space to support their tasks or meet supervisory privacy needs.

### **Resource Sharing** - Jens Holley

*Role:*

Much of the activities in this department involves the borrowing and sending of books and materials from one location to another.

Responsible for handling ILL (Inner Library Loan) activities, PASCAL (Partnership Among S.C. Academic Libraries) activities, on campus library delivery services as well as transportation to CU's off campus repository.

*Location:*

This department is currently on the 4<sup>th</sup> floor and prefers to remain on this level to be close to the circulation workroom where much of their materials are picked up by faculty and students and to provide a service point for those who need their services.

### **Circulation** - Teri Alexander

*Role:*

This department is responsible to maintain the entire library collection and involved pulling and re-shelving materials to their proper place throughout the building. Additionally, this department assists students and faculty when they first enter the library and they are responsible for the security operations at the buildings exit.

This department also provides space reserves and equipment checkout. Discussions explored the possibility of the IT department taking over equipment checkout at their service desk on the 2<sup>nd</sup> floor since their area most likely will maintain the equipment and already handle some of these activities.

*Location:*

The current location is good; the department is near the entry and circulation desk and central to all the floors of the library. The staff is currently located in two adjacent but separated rooms. Consolidating these two rooms into one would better facilitate efficiency and cross training of the staff.

## **Reference - Suzanne Rook-Schilf**

### *Role:*

Major focus is helping faculty and students with using the library and its resources, teaching BI classes and reviewing materials in the collection related to various emphasis areas

### *Location:*

Offices: Currently 13 librarians in offices spread out over two floors. It is preferable to have these offices located near each other, with direct access from the public area. Being located near each other would promote a more collegial environment and make

BI Classrooms: Better if more flexible and not so hidden. BI classes are a freshman requirement and take place throughout the year with a significant number of classes taking place in the first few weeks of each semester. These classes are best conducted with a ratio of 1 librarian to 24 students.

3<sup>rd</sup> Floor Classroom: This is a “smart” classroom that seats about 30 students and sometimes overflows, ie. not enough seats.

Reference Workroom: primarily for BI instruction preparation, less printing and production than in the past. Now materials are made available for students to download and print on their own.

Collection: the reference collection can be reduced by 75% with some materials being discarded, some sent to repository and some integrated back into the general collection.

## **IT –Brandon Hall**

Currently the IT department has three service points; a service desk on the 5<sup>th</sup> floor, a service desk on the 4<sup>th</sup> floor and their main service area on the 2<sup>nd</sup> floor. It would be more efficient if the number of service points could be reduced to 2.

The current “lobby” space outside of the 2<sup>nd</sup> floor IT service area is inadequate to accommodate the large number of student who congregate their during times of high traffic. This space should be increased to relieve congestion in this area.

**Imaging:** These two rooms, currently located on the 1<sup>st</sup> floor behind the monumental stair should ideally be located on the 2<sup>nd</sup> floor to be adjacent to the It department and staff.

**Library IT:** The Library IT department currently located on the 3<sup>rd</sup> floor could be relocated if a better and higher purpose can be identified for their current space.

## **Administration – Kay Wall**

### *Issues:*

**Administrative Offices:** Entrance to this area used to be located through the Byrne’s Room but was not easily identifiable. A new entrance was located off of the public area but eliminated an office in the process. Ideally another office can be provided in the Administration area to accommodate an associate Dean Position.

**Java City:** The current location on the 5<sup>th</sup> floor should not be considered fixed. It has been suggested that relocating to the 3<sup>rd</sup> (ground) floor could allow outdoor seating under the bridge and adjacent to the reflection pond. This location could also allow Java City to receive their deliveries directly and relieving the pressure on the current mailroom/delivery area.

**Way-finding:** Effective signage is needed throughout the library.

**Technology:** Currently limited cell service on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the library.

## **General Seating**

**Study Rooms:** There are currently 6 group study rooms. This is extremely inadequate when compared to other pier institutions. The University-wide “Creative Inquiry” emphasis has increased the need for collaborative space where small groups can meet and discuss their projects without being disruptive to others studying nearby. The faculty believes a variety of small group study rooms ranging from 4-6 students, 6-8 students and 10-12 students would be ideal. These small group study rooms should be equipped with whiteboard and technology to support the group’s work.

**Individual Seating:** With an industry standard target to seat 10% of the student FTE count, the current library spaces does not have enough seating to support the current on campus student body. This is very apparent during weeks leading up to exams where student are forced to sit on the floor and in corridors to study. Often, students will sit on the floors in lieu of tables because on the lack of power receptacles near the tables. Ideally, all study tables should be equipped with power for laptop computers and other technological devices.

Lounge Seating: Lounge seating should be located in and around the popular materials collection and smaller pockets of lounge seating should be located throughout the library.

Study Tables: The faculty recommends more tables be located near the reference desk to better accommodate study and research activities in that area.

## **Collections**

Government documents can be reduced by 50%.

Children's collection can be located anywhere in the library.

Popular Materials are preferred near the entry to emphasize these collections.

5<sup>th</sup> Floor Stacks must remain in their current location because they support the 6<sup>th</sup> floor mezzanine.



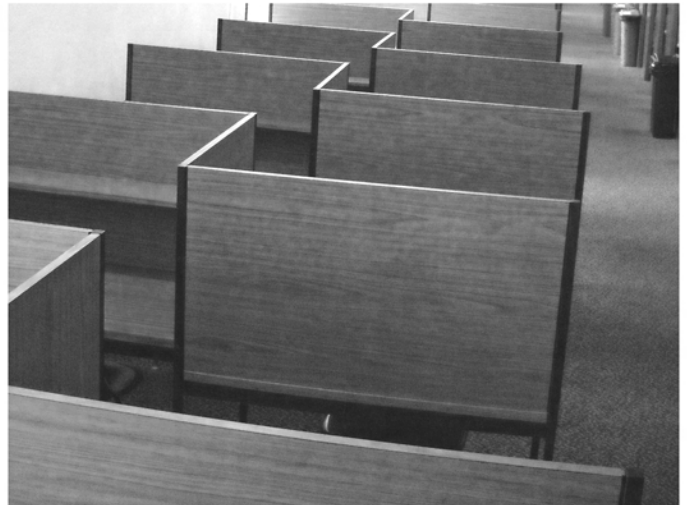
## 1st FLOOR SUMMARY

This floor is currently marked by an inefficient study carrel layout and study room arrangement.

This proposal calls for rearranging the current carrel layout and adding additional carrels in order to increase efficiency and quantity. The three existing study rooms and adjacent lobby space would be renovated to make six group study rooms, and the storage room in the southwest corner would be replaced by two group study rooms. Additionally, the relocation of the Imaging department makes room for additional study carrels and some shelving relocated from the 2nd floor.



The side aisles should be rearranged with aligned, uniform carrels to maximize efficiency.



In our inventory process, we identified these dual-faced study carrels as Type E. They are inherently inefficient, as they cannot be arranged back-to-back. Replacing all of the Type E carrels on the 1st floor with single-faced Type B or Type D carrels would allow for greater numbers.



Various spaces on this floor contain disparate collections of study carrels. Rearranging the carrel layout would result in a higher seat count and a more sensible arrangement.



The 1st floor lobby, with its large round tables and small collection of lounge furniture, represents an inefficient and ineffective use of space. This space could instead be used for additional group study rooms.

1st Floor

		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	0	0	0	0
<b>Study Carrel B</b>	(24" x 42")	39	39	42	42
<b>Study Carrel D</b>	(24" x 36")	100	100	213	213
<b>Study Carrel E</b>	(32" x 84")	13	26	0	0
<b>Table</b>	30" x 72"	0	0	0	0
<b>Table</b>	3' x 6'	0	0	0	0
<b>Table</b>	4' x 6'	0	0	0	0
<b>Table</b>	4' x 8'	0	0	0	0
<b>Table</b>	36" x 90"	0	0	0	0
<b>Table</b>	42" x 120"	0	0	0	0
<b>Table</b>	48" Rounds	0	0	0	0
<b>Table</b>	53" Rounds	0	0	0	0
<b>Table</b>	72" Rounds	2	10	0	0
<b>Lounge Seating</b>		4	4	0	0
<b>Misc Seating</b>		0	0	0	0
<b>Small Study Rm</b>	4' x 6' Table	2	8	4	16
<b>Med Study Rm</b>	4' x 8' Table	2	12	4	24
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	1	18	0	0
<b>Classrooms</b>	36 Seats	0	0	0	0
<b>BI Classrooms</b>		0	0	0	0
<b>Computers</b>		0	0	0	0
<b>Listening Stat's</b>		0	0	0	0

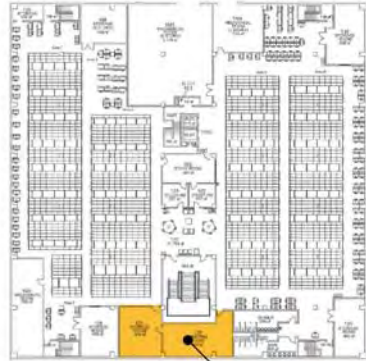
<b>Totals By Floor</b>	217	295
<b>% Increase by Floor</b>	Increase	36%





PHASE IA: RELOCATIONS

- 1 ACADEMIC SUPPORT RELOCATES TO NEW BUILDNG
- 2 DIGITIZATION RELOCATES TO OFF-SITE REPOSITORY.
- 3 IMAGING RELOCATES TO 2ND FLOOR IN CURRENT DIGITIZATION SPACE.
- 4 REDUCE GOVERNMENT DOCUMENTS BY 50%
- 5 WEED THE REST OF THE GENERAL COLLECTION. ELIMINATE SHELVES IN THIS AREA. ADD/RELOCATE STUDY TABLES TO THIS LOCATION.



