Interim Report

Potential Uses of Smathers Library Space
Once Technical Services Departments are Moved

Department of Special & Area Studies Collection

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A companion document showing proposed floor plans will be useful to have available when reviewing the Proposal (Pages 4-6)
**General Comments**

- SASC Collection storage areas in the stacks are already at effective capacity. The overflow storage for both Special Collections and Area Studies in the Room 1B compact shelving is also near capacity.

- Some collection materials can be moved to offsite storage without much impact on services, but moving others would significantly affect the quality and timeliness of services offered to UF and visiting researchers.

- There is not enough space for the Area Studies collections now housed in Library West to be moved to Smathers Library after all the Technical Services have been moved. Even if the entire load-bearing 1st Floor was converted to compact or standard shelving, there would still not be enough space to house the department’s existing and future collections. Any spaces identified within the building being able to support shelving must first address the growth of Special Collections.

- As recommended in the Streit Report, an engineering study should be undertaken to determine what areas of the building above the 1st Floor can bear the load of stack shelving, microform cabinets, map cases, etc. Prime examples are the 2nd Floor space now occupied by Acquisitions, and the 3rd Floor space now occupied by Cataloging & Metadata. These areas that were originally used primarily for study space with collection materials housed in built-in wood shelving around the perimeter have never housed standard stack shelving, and there are no supporting columns between the walls on the north end of the building. Other spaces need to be assessed before housing map cases, etc. The Streit Report also suggested that the many walls in the 4th Floor Latin American Collection space might be removed in order to make the spaces more useable for non-LAC purposes. We also need to understand what changes may be made that may be limited by historical preservation interests.

- The area behind the half-wall in the Grand Reading Room is being proposed as the new location for the Research Room. We know that there are currently no electrical outlets in the floor to enable plugging in lamps on the research tables now in use and that the room lighting without these lamps is bad. A determination of what will be needed to set up this area for the new Research Room following removal of the half-wall needs to be made.

- If the building is vacated completely by Technical Services, SASC can’t effectively use all floor space in the building for SASC public purposes. Opening additional service points that would need staffing when open is not considered feasible.

- Space needed for processing SASC collections has increased significantly with the addition of an archivist in 2010 to process the Bob Graham papers, and we hope this emphasis on developing and processing political collections will continue after Graham is complete. Hiring a full-time curator of Architecture Archives and (soon) a University Archivist and related support staff have/will impact space requirements considerably. The addition of the old IT space in 2010 was timed perfectly to enable us to deal with these space requirements (as well as providing space for housing artifacts, etc) that have begun arriving from the Panama Canal Museum.
• The Architecture Archives is an area that may need to occupy a distinct space. Several possibilities have been identified, but a location is not yet specifically proposed. Results of the needed engineering study will inform that decision.

• There are a number of areas in the south tower and within the SASC office staff area that are only accessible by stairs. Generally the use of these spaces should be limited to staff activities. Options for an elevator can be considered, but the costs/benefits will need to be carefully considered.

• If only SASC staff remain housed in Smathers Library, there will be an increased need to provide a constant staff presence in the 1st Floor Lobby. The steady traffic flow of Technical Services and other staff in the building has served as something of a deterrent to potential security problems as well as offering some unplanned staff directional assistance. One possibility that may help address this would be to move the Department and Department Chair’s office to the current Conference Room space adjacent to the lobby. However, this alone would not be sufficient.

• **LATIN AMERICAN COLLECTION**
  We have considered the possibility of moving the Latin American Collection from the 4th Floor to the 3rd Floor if/when Cataloging & Metadata is moved from the building. There is no pressing need to do this from the SASC perspective. However, if it is considered necessary to do so (e.g. for making the LAC space more attractive as a donor naming opportunity), the LAC could be shifted. There are logistical, service, and security concerns with providing access through the 3rd floor due to the location of the elevator that would need to be considered, but a plan for relocating to the 3rd Floor can be developed if this becomes a Library Administration priority. Although not completely relevant to our current proposal, the section of the Sam Streit Report detailing some of the 3rdf Floor challenges is included as an appendix.
NOTE: A separate document showing proposed floor plans has been created. It may be useful to have that available as this narrative is reviewed.

1st Floor
- 1A remains the primary events space
- 1B continues to be SASC compact shelving. Some materials can be moved off site to create space for collection growth. Replacement wall should be constructed that is more aesthetically pleasing. Alternative entrance to 1B highly desirable due to limited access when events underway.
- Lobby – Likely will need staff presence once Technical Services staff vacates the building.
- Conference Room may become SASC Department and Department Chair’s office. This may help address the need for a staff presence. Alternatively, this space might be used regularly for SASC classroom/instruction purposes.
- Shelving behind Conference Room may provide for some growth of the collection. May also be used as storage for the events room.
- Current Bookstore and some Preservation space becomes exhibits space. South end might remain separate for Architecture Archives public space or some other SASC purpose.
- Long Corridor – General café seating. Exhibits cases if sufficient space allows for passage to the south end of the building (bathrooms, etc.) after seating is installed.
- Current Preservation space (except Room 10 space to be devoted to exhibits) – Kitchen for events will be relocated from the 2nd Floor. The remainder will be used for SASC staff purposes (including any equipment and space needed for Conservation and DLC activities to be conducted in Smathers Library.
- Former IT back area (Room 16-25) – Processing and SASC staff offices (including room for conservation quarantine). Includes two vaults (although they currently lack environmental control, so are limited in their use.)
- Public Bathrooms
- Develop a solution that limits access to the south stairs to library staff.

