

Memo

To: Port City Architects

From: Sharon M. Johnson

Date: May 31, 2002

Ref: Response to last plan for Blake Library Connector Building

UMFK Information Services staff who are housed in the library were asked to respond to Port City's proposal for change in the library. These staff members are involved in a variety of activities which expand traditional library functions. They work together as a team to provide services of all types: circulation of library materials, computer support, printing support, copying support, faculty support for classroom technology, web support.

Leslie Kelly is Assistant Director of the Library as well as Web Master. She runs the web server and the WebCT server. She supervises Neal (web assistant), Anne (cataloging), and Georgine (serials). Supervising means she does the work if her staff is not available. She works with faculty, in particular, with Blackboard and WebCT, but also with other software packages, such as PowerPoint and Excel. She needs space for several visitors at one time. She backs up reference in all its functions when needed (most often at lunch time) and circulation when Sofia can't.

Accommodations for the "Connector Building"

General Statements

- The Library can not afford to rearrange just for "look".
- With the current plans we are losing space which we do not have to lose.
- The current plans will make work inefficient, staff work closely together and need to be together.
- Currently the computer lab is not a healthy place to put two staff all day every day.
- Currently the special collections room is not a healthy place to put staff.
- The current plans have not made space for periodicals, web services, assistant director, administrative assistant, or placed curriculum collection, juvenile, young adult together, nor did they account for all of the reference stacks. (Not so sure I found atlas stand, newspapers, videos, or audio books either)
- I would like to see us efficiently keep the services we currently provide, not try to squeeze in future plans to an already currently filled space. (i.e. curriculum classroom, quiet study room, teaching technology center)
- I think patrons will have a hard time to find the front door. Unless you are coming from Cyr or the dorms, it is not going to be easy to find.

Working Relations/Space

Everyone prints to same three printers. The printers need to be reasonably placed for all staff. There should be room to collate large publications, such as annual reports and athletics publications.

Circulation

- Room for reserves
- Room for a workstudy station
- Room for Circ computer/check-in, check-out....
- Room for Circ staff work station
- Room for Requestor Books
- Room for ILL station/scanner
- Room for processing mail (opening, packaging, sorting), often involves large containers
- Close to Photocopiers
- Close to Administrative Assistant station
- First thing patrons walk in to
- High traffic area

Reference

- Close to Circ
- Close to Indexes/Ref stacks
- Close to Periodicals
- Close to Gov Docs
- Close to Administrative Assistant station
- Ability to have a patron sit and search with the Reference Librarian
- High traffic area

Administrative Assistant

- Close to Circ
- Close to Ref
- Close to student computers
- Close to color printer
- Close to copiers
- Close to Dean
- High traffic area
- Could be first thing patrons walk in to
- Computer secure from public access

Web Services

- Close to color copiers and printers
- Room for three computer workstations (Web Administrative Assistant, workstudy, Web Administrator and place for faculty to work)
- Room to work with people at those stations (eight people, may be high count)
- Student access (graphics)
- Place for servers, preferably not in daily work area

Cataloging/Acquisitions

- Relatively close to circ (hidden and yet there, not healthy to isolate, cir/ref need to easily be able to ask for help, currently backs up Administrative Assistant when not there for color printing/pcounter)
- one workstation for staff
- shelves for books to catalog
- shelves for acquisitions

Serials

- Relatively close to circ
- In same work area as cataloging/acquisitions
- One workstation for staff (would be nice to have additional one for workstudy to check-in)

Library Director

- Close to Administrative Assistant
- One computer workstation
- Room for 4 people to meet
- Ability to have private discussion
- Accessible to staff/students (not right in the middle of things but not in the corner hidden away either)

Assistant Director

- Close to Reference/circulation
- Close to Acquisitions/Serials
- One workstation (this could be the one with web services if web services could be close to the ref/cir/acq/serials)
- Room to work with two

Stacks

- Curriculum, Juvenile and Young Adult stacks together
- Atlases, Aerial Maps, Reference, Indexes, Maine Documents together

A-V Room

Television/VCR

- Multi media
- Microfiche/film readers
- Microfich/film

Janitorial Services

- Room for bucket and mop
- Room for ladder
- Room for waxer
- Room for supplies

Sofia Birden is the reference librarian, whose primary task is to answer questions from all patrons, in person and electronically. She is responsible for bibliographic instruction, most often in our computer classroom, but also in other classrooms. She is in charge of government documents, including cataloging them, and special collections. She is the curator of the exhibit area. She supervises circulation (Stephanie) and performs those duties in the absence of circ staff. She backs up Leslie with WebCT and Blackboard. She is responsible for the Library Web Page.