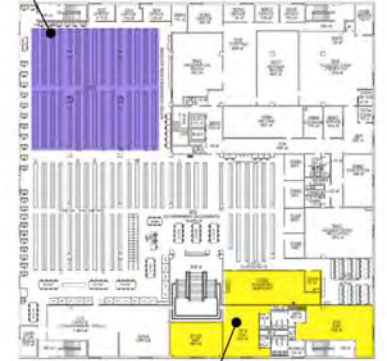
FIRST FLOOR

3



SECOND FLOOR

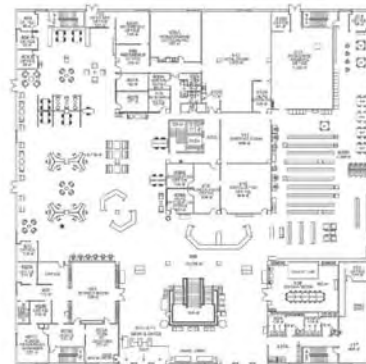
2



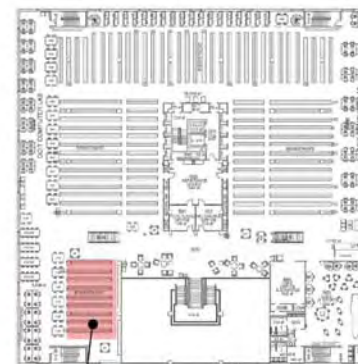
THIRD FLOOR

1

4



FOURTH FLOOR



FIFTH FLOOR

5



SIXTH FLOOR

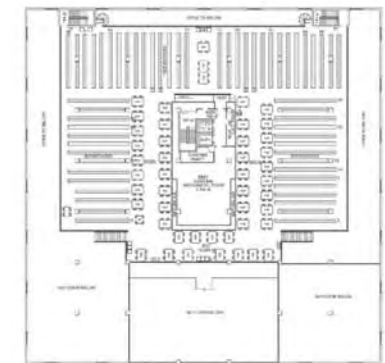
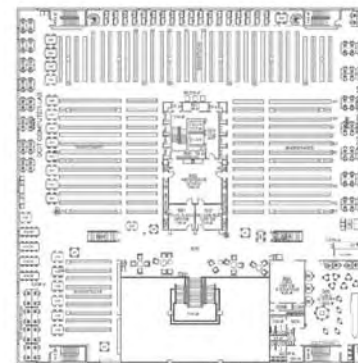
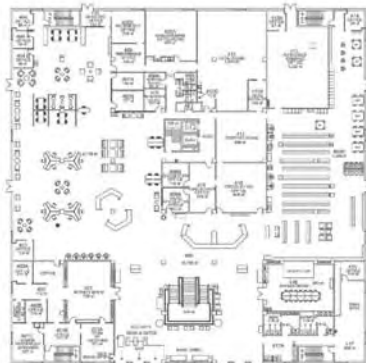
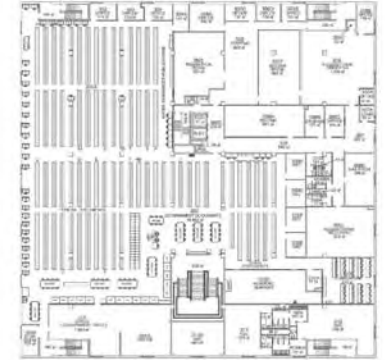
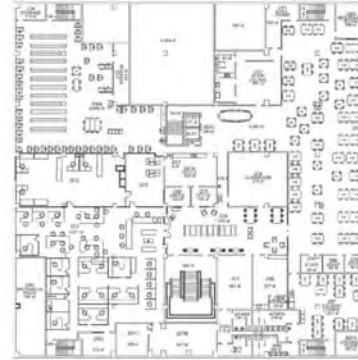
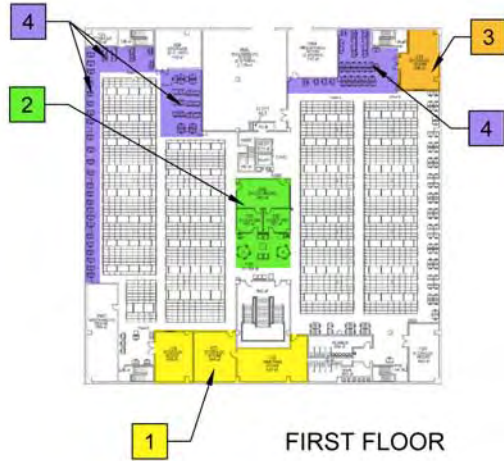
PHASE IB

**1** DEMOLISH WALLS, RENOVATE TO ALLOW FOR NEW FINISHES, ADDITIONAL SHELVING, ADDITIONAL STUDY CARRELS

**2** RENOVATE TO CONVERT 3 CURRENT STUDY ROOMS TO 6 SMALL GROUP STUDY ROOMS

**3** RENOVATE CURRENT STORAGE ROOM TO ADD 2 SMALL GROUP STUDY ROOMS

**4** REARRANGE CURRENT CARREL LAYOUT AND ADD CARRELS TO INCREASE QUANTITY AND EFFICIENCY



## 2nd FLOOR SUMMARY

This floor is currently marked by an inefficient table layout and a lobby which is prone to overcrowding when the University I.T. department is particularly busy. Additionally, the current stacks and study seating in the southeast corner are isolated and poorly arranged.

This proposal calls for the southeast corner to be vacated and replaced by the Library I.T. department, where it would be adjacent to the University I.T. department. Library computers from the 5th floor would be relocated to this floor, thus creating a new instructional commons area and reducing the number of I.T. service points within the library from 3 to 2. Group study rooms would be added along the western edge. Two bibliographic instruction classrooms would be added in the northeast corner, and access to the adjacent restrooms would be improved. The new lobby arrangement is open and would mitigate overcrowding.



The lobby of the 2nd floor is vulnerable to overcrowding due to its confinement and its orientation relative to stairwell doors. Relocating the Library I.T. offices would allow for this lobby space to be opened up and extended.



Currently, this floor contains a large and varied assortment of tables and chairs. This area would instead be filled with computer stations relocated from the 5th floor. Additionally, group study rooms would occupy the perimeter.





The Southeast corner of this floor is currently isolated from all other public spaces and contains a random and inefficient collection of furniture. Relocating the existing stacks in this area would make room for the Library I.T. department to move in.



Round tables are inherently inefficient when trying to maximize seating. When the reading tables from this floor are relocated to other floors, the round tables should be replaced with rectangular tables.

## 2nd Floor

		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	0	0	0	0
<b>Study Carrel B</b>	(24" x 42")	6	6	0	0
<b>Study Carrel D</b>	(24" x 36")	40	40	0	0
<b>Study Carrel E</b>	(32" x 84")	2	4	0	0
<b>Table</b>	30" x 72"	4	16	0	0
<b>Table</b>	3' x 6'	3	12	0	0
<b>Table</b>	4' x 6'	37	148	9	36
<b>Table</b>	4' x 8'	9	54	0	0
<b>Table</b>	36" x 90"	0	0	0	0
<b>Table</b>	42" x 120"	0	0	0	0
<b>Table</b>	48" Rounds	2	8	0	0
<b>Table</b>	53" Rounds	11	44	0	0
<b>Table</b>	72" Rounds	0	0	0	0
<b>Lounge Seating</b>		20	20	20	20
<b>Misc Seating</b>		18	18	0	0
<b>Small Study Rm</b>	4' x 6' Table	3	12	9	54
<b>Med Study Rm</b>	4' x 8' Table	0	0	0	0
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	1	18	0	0
<b>Classrooms</b>	36 Seats	0	0	0	0
<b>BI Classrooms</b>		1	24	2	51
<b>Computers</b>		0	0	144	144
<b>Listening Stat's</b>		0	0	0	0