2nd Floor
- Current DLC space – Becomes SASC processing area plus some related SASC offices. Enables removal of the SASC processing area now behind the half-wall in the 2nd Floor Grand Reading Room.
- Kitchen – Move to 1st Floor (nearer to primary events venue). Old kitchen could become SASC staff lounge or be refurbished for other SASC purposes.
- Current Acquisitions space – No proposed plan pending engineering study. Perhaps Architecture Archives or larger SASC instruction/classroom space.
- Exhibits Gallery space – Perhaps becomes Department Office or might be equipped for instruction/classes or SASC conference/consultation.
- Grand Reading Room
  - Move Research Room to south end – architecturally pleasing divider constructed to keep separate from the northern part of the room. Collection materials around perimeter needing to be secure moved to the south end as well. One side of divider should include shelves to house collection materials that need to be relocated.
o Current Department and Chair’s offices may be moved to allow relocation of microfilm and digital collection and services.

o Move Map holding valuable Florida maps now in processing area need to be relocated to a location that will support the weight. Perhaps 207 (current location of microform cabinets and services) or 208 (current primary staff offices space). Engineering study will inform this decision.

o Current Research Room space proposed activities need further thought and refinement. General quiet study space for non-Special Collections users is a possibility if this can be managed without impacting researchers in the new Research Room space at the south end. Perhaps some classes or presentations can take place here if the noise won’t impact researchers (although acoustics and lighting are not ideal for these activities). Perhaps some events scheduled after Research Room hours could be held in this area if desired (and if furniture there allows for easy and flexible reconfiguration). No collection materials needing to be secure can be housed in the shelves around the perimeter. Uncertain if this space will require constant monitoring; this will depend on planned activities and our experience over time.

o 207 – Now used for microform collection and services as well as SASC staff with primary public and technical service assignments. This will be used only for staff purposes (including, perhaps, housing the Florida map collection. This will continue to be the primary access to the stacks for retrieving collection materials requested.

o Room 208 Staff Area
  ▪ This is a primary staff office area and may remain that way (although it is not ideal due to lack of privacy to hold phone conversations, consultations, etc.)
  ▪ One possibility may be to look at this area as a potential home for a named Architecture Archives public space (with much of the collection remaining on the 4th Floor or elsewhere). Locating this adjacent to the Research Room may prevent the need to staff a new service area.
  ▪ Another possibility may be to repurpose this room for instruction/classroom purposes.
  ▪ Depending on the engineering study, the Florida map cases might be moved there.

o Mezzanine, Bridge, and SASC Conference Room (306, 307, 308) – these areas are only accessible by stairs, so should continue to be used for staff purposes. Depending on the ultimate use of 208, use of the mezzanine for staff offices and activities may not be feasible or desirable.

3rd Floor North

• Current Cataloging & Metadata space – Latin American Collection could be relocated if thought to be important. LAC staff area could be constructed; the Streit Report suggested that this be done at the eastern end of the floor. Any plans for this area will be informed by an engineering study.

• Current Staff Lounge – If LAC moves to the 3rd Floor, this may be the best location for the extensive LAC microform collection. It is known that this space was filled with full map cases before there was a Map Library, so it seems likely that an engineering study will confirm that it is able to support the weight of microform cabinets.
**4th Floor North**

- Current use is primarily for the Latin American Collection research and service, as well as LAC staff technical services, etc. functions. The Acquisitions Department Gifts office and IT also occupy spaces at the eastern end.
- There are advantages to providing effective service to users of the LAC by its current 4th Floor configuration resulting in users encountering LAC service staff immediately upon arrival from the elevator. It will be a significant challenge to continue that kind of oversight on the 3rd Floor if LAC moves there, but relocation to the 3rd Floor seems possible if this is thought by Library Administration to be needed.
- An alternative may be to hire someone to help determine whether the 4th Floor space could be modified to make it more architecturally pleasing as a potential donor naming opportunity.
- The Streit Report included this statement about the 4th Floor if LAC moves. Again, an engineering study will inform the decision of how this space can be used for alternative purposes.

> "Whether this range of rooms is adapted for the Architectural collections or for the Cataloging Department, the rabbit warren of small rooms will need to dismantled, creating as many open spaces (with an appropriate number of movable partitions) as the building’s structural support systems will accommodate. Taken together, these rooms provide equivalent space to the Cataloging Department’s current space on floor 3."

**South Tower**

- Access to this area should be limited to library staff and for emergency exit. The Streit Report indicated “The staircase presents a significant security challenge in that as long as it is freely accessible it will require surveillance, especially when the building is closed at the end of the workday—the stairwell is an ideal hiding place for would-be thieves. The floor plan suggests that it may be possible to insert a partition and alarmed fire door at the foot of the staircase, thus preventing unauthorized access up the stairs.”
- The second Floor landing provides staff access to the processing area in the Grand Reading Room, to the department and chair’s offices, and leads to other staff offices in 208, etc. Some of these spaces may be proposed for alternative use.
- Access to 3rd Floor offices – There are two spaces (accessible only by stairs) on the 3rd Floor (310, 311). The Baldwin Library materials now located there awaiting processing could be relocated so that this can be used for staff offices.
- Access to 4th Floor (450, 451, 453) – This is now used for the Architecture Archives collection, and that use might continue even if a more public area is identified for use. With no elevator access, potential uses are severely limited.
**APPENDIX A – SPACE FOR SASC COLLECTIONS**

**Section A: General Needs for Special Collections and Area Studies**

There is a critical need of space for proper and secure storage of the department’s collections.