Thoughts on the design of new addition as it pertains to the library:

1. The way reference and circulation have been put together.
 - a. Difficult for reference to help people because one third to one half of the people I help sit at my desk. This is either because I am helping them with a computer problem, a disk problem, locating materials, or showing them other resources available to them.
 - b. While sitting near the reference computer terminals I can observe if people are having difficulty finding materials and then help them if they want my help. They are also more likely to turn to me for help if they are stuck. I am concerned with being behind a closed off space from the patrons that this will minimize their desire to ask for help.
 - c. When reference and circulation are combined, people are inclined to ask whomever is available a reference question whether it be a librarian or a work study student. Workstudy students are not able to answer a vast majority of reference questions. UMFK students do not always know who is a workstudy student and who is a librarian. The arrangement we currently have allows us to keep the workstudy separate from the reference area. This allows the workstudy student to refer questions to the reference librarian.
2. Reference stacks
 - a. Though the look and feel of the area in which you put the reference collection is very nice, there is no way the collection will fit. Unfortunately we can not afford the luxury of wasting space. The space needs to be utilized as cleanly and efficiently as possible.
 - b. We currently keep part of the reference collection in three ranges. Two are 20 3/4" wide by 84" high by 279" long. One is the same width and height but is 256" long. The indexes (also part of reference) is in one range which is 21 1/2" wide by 43 1/4" high by 256" long. In addition there are two more ranges with these dimensions that hold the Maine government documents.
3. I like where you have placed a majority of the stacks. However, it looks as though we have lost some of our ranges (and not just in reference). This may be simply that the long ranges you have in the old gym area compensate for the fewer actual ranges. I don't know the dimensions so I can't even make a guess at that.
4. The computer class/lab wherever it is has to have an instruction station, projection device, and screen. Library staff use the computer classroom for bibliographic instruction, WebCT and Blackboard instruction, various workshops, and other instructional classes as they come up. We also have professors who use the class/lab when the need arises.

5. I have created and sent in pdf a diagram of the various departments and how they relate to each other. You will notice that some areas rely heavily on others. This is to simply give you an idea of how placement of our departments is vital to the way in which this library functions.
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Stephanie Bresett is responsible for shelving, including serials re-shelving, circulation, reserves (including electronic reserves, needs a scanner), Interlibrary Loan and requestor (includes courier service, packaging and preparing materials). She answers directional questions, runs the cash register, and works with the administrative assistant (academic computing). She supervises many workstudy students.

I have no specific requests for space allocation, but I do have some general commentaries.

1. It is important for the architects to know how we work together and what our traffic flow is like. They could benefit from spending time in our building to see how this all works.
 2. I don't think we should "accommodate" anything that we don't already have space for.
 3. Being aesthetically pleasing is important, but we can't afford "wasted space" such as long, virtually unused hallways.
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Nicki Ouellette is the Administrative Assistant to all of the Information Services departments. Students come to her area to add money to Pcounter (we charge for printing on campus), Unet Accounts, color printing and copying, laminating, Novell accounts. Her computer is always logged onto the Novell server as administrator so that various tasks can be completed. When she is not at her desk (—often, she is also our academic computing help desk and does office visits), her duties are backed up by Anne in cataloging, Leslie, Sharon, Sofia, Stephanie. She sorts the mail, as well.

Suggestions or Questions for Library Addition

1. Obviously, staff members should be in relatively close proximity to each other. Most equipment, (printers, copiers, etc) should be easily accessible as well.
2. Is there a possibility of putting the Audio Visual room elsewhere? Maybe in room 123 (what is now Special Collections). The AV Room is a much better room as far as lighting and atmosphere. If the staff are going to be spread apart anyway - that would be a better staff office.
3. The computer classrooms have too many doors, both inside and outside doors And the outside doors are not adequate for constant usage. That raises a security issue.