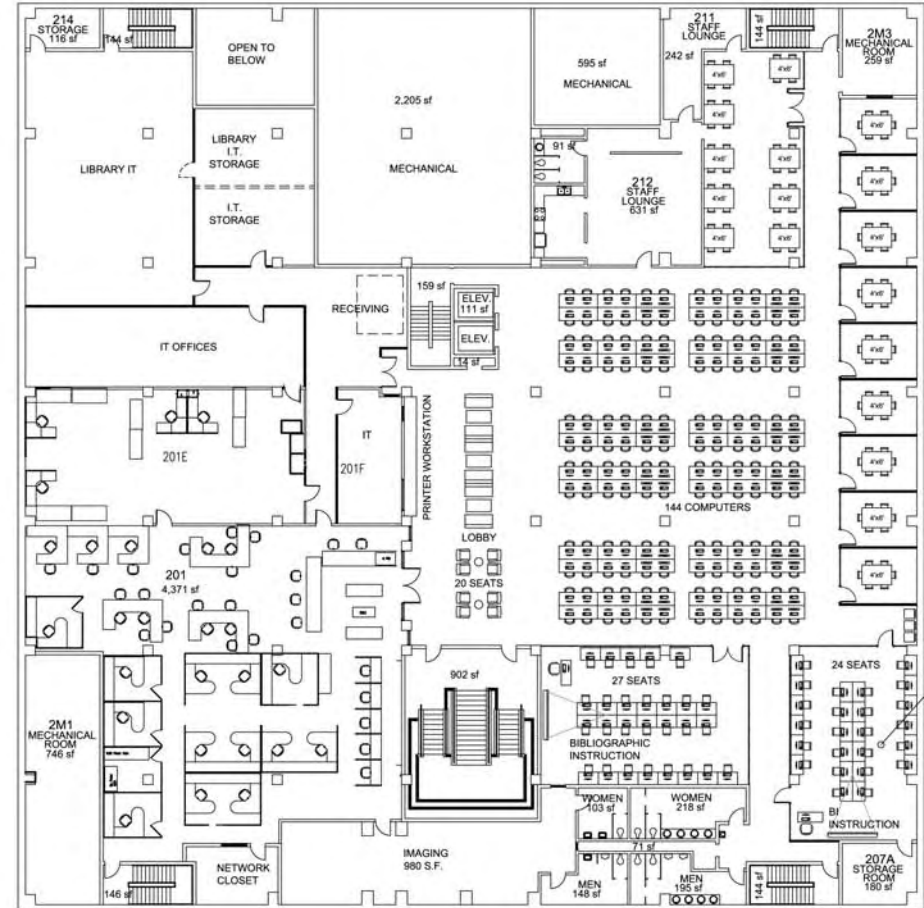
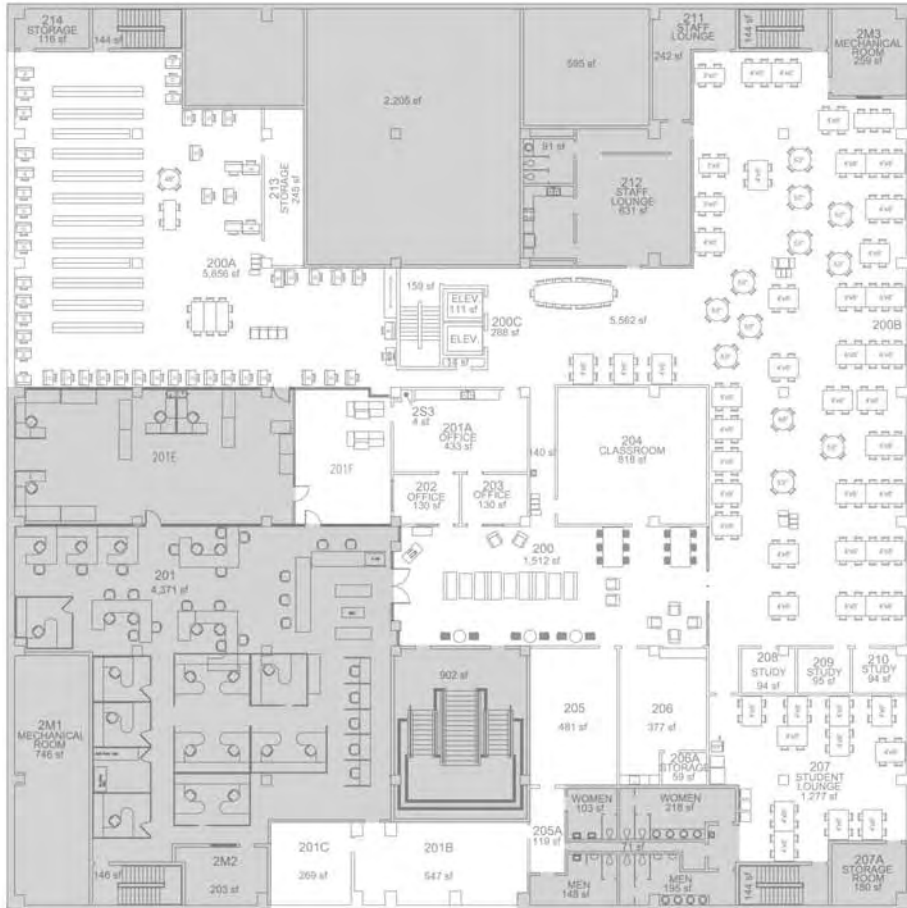
**Totals By Floor**

424

305

**% Increase by Floor**

Increase -28%





## PHASE II

- 1** MOVE OVERSIZE COLLECTION TO ADDITIONAL SHELVING ADDED TO 1ST FLOOR
- 2** REMOVE/RELOCATE AND STORE UNUSED SHELVING AND FURNITURE IN THIS AREA. RENOVATE TO RECEIVE LIBRARY INFORMATION TECHNOLOGY DEPARTMENT.
- 3** RELOCATE INFORMATION TECHNOLOGY OFFICES AND PRINT ROOM INTO NEWLY RENOVATED 2ND FLOOR INFORMATION TECHNOLOGY SPACE.
- 4** RELOCATE LIBRARY INFORMATION TECHNOLOGY DEPARTMENT FROM CURRENT 3RD FLOOR LOCATION TO RENOVATED SPACE ON 2ND FLOOR.
- 5** RENOVATE BALANCE OF 2ND FLOOR CREATE 2 NEW B.I. CLASSROOMS, STUDY ROOMS, AND EXPANDED LOBBY SPACE
- 6** RELOCATE 5TH FLOOR COMPUTERS TO RENOVATED 2ND FLOOR



## 3rd FLOOR SUMMARY

This floor currently houses the government documents collection and the Academic Support department. The Acquisitions department is currently split into two spaces, and the Government Documents Cataloging offices are isolated from the other Cataloging offices, which are currently on the 4th floor.

This proposal presupposes the relocation of Academic Support to its new building, which is currently under construction. This opens up space and represents a starting point for the entire sequence of proposed changes. In the end, this space would be occupied by a seminar room, group-study rooms, and restrooms with restored public access. The consolidated Cataloging department would occupy the northwest corner, and would connect via staff corridor to the consolidated Acquisitions department and a dedicated library recycling area. The acquisitions and cataloging functions would be economized by the adjacencies of this new layout.

Additionally, half of the government documents and a percentage of the map collection would be relocated to offsite storage, making room for Java City, which would be relocated from its current location on the 5th floor. This new location for Java City enables outdoor access and exterior cafe seating. It also provides easy ground-level access for related deliveries and storage.

Finally, in conjunction with a new public entrance at the 4th floor, an elevator would be added at the south wall of the 3rd floor for handicap access.



Relocating portions of the government documents and the map collection will make space for larger, more-centralized collections of study tables. It will also allow the Cataloging department to be consolidated into one space.



The Acquisitions department is currently divided into separate, cluttered spaces. A consolidated Acquisitions space would be thoughtfully designed to make for a more pleasing and more efficient work environment.





A consolidated Acquisitions area would result in greater efficiency and would offer better, more orderly space for items such as gift books.

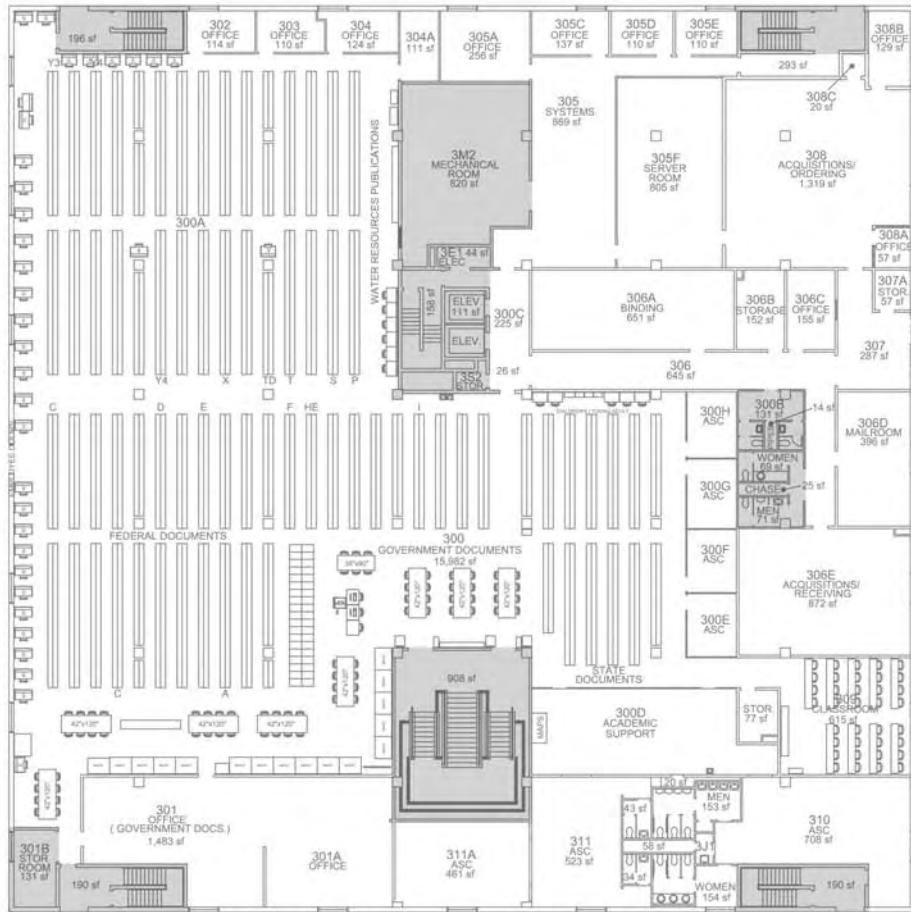


This existing space contains data servers, work spaces, and storage. Dedicated spaces would be given to each of these functions in their new locations on the renovated 2nd floor.