Stack areas in the Smathers Library building have reached capacity and while space can be managed in the short-term by weeding and by sending some holdings to off-site storage, operations in the building cannot make do with less storage space. This critical space shortage affects all units and collections: LAC, Rare Books, Archives and Manuscripts, Florida History, Baldwin, Popular Culture, etc. Collecting and processing activities are increasing steadily, particularly with the increase in personnel and units within the department (e.g., University Archives, Architecture Archives, etc.). Additionally, the growth of two Area Studies collections—Latin America and Judaica -- also contribute to the need for open stack space for expansion, while all the area studies collectively contribute significantly to additions to the Rare Books collection.

For reasons of practicality and security, the majority of these collections cannot be transferred off campus. Research in these collections requires near-instant retrieval, and all collections contain rare and fragile materials that are (and have been) at high risk of theft and damage. Because of these security and preservation concerns, the majority of these rare and unique materials need to be stored close to service points. It is inappropriate and impractical to transport materials such as rare books, maps, or architectural drawings from auxiliary storage locations. The department continues to identify low-demand, low-risk materials that can be stored off campus, but these materials comprise a minority of all collections held. Some of the larger archival collections (e.g., political collections such as the Graham Papers) may be stored off campus, but the numerous smaller archival collections (literary manuscripts, diary and ledger collections, and 18th and 19th century collections) are high-use materials and would be endangered by removal off-campus.

Transferring a significant percentage of the department’s collections off campus greatly diminishes or outright invalidates the justification for maintaining a separate building devoted entirely to this department. If the building is to be a true Special Collections and Area Studies building then the department requires additional stack storage space within the building. This space will alleviate current overcrowding and allow for proper collection maintenance and future growth.

**Status Report—Current Capacities of Stacks**

The primary collection storage and stack areas in the Smathers Library building are at least 93% full, which cannot accommodate the department's rate of growth.

Optimum capacity for special collections requires shelves that are only 75-85% full, typically leaving about 6 inches on each shelf. This unused space on each shelf is required for standard collection maintenance, ensures proper re-shelving, and allows for future growth space without major shifts.

This report only focuses on those materials currently held in Smathers Library and does not include materials stored in Library West, ALF, etc. In addition, this report does not include the Panama Canal Museum collection because the extent of that collection is unknown (incoming PCM materials currently are stored on the old IT offices and vault while they are in-process).
**Storage Location Summary**

The primary storage types currently used for cataloged and processed collections in Smathers Library include:

1. Open shelving, Circulating - LAC open shelving stacks, floors 3-5 (patrons have direct access to browse holdings and can check out materials).
2. Open shelving, Non-circulating - Reading Room open shelving, LAC reference (patrons have direct access to browse holdings, but cannot check out materials)
3. Closed compact shelving - Special Collections 1st and 2nd Floor stacks, Room 1A stacks (paged collections)
5. Closed regular shelving off campus – ALF (paged collections requiring retrieval time)
6. Flat File/Map Cases, Microfilm Cabinets, File Cabinets - Reading Room, LAC, Room 208, etc. (paged collections)

In addition, there are over 260 linear feet of shelving used to store archival supplies, which currently are located adjacent to processing and staff areas.

The shelving capacity of the primary storage areas in the building is as follows:

**LAC Stacks**

The Latin American Collection stacks on floors 3-5 are at **94% CAPACITY**. These stack spaces have approximately 33,741 linear feet of shelving and currently approximately 31,835 linear feet are occupied and 1,906 linear feet are unoccupied. The LAC receives about 370 linear feet of new material a year, meaning that the LAC could fill capacity in 5 years.

**Special Collections Stacks**

The 1st and 2nd Floor Stacks are at **93% CAPACITY**. These stack spaces are used by multiple units within Special Collections. The 2nd Floor Stacks hold the Baldwin, Rare Books and Florida History collections, as well as one flat file case used by the Architecture Archives. The 1st Floor Stacks hold oversize/folio books from the Rare Books and Florida History collections; a small portion of the Baldwin collection; books, comics and archival materials from the Popular Culture collection, archival collections from the Archives & Manuscripts unit; and miscellaneous ledgers, diaries, ephemera, postcards, etc.

1st Floor Stacks Occupied - 10,917.45 linear feet
2nd Floor Stacks Occupied - 12,447.97 linear feet
Total Occupied - 23,365.44 linear feet

1st Floor Stacks Unoccupied - 827.37 linear feet
2nd Floor Stacks Unoccupied - 973.44 linear feet
Total Unoccupied - 1,800.81 linear feet

Stack areas are more fully described in the Collection Summary section below.
Architecture Archives Stacks

The stack spaces in Room 450 in the south tower are at 74% CAPACITY. This room is used primarily by the Architecture Archives but also includes some large format materials from the Archives and Manuscripts unit. Approximately 2,700 cubic feet of shelf space is occupied, while only 940 cubic feet of shelf space is unoccupied. Note that these measurements are in cubic feet rather than linear feet because the materials housed on these shelves include architectural drawings and models. It also should be noted that the photographs, project files and other records normally found in architectural collections are housed in the 1st Floor Stacks and are included with measurements for the Archives and Manuscripts unit (in the Collection Summary section below).