4. If study room 124 is meant for staff - how many? And how would students or other visitors have access to the staff in this room without going behind the circulation area?
 5. Is room 101 meant to stay as an office? If so, can it be opened up to lead into room 124 to join more staff together?
 6. The 2 conference rooms upstairs would be great rooms for staff, but which ones? Serials and cataloging are the two less "public" positions, but we still all work with these people all the time.
 7. Staff rooms seem to be moving further and further away from bathrooms? We are spoiled to the easy access to a more private bathroom.
 8. I know this seems trivial, but how much further are we going to have to walk to get to the parking lot? We have to fight for parking spaces close by as it is. And the walk way just outside the handicap entrance is always one of the last ones cleaned, and is always glare ice in the spring. That would need to change.
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Neal Jandreau maintains the web presence, working with the whole campus. He works closely with staff/faculty/students with graphics support, assists students with PowerPoint, web pages, ftp, scanning. He helps with many campus publications. He works with Leslie and others in video streaming and audio capture.

Subject: Library Addition Suggestions

Here are my suggestions in no specific order:

1. Web Services should be close to the following:
 - a. Server Room because we are maintaining 2 servers (video and web)
 - b. Color and B&W printing because I am asked to help with that as much as possible and because of athletics
 - c. Nicki Ouellette because I interact with her the most out of all the library staff and almost on a daily basis.
 - d. Obviously close to Leslie if at all possible
2. Web Services should be within easy access of students, faculty, and staff so as to offer our one on one service that we pride ourselves on giving.
3. Upstairs in Acadian Archives is ideal for the server room and our offices being close together but it definitely doesn't help the printing and support to students.

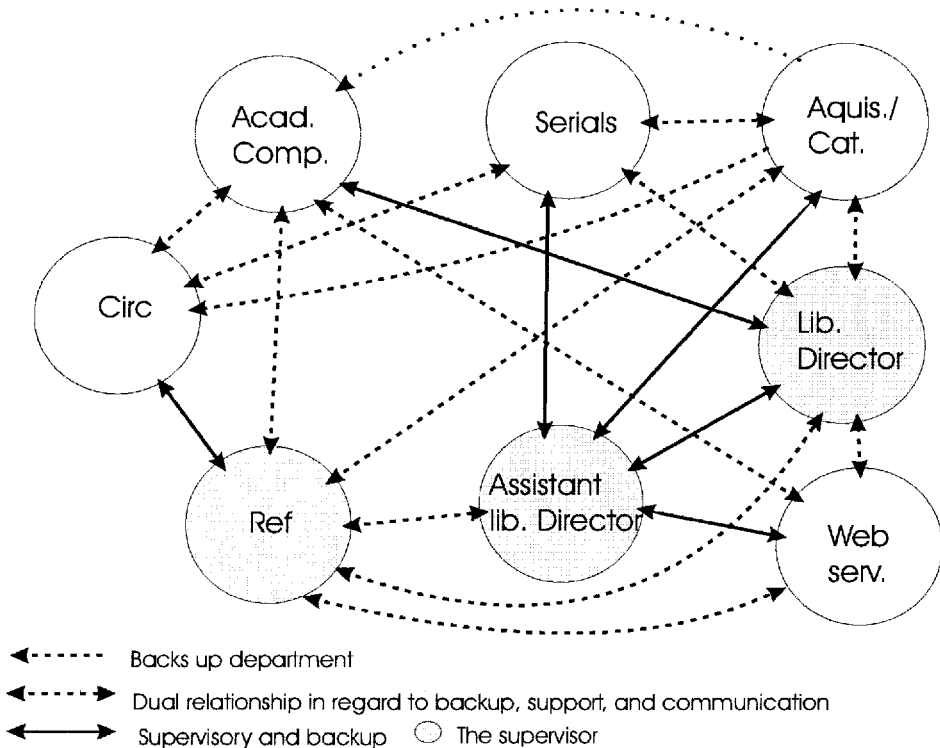
Anne Chamberland is the person responsible for acquisitions (buying and receiving books and other materials) and cataloging. She requires a good deal of space for the materials between the time they are received and the time they are cataloged. She backs up circulation and the administrative assistant when needed.

I don't really know what comments I should make on this plan or I'm not sure what would work best for all of us. Probably a new building with colorful design or walls or even an old building with colorful walls. I feel a library should be lively with colors and should be comfortable for staff who work in it and for students who use it.