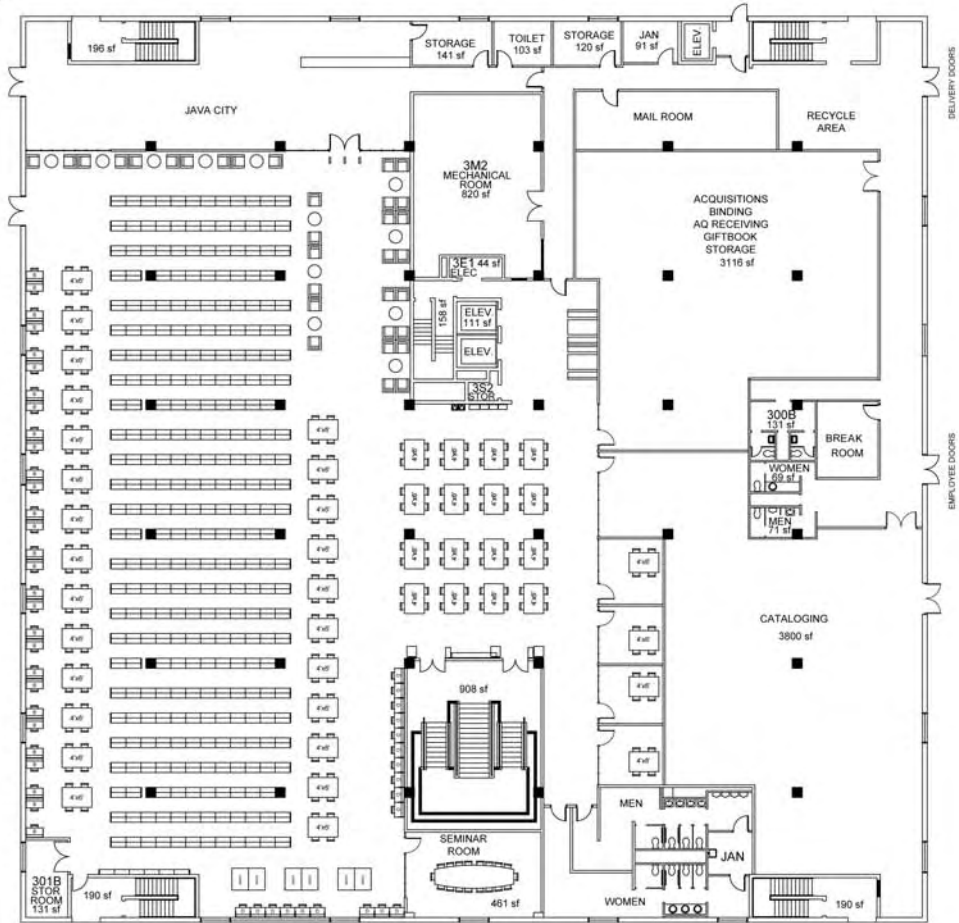
### 3rd Floor

		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	8	8	0	0
<b>Study Carrel B</b>	(24" x 42")	25	25	29	29
<b>Study Carrel D</b>	(24" x 36")	0	0	10	10
<b>Study Carrel E</b>	(32" x 84")	1	2	0	0
<b>Table</b>	30" x 72"	0	0	0	0
<b>Table</b>	3' x 6'	0	0	0	0
<b>Table</b>	4' x 6'	0	0	41	164
<b>Table</b>	4' x 8'	0	0	0	0
<b>Table</b>	36" x 90"	1	6	0	0
<b>Table</b>	42" x 120"	8	64	0	0
<b>Table</b>	48" Rounds	0	0	0	0
<b>Table</b>	53" Rounds	0	0	0	0
<b>Table</b>	72" Rounds	0	0	0	0
<b>Lounge Seating</b>		0	0	40	40
<b>Misc Seating</b>		11	11	0	0
<b>Small Study Rm</b>	4' x 6' Table	0	0	4	16
<b>Med Study Rm</b>	4' x 8' Table	0	0	0	0
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	0	0	1	18
<b>Classrooms</b>	36 Seats	1	36	0	0
<b>BI Classrooms</b>		0	0	0	0
<b>Computers</b>		3	3	0	0
<b>Listening Stat's</b>		0	0	0	0

<b>Totals By Floor</b>	155	277
<b>% Increase by Floor</b>	Increase	79%



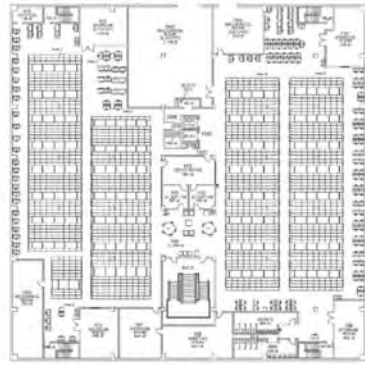
OUTDOOR  
CAFE  
SEATING



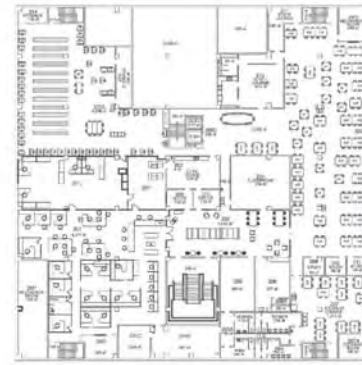


PHASE III

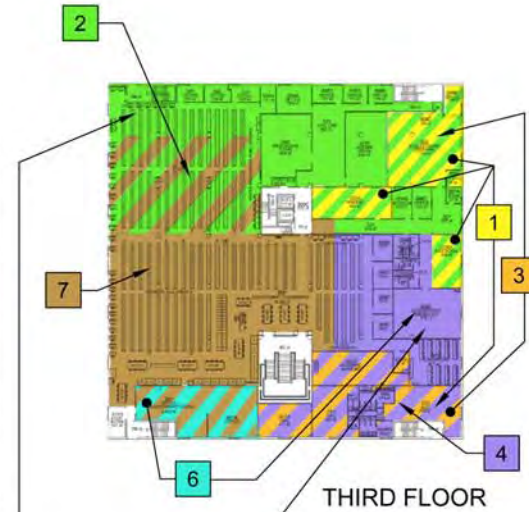
- 1** TEMPORARILY RELOCATE ACQUISITIONS, MAIL ROOM, AND RECYCLING INTO FORMER ACADEMIC SUPPORT SPACE TO FREE UP CURRENT AREA FOR RENOVATIONS
- 2** RENOVATE 3RD FLOOR AREA
- 3** RELOCATE JAVA CITY, ACQUISITIONS, MAIL ROOM, AND RECYCLING TO NEW LOCATION ON 3RD FLOOR
- 4** RENOVATE FORMER ACADEMIC SUPPORT SPACE, EXISTING B.I. CLASSROOM, AND EXISTING ACQUISITIONS OFFICES ON 3RD FLOOR TO RECEIVE CONSOLIDATED CATALOGING DEPARTMENT, STUDY ROOMS, SEMINAR ROOM, AND RENOVATED PUBLIC TOILETS
- 5** RELOCATE CATALOGING SPACES CURRENTLY ON 4TH FLOOR TO NEW CATALOGING SPACE ON 3RD FLOOR
- 6** RELOCATE GOVERNMENT DOCUMENTS CATALOGING OFFICES TO NEW CATALOGING SPACE ON 3RD FLOOR
- 7** REARRANGE BALANCE OF SHELVING AND SEATING ON 3RD FLOOR



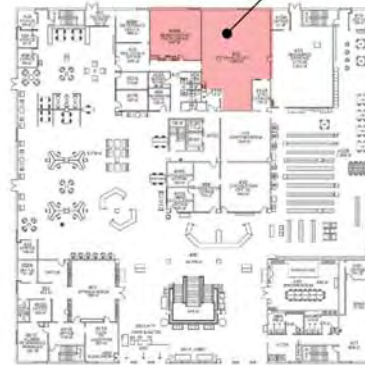
FIRST FLOOR



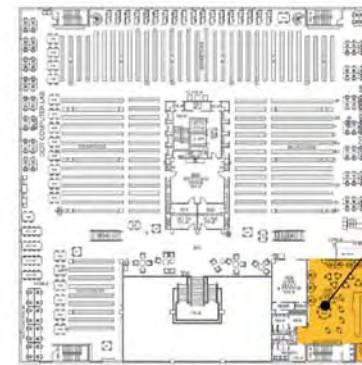
SECOND FLOOR



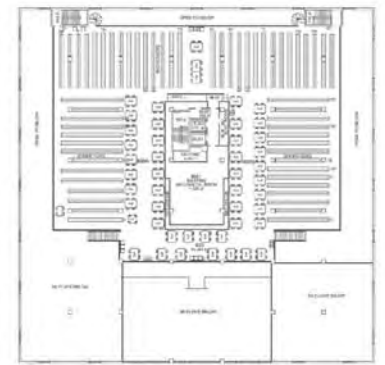
THIRD FLOOR



FOURTH FLOOR



FIFTH FLOOR



SIXTH FLOOR

## 4th FLOOR SUMMARY

This floor represents the library's entrance level. It currently houses part of the Cataloging and Reference departments, the Circulation department, Resource Sharing, and Administration. Its new "Commons Area" contains furniture that is frequently-used, but it has an inefficient arrangement.

This proposal calls for the Cataloging department to be relocated to the 3rd floor. A second public entrance would be added at the south wall in conjunction with campus plans for the exterior areas on the south end of the library. The Resource Sharing and Circulation departments would be relocated to the west side of the floor, and the circulation desk would align with the axis established between the north and south entrances. The Reference Workroom and all Reference staff offices would be consolidated on this renovated 4th floor. The Commons Area would be re-oriented to occupy the central space vacated by Circulation, and a collection of study tables would be located adjacent to Reference offices. Shelving for the A/V and Popular Materials collections would surround the elevators and create a visual centerpiece on the floor. Additional computers and/or printers and copiers would be added adjacent to the commons area, and quick-access computers would replace some of the existing seating in the north lobby. Additional Reference shelving, if needed, could be added in place of one of the furniture systems shown in the northeast corner.



The existing "Commons Area" is well used, but it could be improved with a more consistent and efficient furniture layout. This combined with a consolidated Reference staff would make this floor a hub for research and collaboration.



Popular Materials and Audio-Visual would be relocated to the center of the floor and would be a visual feature in the new layout. These collections would remain close to the circulation desk.





The southwest corner of the 4th floor would be reallocated to the Reference department, staff restrooms, and a staff breakroom.