Room 1A Stacks

The following materials currently are stored in the Room 1A Stacks because there is no space elsewhere in the building (includes both processed and unprocessed materials):

- Popular Culture/Belknap books - 737 linear feet
- Baldwin Library unprocessed books - 64.21 linear feet
- Judaica limited circulation books - 795.63 linear feet
- LAC unprocessed books/periodicals - 240.09 linear feet
- African Studies in-process newspapers - 55.83 linear feet
- Florida History in-process newspapers - 268 linear feet
- Florida History F.2 books/periodicals - 153.55 linear feet
- University Archives Books/Periodicals/Alligators - 642.08 linear feet
- University Archives Theses/Dissertations - 2,989.88 linear feet
- Manuscripts/Archival Collections, Unprocessed (Can go to ALF) - 214.96 linear feet
- Manuscripts/Archival Collections, Processed (Can go to ALF) - 432.7 linear feet
- Manuscripts/Archival Collections, In-Process Staging Area - 284.76 linear feet

All in all, the Room 1A Stack Area houses close to 3000 linear feet of theses and dissertations and 3000 linear feet of other materials. Theses and dissertations are low use materials that could be re-located to off-site storage as long as plans included a retrieval system for patrons. The remaining 3000 linear feet of materials represent items that are best housed on-site and that would need alternate on-site storage if Room 1A is repurposed for another use.

Collection Summary for Special Collections Stacks

Because collection units are assigned specific storage spaces in the building, it is worth examining the current capacity of those stack areas.

Florida History Books/Periodicals

- 2nd Floor Stacks - 1,776.92 linear feet
- 1st Floor Stacks - 112.71 linear feet (Oversize; Folio)
- Reading Room Shelves - 304.63 linear feet (F.2's; Periodicals)
- Room 1A Stacks - 153.55 linear feet (F.2's; Periodicals; Uncataloged)

The Florida History book and periodical collection currently is assigned 1,868 linear feet of shelving in the 2nd Floor Stacks, and only about 91.08 linear feet of that space is unoccupied.
currently. The Florida History book collection is at 95% CAPACITY on the 2nd Floor, and there is an additional 153.55 linear feet of books/periodicals currently housed in Room 1A. It also should be noted that almost all of the shelves are filled to capacity and do not include the standard 6 inches of space for growth on each shelf.

Baldwin Library

- 2nd Floor Stacks - 5,122.30 linear feet (23h and 39h books)
- 2nd Floor Stacks - 238.34 linear feet (periodicals)
- 2nd Floor Stacks - 11.67 linear feet ( oversize)
- 1st Floor Stacks - 516.25 linear feet (15h books)
- Room 1A Stacks - 64.21 linear feet (uncataloged)

The Baldwin Library is at 88.3% CAPACITY. The collection currently is assigned 6,782.5 linear feet of shelving in the 1st and 2nd Floor Stacks. Approximately 893.9 linear feet of that space is unoccupied currently (64.2 in. ft. on the 1st Floor and 829.7 in. ft. on the 2nd Floor). In 2010, the department completed a major shift of the Baldwin and Florida History collections to free up growth space for the Baldwin collection. Over 100 linear feet of the free space will be used in 2011 (approximately 54 linear feet will be used for the Egolf gift, and there is an additional 64.21 linear feet in the Room 1A Stacks). It also should be noted that almost all of the shelves are filled to capacity and do not include the standard 6 inches of space for growth on each shelf.

Popular Culture

- 1st Floor Stacks - 1,241 linear feet (books, playbills, comics, etc.)
- Room 1A Stacks - 737 linear feet (books and uncataloged books)

The Popular Culture collection currently is 100% CAPACITY and there is no assigned growth space. Approximately 737 linear feet of items are stored in Room 1A and there is not enough space for storage in the 1st or 2nd Floor stacks. All of the shelves are filled to capacity and do not include the standard 6 inches of space for growth on each shelf.

Rare Books

- 2nd Floor Stacks - 6,324 linear feet (Rare under 28 cm)
- 1st Floor Stacks - 2,252 linear feet (folio)
- 1st Floor Stacks - 830 linear feet (oversize)

The Rare Books collection currently EXCEEDS CAPACITY and there is no assigned growth space. The total 9,406 linear feet listed above includes materials that are shelved improperly on top of shelves and outside stacks due to overcrowding. In addition, the shelves do not include the standard 6 inches of space for growth on each shelf.

Archives and Manuscripts

The Smathers Library currently includes stack space for approximately 7,000 linear feet of archival collections, consisting of personal and family papers and the organizational records of UF and other corporate bodies. These stack areas include:
- 1st Floor Stacks - 6,394.5 linear feet of processed collections
- Room 1A Stacks – 432.75 linear feet of processed collections

The totals above do not include the Architecture Archives holdings or the University Archives books, serials, photographs, clippings and vertical files.