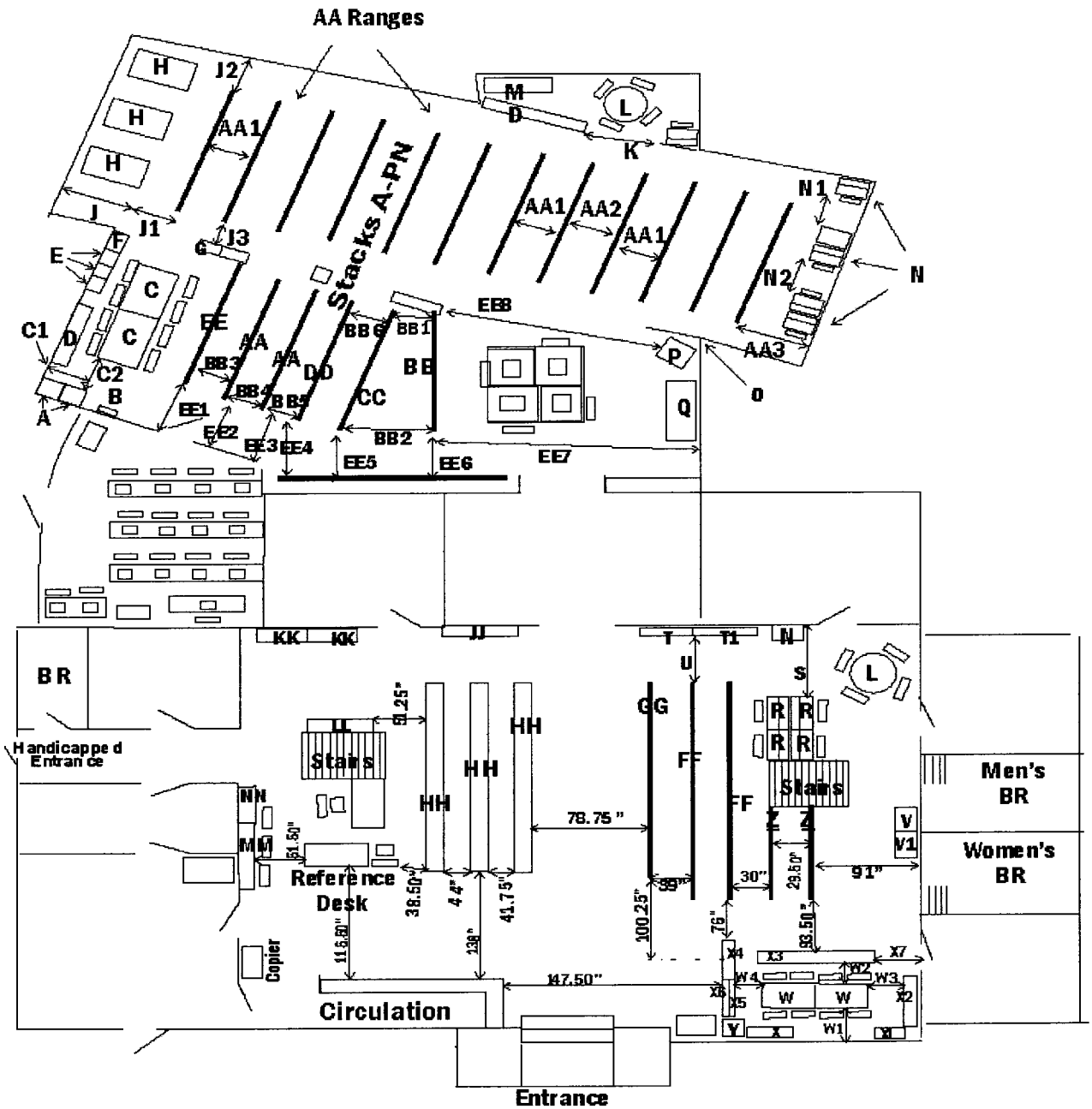
- I feel that the "Librarian" or our Special Collection room is not a place for an office because it's dark and confining, unless wall between the comp. lab and that room is torn down and replace with glass door(s) and/or windows and appropriate ventilation and lighting.

- I see that they focused on keeping staff in the center of the library which is a good idea. I would see circulation and reference in main entrance and AA, serial, cataloging in circulation and workroom area. Web services could be in area between circulation and Librarian.

