Preliminary Report of the Library West Steering Committee

The Library West Steering Committee was charged with developing a five-year plan to reorganize existing space in Library West to best meet the needs of faculty, students, and staff and to integrate this reorganization plan in conjunction with existing proposals to expand Library West. In addition, the Steering Committee was asked to develop a plan that could be implemented in phases and at the same time have a minimal financial impact. Central to this charge was ensuring sufficient growth space for the collections (paper and electronic), reader/study areas, building security, and staff work areas. The Steering Committee also worked within the space constraints of existing Smathers Libraries facilities. Since the largest area of unused space in the Library system resides in MSL, Carol Drum became an unofficial member of the Steering Committee and offered valuable insight into committee deliberations and planning.

The Steering Committee operated under the basic premise that in order to meet our goals a major area within Library West would need to be relocated to another building allowing for the subsequent expansion and transfer of other areas within the library. Toward that end, the Steering Committee considered a wide variety of options and developed various scenarios for their implementation. Without going into detail regarding the proposed relocation of individual areas within Library West, these potential plans included the relocation of Government Documents to the 1st floor of MSL; the relocation of Government Documents to the 1st floor of Library East; the relocation of Periodicals to the 1st floor of Library East; the relocation of Business Services, Administration, and H&SS office areas to the 5th and 6th floors of Library West; moving Microforms to MSL and forming a combined Microforms area; and moving the main entrance of Library West to the second floor, relocating Circulation and Reference to the 2nd floor, and filling the first floor with compact shelving. In each instance, the Steering Committee concluded that due to space limitations, astronomical budget projections, or detrimental impacts on user services, the plans would not work and they were dismissed from immediate consideration.

Through the discussion of these plans, another scenario emerged that not only met the Steering Committee's objectives, but it did so in a manner far less expensive than other plans that had been considered. It could also be implemented in stages and allows for several operations to run concurrently. In the first phase, the plan calls for all Dewey books in Library West to be merged with the existing Dewey collection on the 1st floor of MSL. This would allow for LC material in Library West to expand to the 4th and 5th floors of West. At the same time, Microforms and MSL Documents would be merged with Library West Documents and relocated to the 3rd floor of Library West. This would free up the first floor of West for the relocation of Interlibrary Loan, group study areas, expansion of the InfoSwamp, or a Business Reading Room/Collection. The latest 10 years of periodicals would be relocated to the 2nd floor of Library West and older periodicals would be moved to the 6th floor. This is much like the arrangement currently in place at MSL and the HSCL. In addition, a Centralized Periodicals Unit would be established and housed in office space vacated by Documents on the second floor. Personnel offices would move to the old ILL office and Rooms 237 and 239 would be used for Public Affairs/Development offices. A smaller Staff Lounge and a Directors Conference Room (both with access to the kitchen area) would be constructed out of the existing Staff Lounge. In Phase II, compact shelving would be added for older periodicals and the 6th floor of West would be used for expansion of LC books. This would also allow for the transfer of the Judaica Collection to Library West either as a separate collection on the 6th floor or to be integrated into the general circulating collection.
Phase I

Step One:
- Dewey collection is weeded, some material is reclassified to LC, and the remainder is moved from the 5th and 6th floors of Library West and merged with Dewey books on the 1st floor of MSL.

In conjunction:
- Extensive weeding of the Dewey collections in LIBW and MSL must be completed before the collections are moved.
- Active (currently received) Dewey titles will be reclassified to LC so that the Dewey Collection becomes static.
- High use and notable Dewey books are reclassified and remain in Library West.
- Dewey material is identified and transferred to Storage.
- Library West dissertations are merged with MSL dissertations and shelved in compact shelving on the 2nd floor of MSL (See step three, MSL dissertations must be moved off the 1st floor before Dewey books can be entirely transferred).