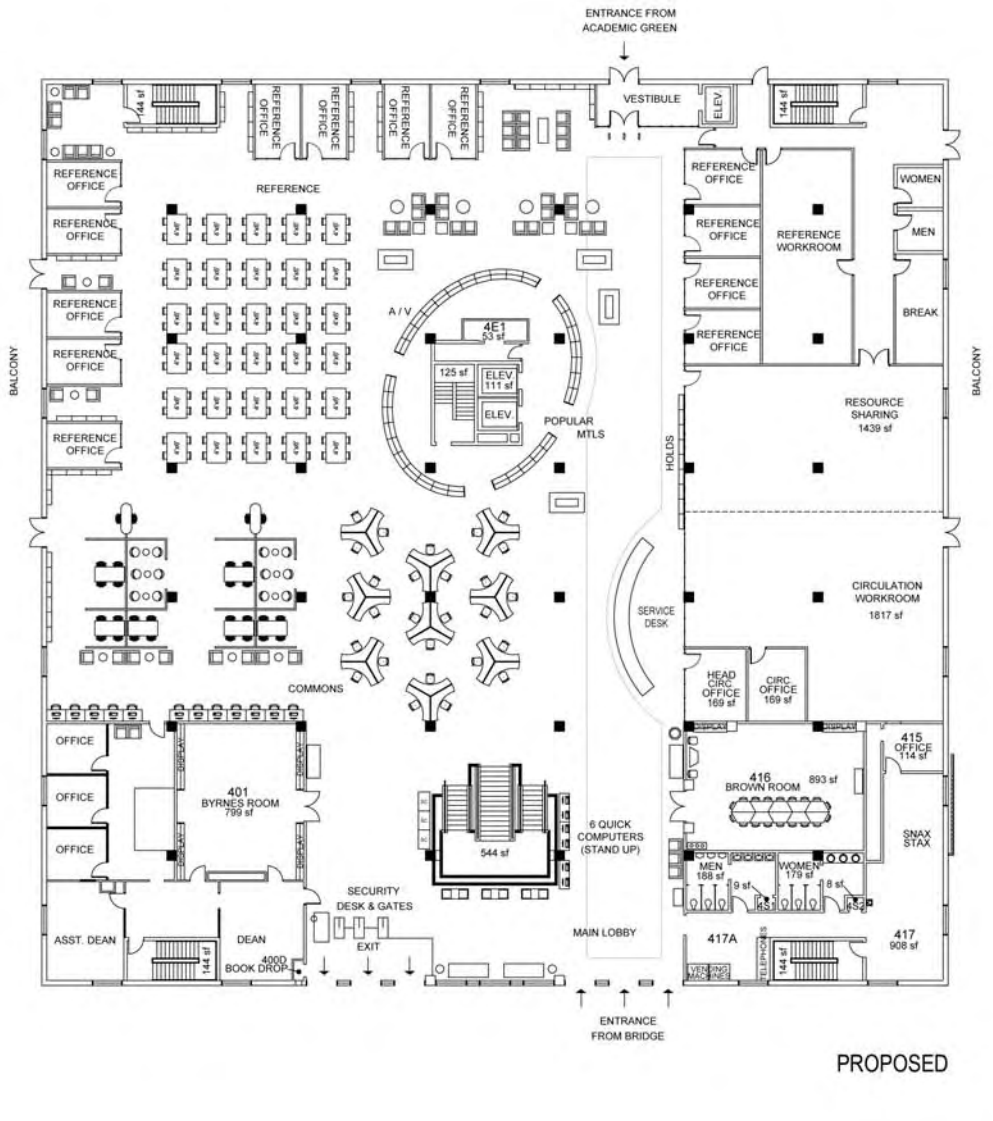
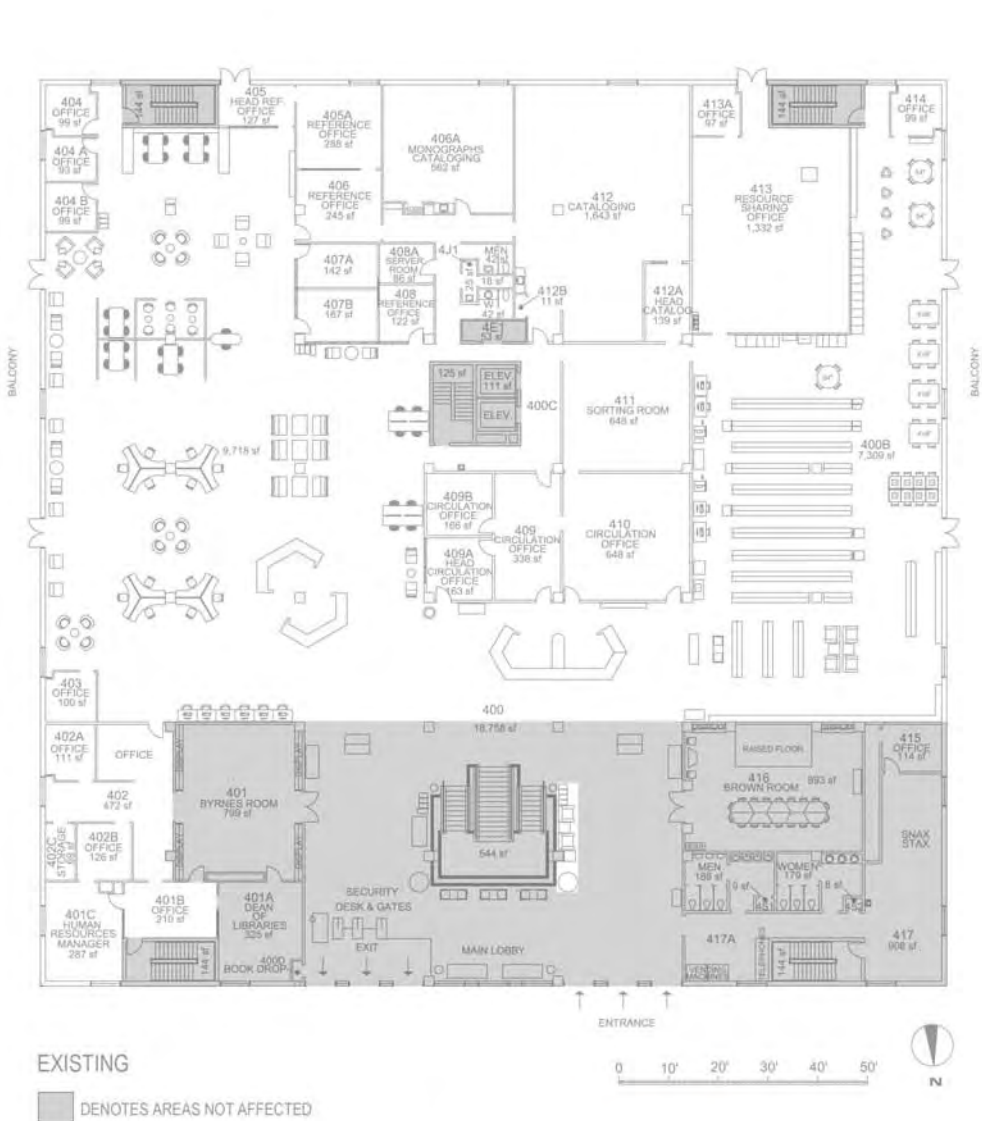


As Reference, Resource Sharing, and Circulation move to the western side of the 4th floor, the public areas would be consolidated in the center of the floor.

4th Floor

		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	0	0	0	0
<b>Study Carrel B</b>	(24" x 42")	0	0	0	0
<b>Study Carrel D</b>	(24" x 36")	0	0	0	0
<b>Study Carrel E</b>	(32" x 84")	0	0	0	0
<b>Table</b>	30" x 72"	0	0	0	0
<b>Table</b>	3' x 6'	5	20	6	24
<b>Table</b>	4' x 6'	4	16	30	120
<b>Table</b>	4' x 8'	0	0	0	0
<b>Table</b>	36" x 90"	0	0	0	0
<b>Table</b>	42" x 120"	0	0	0	0
<b>Table</b>	48" Rounds	0	0	0	0
<b>Table</b>	53" Rounds	3	12	0	0
<b>Table</b>	72" Rounds	0	0	0	0
<b>Lounge Seating</b>		66	66	59	59
<b>Misc Seating</b>		28	28	43	43
<b>Small Study Rm</b>	4' x 6' Table	0	0	0	0
<b>Med Study Rm</b>	4' x 8' Table	0	0	0	0
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	1	18	1	18
<b>Classrooms</b>	36 Seats	0	0	0	0
<b>BI Classrooms</b>		0	0	0	0
<b>Computers</b>		10	10	18	18
<b>Listening Stat's</b>		8	8	0	0

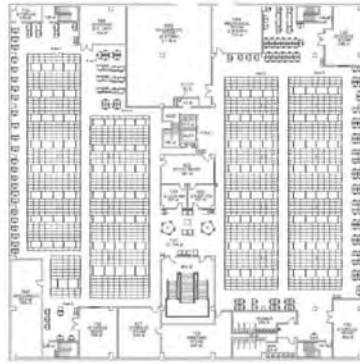
<b>Totals By Floor</b>	178	282
<b>% Increase by Floor</b>	Increase	58%