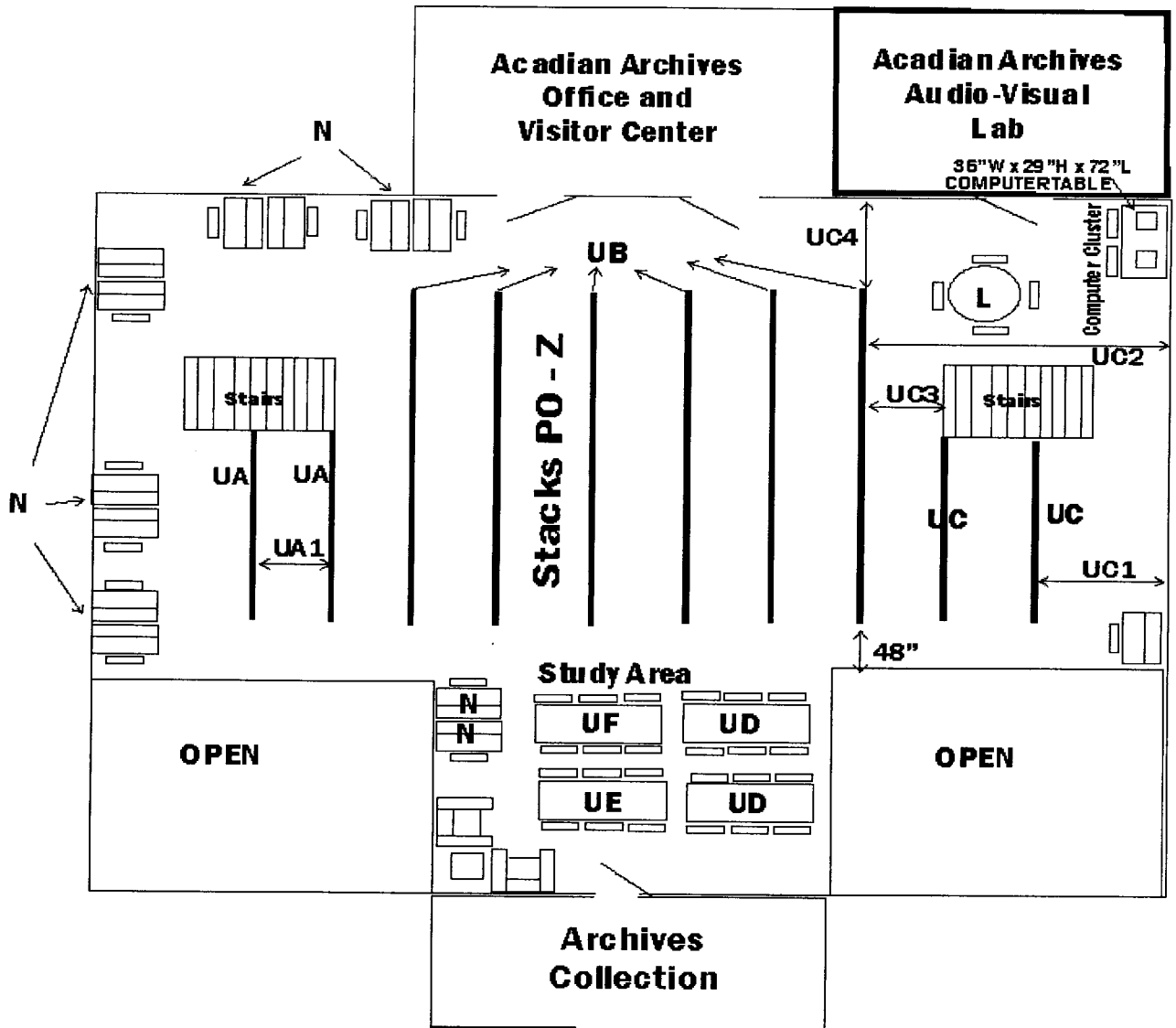
- I would really like to have a staff break room.