Specifics:
There are currently about 51,000 linear feet of Dewey books in Library West and MSL and about 43,000 linear feet of compact shelving on the 1st floor of MSL to house this material. As a result, approximately 8,000 linear feet of material will need to be weeded, reclassified or sent to storage. Biographies would remain in the 6th floor or could be transferred to the Paged Collection with the significant titles reclassified to LC. Weeding the Dewey books is the first step in the moving process and must be accomplished before the plan can proceed. The Steering Committee estimates by using a Library-Wide Team approach in conjunction with a temporary workforce that the weeding can be completed in 6 months. The temporary workforce would need to be "professional" level employees capable of performing a wide variety of library activities such as collection review (weeding), cataloging (reclass), reference (to free-up CM staff), etc. The Steering Committee anticipates the "temp force" could be hired from local retired librarians and paraprofessionals.

Rationale:
Merging H&SS Dewey books with Dewey material already located in MSL is the cornerstone of this project. While it is noted that splitting the humanities and social sciences collections between West and MSL will be an inconvenience to some, the Steering Committee believes the advantages of such a plan far outweigh those inconveniences. This material is easily identified and knowing that all Dewey material is shelved in MSL should greatly reduce confusion to patrons. Further, the weeding of the Dewey collection is a long-overdue project and this exercise will ensure that it is done with the attention and detail it warrants. In addition, as part of the weeding process high use and noteworthy Dewey books will be identified for reclass so they remain in Library West. Similarly, guidelines would be established for reclassing material sent to MSL after a pre-determined number of uses.

The transfer of the Dewey books, frees up 2 entire floors in Library West. This allows for 7,000 linear feet of expansion for periodicals; 10,000 linear feet of expansion for LC books; reuniting the split documents collections and merging them with Microforms to form one department; the establishment of a multi-media room; the relocation and expansion of the Directors Conference Room; additional office and reader space throughout the Library; the creation of a Centralized Periodicals Unit; the establishment of a separate business collection; solving future space problem in the Education Library by moving the Judaica Collection; providing space for a current periodicals/newspaper reading area, and finally allowing space for the construction of an electronic classroom in MSL.

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**Cost Estimates:**
The costs associated with Step 1 are related to weeding the Dewey Collection and transferring the Dewey Collection to MSL. Based on earlier figures for moving LAC to Smathers Library, the cost (using Hallett) for moving the Dewey books to MSL would be approximately $35,000.00. The costs for weeding the Dewey books are more difficult to figure since a number of operations will be occurring concurrently. Material will need to be reviewed which greatly impacts Collection Development. It would also impact Reference if CM staff were relieved of public service responsibilities for this project. Reference would be further impacted if staff members became part of the review team. Since material will need to be reclassified, Resources Services will also be affected. Finally, as material will be transferred to Storage and the Paged Collection, Access Services will also be impacted. Clearly, the more staff devoted to this project the faster it could be completed. As a benchmark figure, if 20 qualified persons outside the Library could be located to assist with this project, the weeding should take about 6 months and cost about $200,000.00. Another option worth exploring would be to “contract out” the entire weeding process to outside talent. If no outside help were contracted, there would be no additional expense, but it is estimated that it would take approximately one year to weed the Dewey collection.

**Step Two:**
- LC collection is shifted to the 4th and 5th floors of LIBW.
- Periodical issues prior to 1990 are shifted to the 6th floor of Library West

*In conjunction:*
- Environmental conditions of 6th floor will need to be evaluated and appropriate upgrading completed.
- European Union Documents are merged with LC Collection.

**Specifications:**
By moving the LC collection to the 4th and 5th floors, approximately 10,000 linear feet of growth space will be gained. By shifting older periodicals to the 6th floor and recent periodicals on the 2nd floor (see Step 3) the total combined growth space for Periodicals will be about 7,000 linear feet. European Union material is currently classed in LC and housed in Documents. Since this material is accessible through LUIS, it could easily be incorporated into the general collection.

**Cost Estimates:**
Frequent complaints are heard about the environmental conditions of the 6th floor of Library West. Before periodicals are moved would be an excellent opportunity to evaluate the environmental conditions on the 6th floor. In a worse-case scenario, the cost to recondition the 6th floor is estimated at $80,000.00. Other costs associated with Step 2 are related totally to shifting the collections. The OPS cost to move periodicals to the 6th floor and to expand the LC books to the 4th and 5th floor is estimated at $33,000.00.