PHASE IV

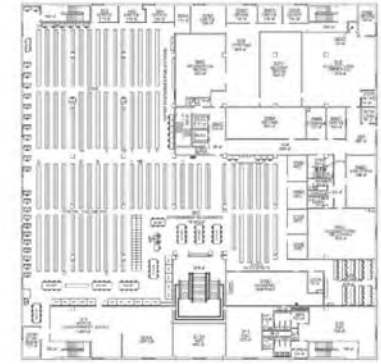
- 1** RELOCATE RESOURCE SHARING INTO FORMER 4TH FLOOR CATALOGING SPACE
- 2** RELOCATE FURNITURE AND RENOVATE TO RECEIVE NEW CIRCULATION, RESOURCE SHARING, REFERENCE WORKROOM, AND REFERENCE OFFICES
- 3** RELOCATE EXISTING CIRCULATION DEPARTMENT INTO RENOVATED AREA
- 4** RELOCATE RESOURCE SHARING INTO RENOVATED AREA
- 5** RELOCATE CURRENT REFERENCE STAFF TO NEWLY REWORKED SPACE ON 4TH FLOOR
- 6** DEMOLISH WALLS AND RENOVATE TO RECEIVE NEW REFERENCE OFFICES AND FF&E LAYOUT
- 7** MOVE REMAINING REFERENCE DEPARTMENT TO RENOVATED REFERENCE SPACES ON 4TH FLOOR
- 8** REARRANGE BALANCE OF SEATING IN THIS AREA
- 9** RENOVATE ADMIN. AREA TO ADD ADDITIONAL OFFICE



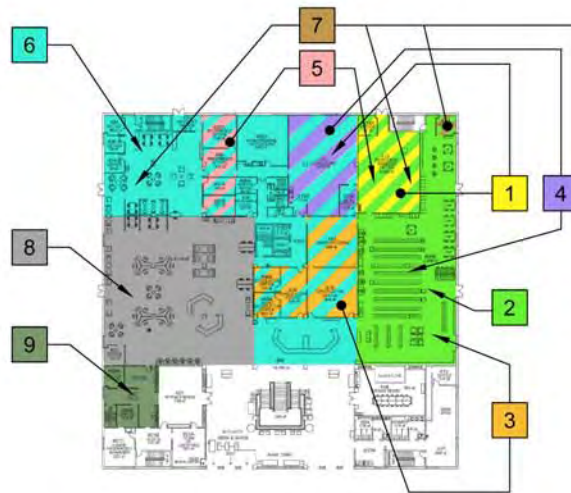
FIRST FLOOR



SECOND FLOOR



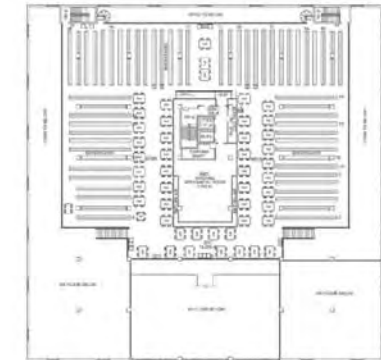
THIRD FLOOR



FOURTH FLOOR



FIFTH FLOOR

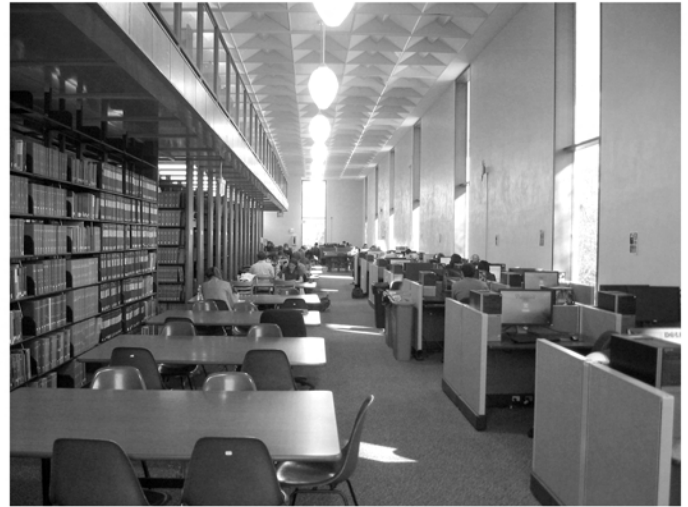


SIXTH FLOOR

## 5th FLOOR SUMMARY

This floor currently houses library computer stations, various Reference offices, and the Java City café. Its table layout and seating arrangements are inefficient.

This proposal calls for the Reference offices to be relocated to the 4th floor, making room for a seminar room and two group study rooms. Java City would be relocated to the 3rd floor, making room for a classroom and a second seminar room. Following the weeding of the general collection, the shelving in the northeast corner of this floor could be eliminated to make space for a large collection of reading tables. The computers on this floor would be relocated to the 2nd floor, making room for additional study carrels. Finally, the lounge seating around the mezzanine would be rearranged and supplemented in order to increase efficiency and capacity.



Reading tables on this floor currently share space with computer stations and impede access to the book stacks. Relocating the computers to the 2nd floor would make room for large numbers of study carrels. The reading tables would be relocated to the Northeast corner of this floor.



Relocating the stacks in the Northeast corner would make space for a large and consolidated collection of reading tables.



The 5th floor mezzanine is an ideal location for informal lounge seating. However, the current seating layout could be improved and greater numbers could be accommodated.



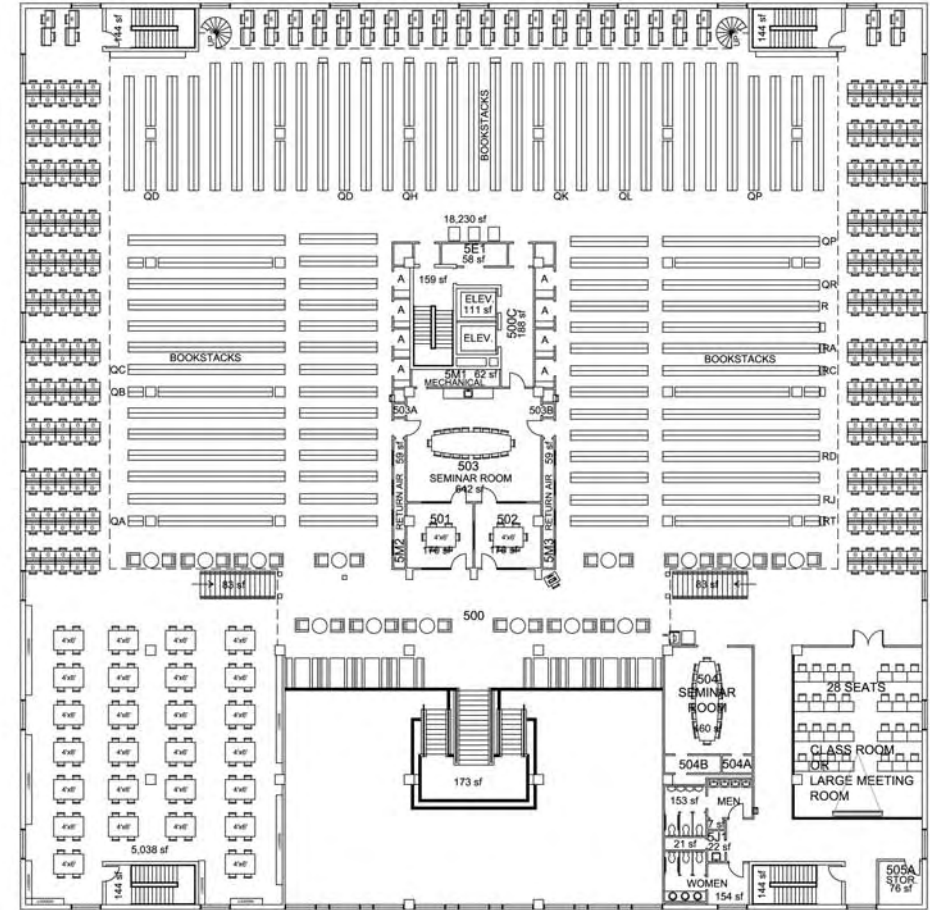
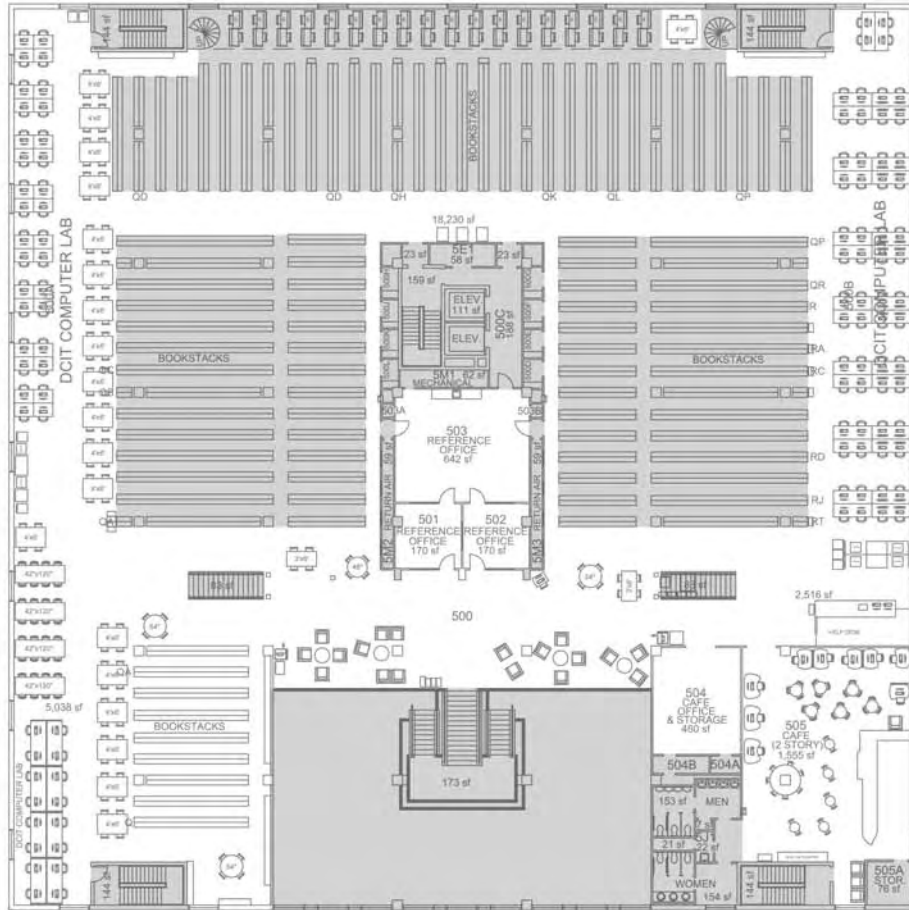
Relocating Java City to the 3rd floor would provide it with better access to deliveries, storage, and outdoor seating opportunities. This would likewise make space on the 5th floor for a seminar room and an additional classroom.