Currently, there is approximately 600.32 linear feet of unused shelving in the 1st Floor Stacks that could be used for archival collections. Stack space for archival collections currently is at 91% CAPACITY. The department has identified over 500 linear feet of archival materials currently stored in the 1st Floor Stacks that could be relocated off-campus. Altogether, there is over 1,100 linear feet of growth space for archival collections in the 1st Floor Stacks.

Since 2005 the Manuscripts and Archives unit has added an average of 165 linear feet of newly processed materials each year. However, this average will increase significantly in 2011 and beyond because of increased collecting and processing activities. For example, the unit currently is processing three collections measuring almost 1,000 linear feet (Graham Papers, Child Papers, and Morgan Architecture Papers). Even if the majority of these materials were stored off campus, at this rate the growth space in the 1st Floor Stacks will be nonexistent within 3-4 years.

The Archives and Manuscripts unit also currently requires approximately 350-400 linear feet of shelving which is used as a staging area for archival collections that are being processed.

Judaica

The Room 1A Stacks currently hold many Judaica items that are scarce and have been designated limited circulation status. This is a rapidly-growing, limited set of circulating items (possibly in excess of 1,000 items). In addition, there are Judaica materials currently stored in ALF that need to be returned to campus and added to the limited circulation materials (some may be transferred to Rare Books). These limited-circulation Judaica materials could be housed in another storage area if Room 1A is not an option, but they could not circulate and they would need to be quickly and easily accessible.

Section B: Possible location of additional stack storage

NOTE: Following are options that have thus far been identified as potentially addressing the SASC collection growth needs. At this time, we have only determined to recommend Option 1 (retention of the compact shelving in Room 1B) since the loss of this amount of space to house the collections would itself be devastating. Other potential spaces in the building for which plans have not been included in the proposal could be recommended only after an engineering study is completed and the load-bearing capacity has been determined.

There is a critical need for storage space in the Smathers Library building. Although off-campus storage will help alleviate some of the overcrowding, this is not practical for the majority of the department's holdings. Access to any collections stored off-campus can only be provided if (1) there is a reading room at the off campus storage facility (also requiring personnel to monitor the room and retrieve materials from the stacks, and basic equipment such as a computer, photocopier and scanner), or (2) the department
implements a 24- or 48-hour retrieval time so that there is sufficient time for the materials to be brought to campus for users. Either solution creates problems for users, who demand quick and easy access to the collections. The best solution is to create additional stack storage spaces in the building.

Appropriate storage for rare and unique materials requires standard enamel metal shelving located in secure storage areas with climate controls and no exterior windows (preferably in areas with minimal plumbing). Relatively few areas in the building can be adapted for compact storage. Most of these are on the 1st Floor. The Room 7 corridor--currently part of Preservation--is prone to flooding from roof leaks, pipe breaks, and back up of drains. Rooms 10 and 10A may be suitable as stack areas but would require extensive modification.

**Option 1**

Continue to use Room 1B (current shelving adjacent to and accessible via Room 1A)

Requirements

Completely separate Room 1A (meeting and special function space) and Room 1B (compact shelving) with a permanent wall and eliminate the door between 1A and 1B. Create a new separate door from 1B into the main lobby (99L) near the stair case. Retain area as pseudo-secure room with existing compact shelving or seal up windows, provide appropriate fire prevention and environmental controls, fix or replace compact shelving, and convert to additional secure storage.

Issues/Problems with Adapting Space

- Interferes with plans to expand Room 1A
- Conversion of this area to secure storage may not be cost effective
- Sealing of windows will affect appearance of building on the plaza side

Results

- Retains but does not increase current stack storage capacity

**Option 2**

Reconfigure Room 1A to put stack storage area in eastern 1/3 of room and to extend Room 1A west into Room 1B space.

Requirements

Requires a new wall dividing Room 1A in half and elimination of wall between 1A and 1B. Requires installation of stacks into newly created storage space at east end. Requires opening access route into this area via Room 2 on first floor. Requires extension of environmental control systems from stack area SO1 or installation of independent fire control and environmental controls in new stack area.

Issues/Problems with Adapting Space

- Possibly interferes with plans for Room 1A
- Conversion of this area to secure storage may not be cost effective
Results

- Retains but does not increase current stack storage capacity

Option 3

Install additional compact shelving in Room 10 on the 1st Floor. This space is currently being used by Preservation and by Archives & Manuscripts for processing space (the old IT offices).

Requirements

- Requires extensive modification of the space to resolve flood, leak, light and security concerns.
- Requires removal of temporary walls and installation of compact stacks (accounting for existing support columns running down the center of the room).

Issues/Problems with Adapting Space

- Conversion of this area to secure storage may not be cost effective

Results

- Increases current stack storage capacity

Option 4

Convert Room 1A from a meeting and public event space to a compact stacks space. This may be the only space in the entire building capable of efficiently accommodating new compact shelving in a single, secure location. The meeting and public event space would need to be relocated to either the 1st or 2nd floors (e.g., Preservation, Acquisitions/Licensing). We realize this will probably be an unpopular option, but the reality is that there are few places in the building that can handle the weight of compact stacks.

Requirements

- Requires modifications of the space to resolve light concerns. Requires relocation of meeting/public space, which will require significant modifications to another space in the building.