**Step Three:**
- Beginning in the area freed up by moving LC books off the 3rd floor, Documents moves from the 2nd to the 3rd floor of LIBW. At the same time, the latest 10 years of periodicals are moved from the 3rd floor to Library West Rooms 250 and 250 (the current Documents stacks).
- Microforms are moved from the 1st floor to the 3rd floor of Library West.
- Ceased, canceled, or periodicals covered by JSTOR, etc. are sent to the Paged Collection or storage.
- Material older than 10 years will have already been sent to the 6th floor.
- Remaining Dewey periodicals will be reclassified into LC.
- Room 240 becomes Current Periodicals and Newspaper area

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Periodicals staff are transferred from various locations and centralized in office space vacated by Documents.

**In conjunction:**
- Documents currently housed in MSL are merged with Library West Documents.
- MSL Dissertations are moved from the 1st floor of MSL to compact shelving on the 2nd floor of MSL. H&SS Dissertations are merged with MSL collection.
- Area freed up by moving Documents off the 2nd floor of MSL, can be used for expansion of the computer area or construction of a combination electronic Classroom/Conference Room.
- Documents staff will move into personnel offices – some additional office/work rooms will need to be constructed on the 3rd floor.
- Interlibrary Loan Offices are constructed in Room 141.
- Room 131 is used for additional reader space, expansion of the InfoSwamp, or the creation of a separate Business Collection.
- Room 125 is allocated to Access Services for additional office space.
- Personnel offices are moved to existing ILL office area.
- Directors Conference Room is constructed in Staff Lounge.
- Vacated Documents workroom 237 and 239 become office space for Public Affairs and Development Office staff.
- Current Conference Room is converted to Group Study areas.
- Rooms 234 and 271 are left unassigned.

**Specifics:**
Government Documents is currently operating with no growth space. By bringing MSL documents back into the Collection and moving the Department to the 3rd floor, the approximately 20,000 linear feet of federal documents could move into the area currently housing the LC and Dewey periodicals. Microforms, microform viewers/printers, and Documents staff offices/workrooms would be located in the area currently housing the LC books. Offices for Interlibrary Loan are constructed in Room 131 and ILL is moved to the 1st floor making them more accessible to the public. Personnel operations would be centralized into the existing ILL office space. The reference business collection and business workstations could be moved to Room 131 with adjacent group study rooms. This would allow for additional general access workstations in the InfoSwamp, reader space in the reference stacks, and the much needed expansion of the business collection.

The Staff Lounge would be reduced in size and a Director's Room added to the existing Staff Lounge area. The rooms would be constructed so that both had access to the kitchen area. Room 258 currently used for shelving the U.S. Serial Set would be cleared of shelving and used as a multi-media room. Adjacent Room 254 would house assorted A-V materials. Shelving in Room 240 (Documents Reference Area) would be removed or converted to display shelves for current periodicals and newspapers. The remainder of 240 would be used for reader space and workstations for electronic journals. Rooms 249, 241, and 238 would allow ample office and workroom area for a Centralized Periodicals Unit. The Public Affairs and Development offices would move into Rooms 237 and 239 and Rooms 271 and 234 would be left unassigned. Room 273, the existing Conference Room, would be converted into group study rooms. In this scenario, the entire East End of the 2nd floor of Library West is for staff only and would allow security to be enhanced in this area.

Space freed-up in MSL by moving Documents off the 2nd floor would allow for the expansion of the MSL computer area or the construction of an electronic laboratory/conference room. In Phase II, compact shelving could be added to the 2nd floor of West (or the east end of Smathers Library Room 100) and the older periodicals
housed on the 6th floor would be placed into this shelving so that the LC collection could be expanded to the 6th floor. At this time, the Judaica Collection would also be transferred to Library West either as a separate collection on the 6th floor or integrated into the general collection. This would provide Judaica much needed growth space and relieve anticipated space problems in the Education Library.