### 5th Floor

		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	8	8	8	8
<b>Study Carrel B</b>	(24" x 42")	0	0	0	0
<b>Study Carrel D</b>	(24" x 36")	0	0	240	240
<b>Study Carrel E</b>	(32" x 84")	18	36	24	48
<b>Table</b>	30" x 72"	0	0	0	0
<b>Table</b>	3' x 6'	2	8	0	0
<b>Table</b>	4' x 6'	20	80	26	104
<b>Table</b>	4' x 8'	0	0	0	0
<b>Table</b>	36" x 90"	0	0	0	0
<b>Table</b>	42" x 120"	4	32	0	0
<b>Table</b>	48" Rounds	1	4	0	0
<b>Table</b>	53" Rounds	3	12	0	0
<b>Table</b>	72" Rounds	0	0	0	0
<b>Lounge Seating</b>		18	18	60	60
<b>Misc Seating</b>		0	0	0	0
<b>Small Study Rm</b>	4' x 6' Table	0	0	2	12
<b>Med Study Rm</b>	4' x 8' Table	0	0	0	0
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	0	0	2	36
<b>Classrooms</b>	36 Seats	0	0	0	0
<b>BI Classrooms</b>		0	0	1	28
<b>Computers</b>		108	108	0	0
<b>Listening Stat's</b>		0	0	0	0

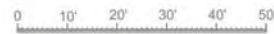
<b>Totals By Floor</b>	306	536
<b>% Increase by Floor</b>	Increase	75%





EXISTING

■ DENOTES AREAS NOT AFFECTED



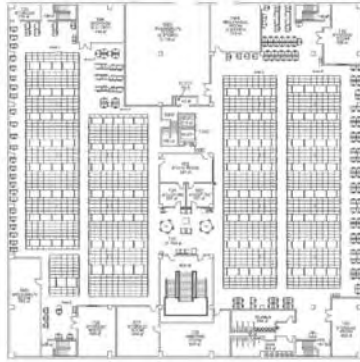
PROPOSED

PHASE V

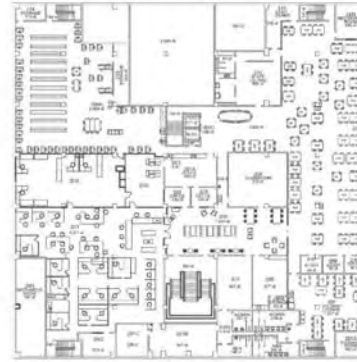
**1** REARRANGE AND ADD TO CURRENT CARREL AND SEATING LAYOUT TO INCREASE QUANTITY AND EFFICIENCY

**2** RENOVATE TO ADD B.I. CLASSROOM AND SEMINAR ROOM

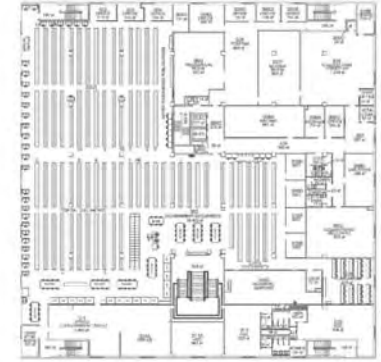
**3** RENOVATE INTO SMALL GROUP STUDY ROOMS



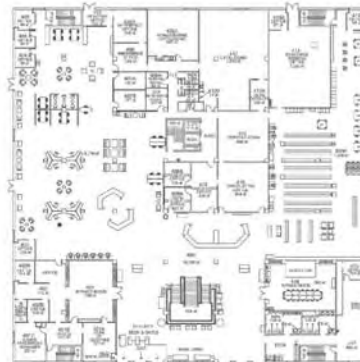
FIRST FLOOR



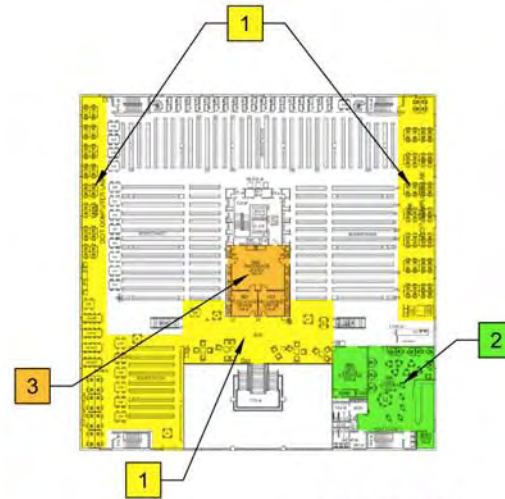
SECOND FLOOR



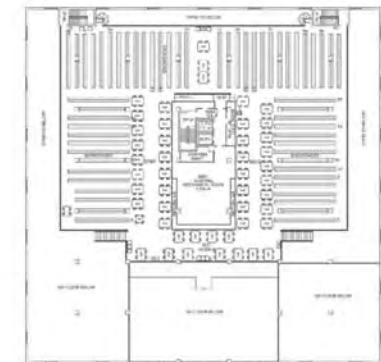
THIRD FLOOR



FOURTH FLOOR



FIFTH FLOOR



SIXTH FLOOR

## 6th FLOOR SUMMARY

Tables on this floor are currently too close to the book stacks and do not allow for ADA accessibility. This floor also contains a large number of recycling bins.

This proposal calls for the reading tables to be rearranged to allow for ADA circulation space around the book stacks. Additionally, some of the recycling bins would be relocated to the new recycling area on the 3rd floor.



The current table layout impedes access to the stacks on both sides of this floor. The tables closest to the stacks should shift over to allow a clear aisle for accessing the stacks.



Relocating large recycle bins to the dedicated recycling area on the 3rd floor would make space for additional tables and chairs.





Any round tables on this floor should be replaced with rectangular tables for consistency and improved efficiency.

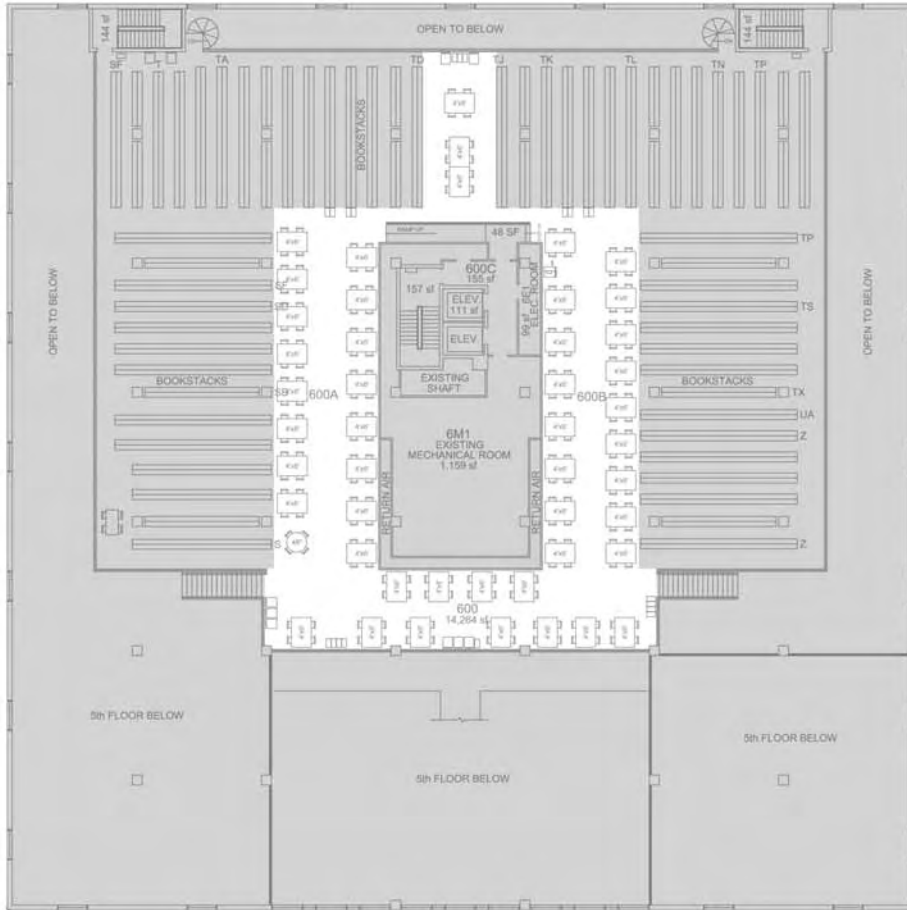


An additional reading table could be added to this space by repositioning the existing tables.