Issues/Problems with Adapting Space

- Sealing of windows will affect appearance of building externally

Results

- Increases current stack storage capacity
- Maximizes use of space available in Room 1A

Option 5

Install additional non-compact stack areas on the 4th Floor (if vacated by LAC), or in other small but available spots. Even if they could support weight requirements, it is unlikely that these areas could meet
the requirements for security or environmental control for storage of Special Collections materials. They might accommodate expansion of Area Studies collections.

Requirements

Requires extensive modifications of the spaces to resolve light and security concerns.

Issues/Problems with Adapting Space

- Conversion of this area to secure storage may not be cost effective

Option 6

Convert a portion of the 1st Floor of Library West to secure storage for SASC holdings. This satisfies the need for additional storage space on campus for rare and unique materials that should not be transported to/from off-campus.

Requirements

Requires extensive modifications of the space to resolve security concerns. Requires major shift of Library West holdings to free space on the 1st Floor. Requires major shift of SASC holdings from Smathers Library to Library West.

Issues/Problems with Adapting Space

- Conversion of this area to secure storage may not be cost effective
- Space will include both circulating (Judaica) and non-circulating (Special Collections) materials.

Results

- Increases current stack storage capacity for the department

**NOTE:** There are also several areas in the building where built-in shelving uprights exist that might be used if the spaces are determined to be sufficiently safe for housing Special Collections materials. These are located on the 1st, 2nd, and 3rd floors behind the 1st Floor Conference Room, the 2nd Floor Exhibit Gallery, and on the 3rd Floor within Cataloging & Metadata. It is believed that these built-in shelving uprights must remain in place as support for air handling units between each floor, but the potential for use of this space given environmental concerns hasn’t been assessed. There is a similar area in the old 1st Floor IT space that has most recently been used as the Server Room. The uprights remain and are thought to be essential for supporting the floor above it. This area does already have special air conditioning that was needed to keep servers cool, so may be useable for some Special Collections materials.
APPENDIX B -- SPECIAL COLLECTION RESEARCH ROOM

Section A: General Needs for a Research Room

A research room intended for the use of rare book, manuscripts, records, and other non-circulating materials can be either single function or multi-function. The requirements and arrangements of space differ depending on which type of room is chosen.

NOTE: Because our proposal assumes that the Special Collections Research Room will remain in the 2nd Floor Grand Reading Room by shifting it to the south end, the single-function Research Room text has been removed from this appendix.

Multi-Function Research Room

A Multi-Function Research Room has a principle purpose: to provide work space for researchers using materials from Special Collections that is secure and monitored. However it is either large enough to accommodate other functions or is located in a larger area dedicated to other functions. These functions can include gallery space, talks and lectures, class presentations, or general visitations and study. It is important in designing such an area to make sure the multi-function nature of the space does not conflict with or negatively impact use of the research area as a quiet and secure place for patrons using the Special Collections.

A research room with multiple functions or in a multi-function space should be:

- Secured from damage and/or access during non-operational hours of Special Collections
- Segregated from adjoining areas in some fashion and open only to researchers during the operating hours of Special Collections
- Utilitarian. It should have a minimum of furniture and this furniture should be easy to rearrange or remove if the room is being rearranged for another use. Items subject to theft, vandalism, or damage by simple accident should not be stored in the room. Browsing collections must be in shelving units that can be locked during times when the room is closed (but adjacent areas open) or when the room is being used after hours.
- Insulated from disruptions coming from adjoining areas--talks, lectures, general study, etc.
- Equipped in all other ways like a single function research room, that is, be:
  - Easily monitored from a service desk
  - Easily accessible to closed stack areas housing the collections
  - Equipped with two sizes of lockers where researchers can deposit briefcases, book bags, coats, jackets, etc., before entering
  - Equipped with numbered tables that have the rules for using materials posted on them
  - Equipped with one large table or grouping of tables for use of large format media like maps and posters (if serviced in this room)
  - Equipped with adequate computers and scanners to serve researcher needs
  - Equipped with camera security
  - Equipped with microfilm readers (if use of microfilm is serviced in this room)
  - Equipped with a central desk/staging area for staff and with a system for electronic registry of researchers

Section B: Proposed Location of a Multi-Function Research Room in George A. Smathers Library
Relocate the Research Room to the south end of the Grand Reading Room (205C) with adjacent study space/special function space

Requirements

- Must provide electricity to this section of the room
- Recommended that we seal off 205C from Room 209 to block public access to office area and stacks; could possibly provide extra security for flat and vertical files
- Recommended that we provide locking book cases if browsing collection is to be retained as a feature
- Should configure room in accordance with needs of a multi-functional research room as described above.

From the Streit Report:

“There is legitimate concern on the part of staff that issues of security not be minimized in the planning of the Research Room. A design solution that may solve the problem of security is to construct an architecturally compatible room divider provided with a gate controlled from the reference/paging desk. The idea is not to erect an unsightly barrier that will isolate the Special Collections research area but rather to provide a discrete, controlled area for the use of Special Collections materials distinct from the general study area. While the desired dual purpose for the room should be attainable with an appropriate design of the physical space, the risks are still real if caution is not exercised.”

Issues/Problems with Adapting Space

- Recommend that map collection be relocated into a secure area
- Must relocate the processing area
- Should not permanently store or display valuable items in research room space
- Increases requirements of monitoring adjacent areas for noise, food and drink, etc.
- Possibly incompatible with use of Grand Reading Room as a lecture room/auditorium
- Minor concerns with book lice infestation in part of this room. Possible to eliminate?