**Cost Estimates:**
The majority of costs associated with Step 3 are for moving the collections. Based on earlier costs to shift the Library West LC book collection, it would cost approximately $11,000.00 (OPS) to move the Documents Collection to the 3rd floor and move the remainder of Periodicals to the 2nd. In addition, it would cost about $15,000.00 (A. Turner) to move Microforms to the 3rd Floor and about $4,000.00 (OPS) to move MSL Documents to West. Dewey periodicals would be reclassed to LC and costs associated with the project would be absorbed by Resource Services through the reallocation of necessary personnel.

Construction costs in Step 3 include: construction of a Directors Conference Room, construction of group study rooms in Room 273 and on the 1st floor, conversion of Room 258 to multi-media viewing rooms, construction of Documents Offices and work rooms on the 3rd floor, and construction of ILL offices on the 1st floor. Very broad estimated construction costs are about $125,000.00.

Construction in MSL is dependent on what is decided to do with this area.

**Step Four:**
- Space gained from Resource Services Area by Centralizing Periodical Processing can be used for the Smathers Libraries Digital Center.

**Specifics:**
As the role and function of the Digital Library Center become more defined it will be easier to ascertain their specific space needs. However, given the current space allocation of the 2nd and 3rd floors of Smathers Library coupled with the proposed relocation of selected "periodicals" staff to Library West, there should be sufficient space in the Resource Service area for the Center.

**Cost Estimates:**
No estimates are available for the cost of a Digital Library Center, but could be developed in conjunction with Erich Kesse.

**Phase II**

Since many of the moves identified in Phase I could be implemented in stages or independent of other moves, a number of options exist for Phase II of this project. For example, the construction of the new conference room and group study areas in Room 273 could be deferred to a later date. Similarly, construction of group study areas and the transfer of business materials on the 1st floor could be done at anytime. Another task that could be delayed or put off entirely would be reclassing Dewey periodicals. Although it is desirable to have the entire collection in one call number order, the layout of the second floor does lend itself to a split arrangement (i.e., LC periodicals in Room 250 and Dewey periodicals in Room 260).

A definite need that will need to be addressed in Phase II is the further expansion of LC books. The original plan of the Steering Committee called for expanding the LC books to the 4th, 5th, and 6th floors of Library West and moving portions of Periodicals into the Paged Collection and compact shelving. However, after reviewing the plan it was felt that the project could move ahead more expediently in terms of both cost and workflow by moving older periodicals to the 6th floor. This action, combined with the ongoing
reclass of high use Dewey books and the anticipated annual growth of the LC collection, dictates the next space crunch will eventually be felt on the 4th and 5th floors of Library West. By adding compact shelving to either the 2nd floor of West (if the Engineer’s Report permits) or to the 1st floor of Smathers Library, periodicals could be moved off of the 6th floor and the LC books expanded. This would also be an ideal time to merge the Judaica Collection with the general book collection (or shelve it as a separate collection on the 6th floor). Judaica totals about 5,000 linear feet and even after merging this material with the main collection there would still be about 7,000 linear feet of growth space gained by expanding the LC books to the 6th floor. As the implementation of this aspect of Phase II would match up closely with the projected timetable for running out of space in the Education Library, it would solve Education's space problems as well.

Cost Estimates:
If an Engineer's Report were ordered for Library West to evaluate the feasibility of compact shelving on the 2nd floor of Library West, the cost would be approximately $15,000.00. Cost for compact shelving would be a minimum of $100,000.00. Cost for expanding the LC collection would be $7,000.00 (OPS) and $8,000.00 (Hallet) for transferring Judaica.
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**Total Costs (Barebones)**

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**Total Costs**

- Shifting LC Books to 6th Floor
- Moving Journal Collection
- Compact Shelving
- No Engineer Report
- Engineers Report

**Total Costs**

- Documents Office and Work Rooms
- Decor Construction of Viewing Rooms
- Demo Conference Room Construction
- II Office
- No Group Study Rooms
- Cost to transfer Study Rooms
- Cost to transfer MSL Documents
- Cost to move Microform
- Cost to move Documents & Recent Periodicals
- Cost to Shill LC Books and Older Periodicals
- 6 month weeding project (at outside supplier)
- Moving Dowrey Books to MSL (Hallett)