6th Floor

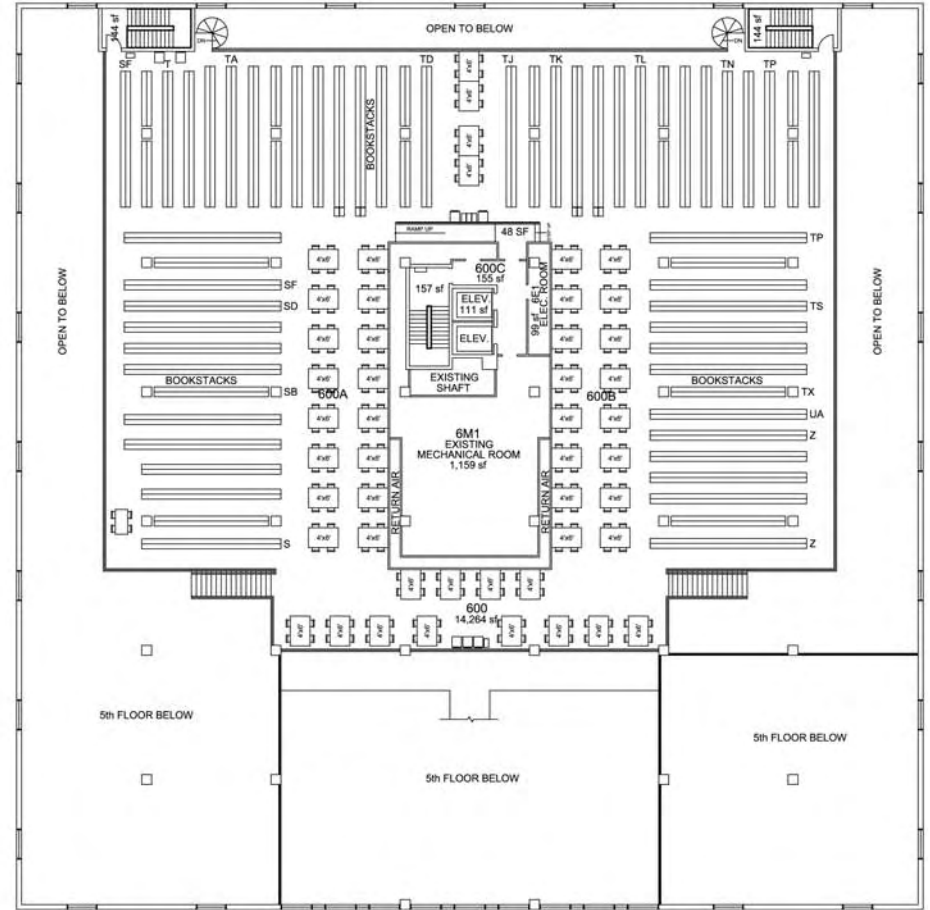
		Current		New	
		#	Total Seats	#	Total Seats
<b>Study Carrel A</b>	(26" x 36")	0	0	0	0
<b>Study Carrel B</b>	(24" x 42")	0	0	0	0
<b>Study Carrel D</b>	(24" x 36")	0	0	0	0
<b>Study Carrel E</b>	(32" x 84")	0	0	0	0
<b>Table</b>	30" x 72"	0	0	0	0
<b>Table</b>	3' x 6'	0	0	0	0
<b>Table</b>	4' x 6'	47	188	48	192
<b>Table</b>	4' x 8'	0	0	0	0
<b>Table</b>	36" x 90"	0	0	0	0
<b>Table</b>	42" x 120"	0	0	0	0
<b>Table</b>	48" Rounds	1	4	0	0
<b>Table</b>	53" Rounds	0	0	0	0
<b>Table</b>	72" Rounds	0	0	0	0
<b>Lounge Seating</b>		0	0	0	0
<b>Misc Seating</b>		4	4	4	4
<b>Small Study Rm</b>	4' x 6' Table	0	0	0	0
<b>Med Study Rm</b>	4' x 8' Table	0	0	0	0
<b>Lrg Study Rm</b>	4' x 10' Table	0	0	0	0
<b>Seminar Room</b>	18 seats	0	0	0	0
<b>Classrooms</b>	36 Seats	0	0	0	0
<b>BI Classrooms</b>		0	0	0	0
<b>Computers</b>		0	0	0	0
<b>Listening Stat's</b>		0	0	0	0

<b>Totals By Floor</b>	196	196
<b>% Increase by Floor</b>	Increase	0%



EXISTING

■ DENOTES AREAS NOT AFFECTED



PROPOSED



	1st Floor				2nd Floor				3rd Floor				4th Floor				5th Floor				6th Floor			
	Current		New		Current		New		Current		New		Current		New		Current		New		Current		New	
	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats	#	Total Seats		
Study Carrel A (26" x 36")	0	0	0	0	0	0	0	0	8	8	0	0	0	0	8	8	8	8	0	0	0	0		
Study Carrel B (24" x 42")	39	39	42	42	6	6	0	0	25	25	29	29	0	0	0	0	0	0	0	0	0	0		
Study Carrel D (24" x 36")	100	100	213	213	40	40	0	0	0	0	10	10	0	0	0	0	240	240	0	0	0	0		
Study Carrel E (32" x 84")	13	26	0	0	2	4	0	0	1	2	0	0	0	0	0	0	18	36	24	48	0	0		
Table 30" x 72"	0	0	0	0	4	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Table 3' x 6'	0	0	0	0	3	12	0	0	0	0	0	0	5	20	6	24	2	8	0	0	0	0		
Table 4' x 6'	0	0	0	0	37	148	9	36	0	0	41	164	4	16	30	120	20	80	26	104	47	188		
Table 4' x 8'	0	0	0	0	9	54	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Table 36" x 90"	0	0	0	0	0	0	0	0	1	6	0	0	0	0	0	0	0	0	0	0	0	0		
Table 42" x 120"	0	0	0	0	0	0	0	0	8	64	0	0	0	0	0	0	4	32	0	0	0	0		
Table 48" Rounds	0	0	0	0	2	8	0	0	0	0	0	0	0	0	0	0	1	4	0	0	1	4		
Table 53" Rounds	0	0	0	0	11	44	0	0	0	0	0	0	3	12	0	0	3	12	0	0	0	0		
Table 72" Rounds	2	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lounge Seating	4	4	0	0	20	20	20	20	0	0	40	40	66	66	59	59	18	18	60	60	0	0		
Misc Seating	0	0	0	0	18	18	0	0	11	11	0	0	28	28	43	43	0	0	0	0	4	4		
Small Study Rm 4' x 6' Table	2	8	4	16	3	12	9	54	0	0	4	16	0	0	0	0	0	0	2	12	0	0		
Med Study Rm 4' x 8' Table	2	12	4	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lrg Study Rm 4' x 10' Table	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Seminar Room 18 seats	1	18	0	0	1	18	0	0	0	0	1	18	1	18	1	18	0	0	2	36	0	0		
Classrooms 36 Seats	0	0	0	0	0	0	0	0	1	36	0	0	0	0	0	0	0	0	0	0	0	0		
BI Classrooms	0	0	0	0	1	24	2	51	0	0	0	0	0	0	0	0	0	0	1	28	0	0		
Computers	0	0	0	0	0	0	144	144	3	3	0	0	10	10	18	18	108	108	0	0	0	0		
Listening Stat's	0	0	0	0	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0		

<b>Totals By Floor</b>	217	295	424	305	155	277	178	282	306	536	196	196
<b>% Increase by Floor</b>	Increase 36%		Increase -28%		Increase 79%		Increase 58%		Increase 75%		Increase 0%	

<b>Seating Total:</b>	Current Seating	1,476	New Seating	1,891	% Increase	28%	Seat Increase	415
<b>Study Room Total:</b>	Current # of Rm's	7	New # of Rm's	27	% Increase	286%	Study Room Increase	20
<b>Classroom Total:</b>	Current # of Rm's	2	New # of Rm's	3	% Increase	50%	Class Room Increase	1
<b>Computer Total:</b>	Current # of Computers	121	New # of Computers	162	% Increase	34%	Computer Increase	41
<b>Table Total:</b>	Current # of Tables	177	New # of Tables	187	% Increase	6%	Table Increase	10
<b>Carrel Total:</b>	Current # of Carrels	260	New # of Carrels	590	% Increase	127%	Carrel Increase	330

Department	Current Location		New Location	
	Room/s	Area	Floor	Area
Imaging	107	544 SF	2nd Floor	980 SF
	108	647 SF		
	<hr/>			
Digitization	201B	547 SF	Relocating to Repository	N/A
	201C	269 SF		
	205	481 SF		
	206	377 SF		
<hr/>		1,674 SF	0 SF	
Academic Support	300D	762 SF	Relocating to New Building	N/A
	310	708 SF		
	311	523 SF		
	311A	461 SF		
<hr/>		2,454 SF	0 SF	
Acquisitions	308	1319 SF	3rd Floor. Consolidated	3114 SF
	306A	651 SF		
	306E	872 SF		
	308B	129 SF		
	308C	20 SF		
	308A	57 SF		
	307A	57 SF		
<hr/>		3,105 SF		
Cataloging	301	1483 SF	3rd Floor. Consolidated	3800 SF
	406A	662 SF		
	412	1643 SF		
<hr/>		3,788 SF		
Circulation	409	336 SF	4th Floor. Consolidated	2162 SF
	409A	163 SF		
	409B	166 SF		
	410	648 SF		
	411	648 SF		
<hr/>		1,961 SF		
Library IT	305F	805 SF	2nd Floor. Consolidated	2607 SF
	305	869 SF		
	305A	256 SF		
	305C	137 SF		
	305D	110 SF		
	305E	110 SF		
<hr/>		2,287 SF		
Reference	404	99 SF	4th Floor. Consolidated	2629 SF
	404A	93 SF		
	404B	99 SF		
	405	127 SF		
	405A	288 SF		
	406	245 SF		
	407A	142 SF		
	407B	167 SF		
	408	122 SF		
	414	99 SF		
	503	642 SF		
	501	170 SF		
502	170 SF			
<hr/>		2,463 SF		
Resource Sharing	413	1332 SF	4th Floor. Consolidated	1515 SF
	413A	97 SF		
<hr/>		1,429 SF		