Results

- Keeps Special Collections in the Grand Reading Room and retains visibility
- Reduces research room to an appropriate size
- Retains current office space, storage space for vertical files, and microfilm room
- Retains access to second floor stacks through Room 207
- Complicates access/pulls from first floor stack area
- Somewhat inconvenient for handicap access by main elevator
APPENDIX C -- PROCESSING AREAS

Part A: Processing Needs

Special Collections typically handles every format known to libraries: books, periodicals, manuscripts, plans and maps, audiovisual materials, and electronic records. Any type of large collection—whether it be books, papers, records, or a mixture of materials—has to be assessed and processed in the aggregate. Inventorying and organizing these materials requires areas with ample square footage that are secure and well lighted, with provision for computers, scanners, work tables, and storage. An open floor plan, with tables arranged in rows separated by wide aisles, is preferable to a room where furniture has to be configured around space broken up into smaller annexes or offices.

Ideally, processing should be done in the same general area. There has been discussion of having processing space for the University Archives and the congressional collections at an off-site facility; however, it seems unlikely that suitable off-site space will be available in the near future. Regardless, there are limitations to what can be done off-site. Unlike the circulating collections, staff in Special Collections is not clearly divided along public and technical service lines. There is no distinct processing staff that can be separated from the other functions of running the department.

Consequently, any processing area that is not readily accessible to all staff creates a problem. While some processing off-site seems unavoidable, it must be limited in scope. Off-site processing can only become the norm if GAS is committed to hiring staff specifically for that work.

With the George A. Smathers Library, SASC currently occupies 3420 square feet of processing space and nearly every foot of available table space is being used. However, the University Archives has been dormant for the past eight years and will need its own space for processing. Likewise, the Architecture Archives is only now just beginning. It should also be noted that architectural collections require more space than other types of collections. We estimate that a minimum of 4000 sq. ft. will be required for all processing.

Additional Considerations:

Conservation: It would be advantageous to have the Conservation Unit onsite as most items needing conservation work are discovered during processing. Processing will be slowed considerably if materials needing preservation work have to be transported constantly to an off-site facility. Having the freeze chamber and a quarantine area nearby is essential.

Elevator access: The lack of a service elevator is one of the main drawbacks to using the building for processing. A service elevator could be installed between the north wing and the stacks connecting both. Environmental conditions also impact where processing can occur. Several areas in the building are prone to leaks, volatile temperature readings, and pest infestations. Little beyond remedial action has been done to address these issues.

Need for storage/staging of in-process collections: Current processing uses staging areas able to accommodate 150 cubic feet of records is needed (supplied by Room 1B and Room 18).

Part B: Current Arrangement of Processing Space

SASC currently maintains two large processing areas for major projects as well as smaller work areas for photographs, print materials, and smaller projects. In addition, most staff members have small work
spaces in or adjacent to their offices. Due to the large number of projects and donations currently underway, all available table space is currently in use.

Room 205 adjacent to the Grand Reading room currently has:

- 1879 square feet of unfettered space
- 180 linear feet of tables
- 5 computer workstations
- 110 square feet of open space used for carts, stacking of boxes, etc.

The room provides ample walkways and everyone has a clearly defined workspace.

Rooms 10 and 18 on the first floor along with one associated vault provides

- 1541 square feet.
- 96 feet of tables
- 3 computer workstations
- Wooden shelving (not in use and not of practical value for processing)

Part C: Proposed Location for SASC Processing Space

The processing area or areas should have a minimum of 4000 sq. ft. to accommodate existing and future needs. Given the current constraints and the uncertainties of the Shared Facility, the most practical location for processing in the immediate future is within George A. Smathers Library.

Proposed Location

Relocate processing now behind the half-wall in the 2nd Floor Grand Reading Room to 200C (DLC) and retain much of the old IT space on the 1st Floor as well. Some SASC staff most involved with processing activities can be moved to spaces within these areas as well.

Results

- Maintains processing space at or above its current square footage
- Consolidates processing into a single area
- Locates processing near the loading dock for George A. Smathers Library
- Provides for stack storage space easily accessible to processing
- Acceptance of new collections that will be processed requires inspection by the conservator and treatment and quarantine of incoming materials. A room in the old IT space with a door to the loading dock can be assigned.
Floor 3.

Floor 3 of Smathers currently is occupied primarily by the library system’s Cataloging Department. As with the Acquisitions Department, there has been discussion of re-locating Cataloging into vacated space elsewhere on campus and devoting its current quarters to the Latin American Collection. LAC is the one Area Studies collection that because of its large size and close ties to Special Collections has remained in Smathers and it will continue to do so into the future. Preliminary planning to date indicates that LAC will re-locate from floor 4 to the space occupied by Cataloging on floor 3. It should be noted that LAC’s public hours considerably exceed those of Special Collections and the planning for the restoration/renovation of Smathers should take this into account from the standpoint of security for the building and its valuable contents. The major concern of LAC staff in re-locating to floor 3 is the security of the collection, most of which circulates; the primary issue is the location of the reference/circulation desk so as to provide sight lines toward the public and stack entrances and material housed or used in the public research area. There is no location for the reference/circulation desk on floor 3 that will permit eye contact with the two public entrances, the public entrance into the open stacks, and the area where researchers will sit surrounded by reference materials. A possible solution to this issue is discussed in numbers 1 and 2 below.

There has been discussion of providing space in Smathers as something of an “outpost” for non-LAC Area Studies (Asian, African, Judaica), whose collections are located in Library West. The idea is to create a space, currently lacking in Library West, in which the staff responsible for these Area Studies can meet and consult with researchers. Such a space is probably achievable within the LAC area on floor 3 but the question of how practical such a space will be should be investigated. It may be more useful for the Area Studies staff and for their researchers to create a consultation space, with appropriate workstation capability (e.g CJK), that is located near the collections themselves on floor 1 of Library West. When this option was discussed with the Area Studies staff, there was general agreement that the need was for an appropriate meeting/consultation space in which to interact with researchers, not space in Smathers per se.

1. Stair lobby (302).

As with floors 1 and 2, the main stairs and the lobby on floor 3 should be refurbished to their original appearance. One of the two public entrances into LAC is from this lobby. However, due to security concerns noted above, a logical solution, and likely the least expensive, will be to require the public to use the elevator entrance and to disable entry through the double doors leading from the stair lobby, thereby converting this entrance into an alarmed fire exit instead.

2. Rooms 300 (300A, 300B).

Room 300 is a spacious area that should easily accommodate LAC’s requirements for researchers, exhibitions, offices, and work space. If entrance by the public into LAC is restricted to elevator access, room 300 will afford adequate security while providing considerable flexibility in terms of both public and staff use. Even so, the necessity to monitor the public entrance into the stack area will require locating the reference/circulation desk in room 301, adjacent to room 300. A logical arrangement of room 300 in this circumstance is to locate the exhibition space in the western portion of the room, the center being devoted to housing the printed reference collection and space for researchers (with seating for approximately 50 simultaneous users based on current peak demand), and the eastern end of the room serving as office/work space for LAC. If rooms 300A and 300B are of sufficient size and won’t seriously
compromise space for researchers, they could be adapted as LAC staff office space—their location is central to oversight of all portions of the LAC space, except the elevator and the stack entrances.

3. Roos 301, 310A, 310C.

NOTE: Errors in yellow below discovered by Rich Bennett and verified by John Ingram

As noted above, Room 301 is a likely candidate for the LAC reference/circulation desk, specifically along the western wall which provides sight lines toward the elevator and stack entrances and most of the central portion of room 300; if it is structurally possible to widen the opening between rooms 301 and 300, better sight lines would be provided into the research area. Rooms 310A and 310C—THIS IS THE SMALL STACK SHELVING AREA ON FLOORPLAN—AND ABOVE AC ROOM (SO PROBABLY CAN’T SUPPORT MICROFORM CABINETS)? are thought to have load bearing floors and these should be investigated as locations for the LAC microfilm storage cabinets. If the space is insufficient in these two rooms, the floors of room 300 should be tested to determine whether some or all of the microfilm could be housed in the work area.


The current location of the staff lounge seems satisfactory for its purpose, as does its size. Some thought might be given to its modernization and visual appeal within the broader context of the restoration/renovation.

NOTE: Errors in yellow below discovered by Rich Bennett and verified by John Ingram. Left in this appendix to inform the larger discussion of how the space now occupied by LAC might be used in the future.

Floor 4.

Floor 4 of Smathers is divided into two distinct components, the larger being the current location of LAC and the Acquisitions Department (Gifts) and the smaller housing the Architectural archives collection. As already noted, LAC will likely move to larger quarters on floor 3 and thought has been given to using floor 4 for the Architectural archives collection, given the assumption that the floor is sufficiently strong to support the weight of the flat files. This would require re-locating Cataloging to vacated space elsewhere on campus, along with Acquisitions from floor 2, as already noted. Ideally, it would be preferable to keep all the research collections and their activities as close together as possible and if this is achievable on floors 1-3 (including the architectural archival collection), floor 4 could be retained for non-public library functions, i.e. Cataloging and Acquisitions. It should be noted that several staff commented upon the need to retain the function of rare book cataloging within Smathers, primarily in the interests of preservation and security. This is an argument with merit if the Cataloging Department moves out of the building; if the re-location occurs, the small amount of space for rare book cataloging could be accommodated in the floor 1 work area. If Cataloging Department remains in Smathers, rare book cataloging can remain on floor 4.

1. Rooms 400A, 400B, 499x, 401-424.

Whether this range of rooms is adapted for the Architectural collections or for the Cataloging Department, the rabbit warren of small rooms will need to dismantled, creating as many open spaces (with an
appropriate number of movable partitions) as the building’s structural support systems will accommodate. Taken together, these rooms provide equivalent space to the Cataloging Department’s current space on floor 3.

2. **Room 400.**

Currently housing LAC, room 400 could be adapted for the Acquisitions Department, providing space equivalent to the Department’s location on floor 2.

**NOTE:** The section below is not relevant to LAC. These are at the top of the South Tower.

3. **Rooms 450, 451, 453.**

As with several other spaces scattered on other floors, these rooms present significant ADA challenges because they are not elevator accessible. The space has recently been adapted for the Architectural archival collections, which, if they expand as anticipated, will need more space and space that is elevator accessible. Options for relocating the Architectural archival collections have been incorporated above. Given the relatively small size of these rooms, it may be more practical to utilize them for storage rather than go to the expense of installing an elevator.