Downstairs



Upstairs



Measurements of Library Furniture and Spaces

LOCATION	MEASUREMENTS	DESCRIPTIONS
A	36"w x 85"h x 12"d	metal shelves
B	24 1/2"w x 42 1/2"h x 8"d	low bookshelf (wooden)
C	35 1/2"w x 29 1/2"h x 89 1/2"L	tables
C1	53"	wall to table
C2	39"	wall to table
D	19 1/2"w x 35"h x 96"Long	wooden magazine table
E	12"w x 72"h x 15"d	metal lockers
F	36"w x 72"h x 16 1/2"d	metal shelves
G	14 3/4"w x 52"h x 28 1/2"d	filing cabinet
H	34"w x 29"h x 60" long	tables
I	none	
J	90 1/2"	rug area from wall
J1	27"	from rug to 1st range
J2	39 1/2"	from wall to range end
J3	39 1/4"	from end of range to implied divider between two sections
K	70 1/2"	between wooden magazine rack and wall division
L	47 1/2"diameter x 29 3/4" h	round tables
M	33 1/2"w x 25"h x 84" long	couch
N	35 3/4"w x 50"h x 24" deep	study carols
N1	55 1/2"	
N2	31"	
O	46"	wall jutting out
P	29 3/4"w x 30"h x 29 3/4"d	table with printer
Q	35 3/4"w x 29"h x 71 3/4" long	table in cluster
R	38 3/4"w x 50"h x 27"deep	study carols
S	83"	wall to carols
T	51 1/2"w x 48"h x 21 1/4 "d	wooden newspaper shelves
T1	35 1/2"w x 48"h x 21 1/4"d	wooden newspaper shelves
U	71 1/4"	wall to range
V	30 1/2"w x 43 1/2"h x 25 3/4"d	wooden atlas stands
V1	30"w x 44"h x 26 1/2"d	wooden atlas stands
W	36"w x 29 1/4"h x 60"long	wooden tables
W1	46"	
W2	41 3/4"	
W3	54 3/4"	
W4	72"	
X	73 1/4"w x 82"h x 12 3/4"d	wooden magazine range
X1	37"w x 82"h x 12 3/4 "d	wooden magazine range
X2	109"w x 82"h x 12 3/4 "deep	wooden magazine range
X3	24 1/2"w x 90"h x 147 3/4"long	metal magazine range
X4	73 3/4"w x 82"h x 24"deep	wooden magazine range
X5	37"w x 82 1/4"h x 12 3/4"deep	wooden magazine range
X6	37 1/8"w x 82 1/4"h x 9 3/4"deep	wooden magazine range

Measurements of Library Furniture and Spaces

LOCATION	MEASUREMENTS	DESCRIPTIONS
Z	20 3/4"w x 84"h x 111 3/4"long	oversize ranges
AA	20 1/2"w x 90"h x 184"long	ranges in section
AA1	30"	range to range
AA2	56"	large gap range to range
AA3	73 3/4"	last range in section to wall
BB	20 1/2"w x 90"h x 183 1/2"long	range angled in section
BB1	27 1/2"	short section range to range
BB2	70"	large section range to range
BB3	45"	
BB4	39 1/2"	
BB5	40"	
BB6	41 1/2"	
CC	179"long	same width and height as AA
DD	183"long	same width and height as AA
EE	20 1/2"w x 90"h x 220"long	last range in section
EE1	32"	
EE2	67 1/2"	
EE3	67 1/2"	
EE4	107"	
EE5	95 1/2"	
EE6	68 1/2"	
EE7	264"	
EE8	272"	
FF	20 3/4"w x 84"h x 279 1/2" long	range
GG	203/4"w x 84"h x 256"long	range
HH	21 1/2"w x 43 1/4"h x 256"long	short range
JJ	28 5/8"w x 52"h x 94"long	microfilm cabinet
KK	25"w x 60"h x 48"long	video cabinet
LL	10 1/4"w x 42"h x 73"long	audio shelves
MM	29 3/4"w x 30 1/2"h x 111"long	ursus computer table
NN	22 3/4"w x 27 1/2"h x 68"long	printer table
UA	20 1/2"w x 90"h x 159 1/2"long	
UA1	42"	same between all ranges
UB	20 1/2"w x 90"h x 292"long	
UC	123 1/4"	width and height same as UA
UC1	87 1/2"	
UC2	209 1/2"	
UC3	50 1/2"	
UC4	76 1/2"	same for all ranges from range end to wall
UD	36"w x 29 1/2"h x 90"long	wooden tables
UE	32"w x 29"h x 72"L	wooden table
UF	29 1/2"w x 29"h x 71 1/2"L	wooden table

Calculating inches to move collection from 1988 addition to gym area.
 (short shelves refer to 24" and 30" shelves while long shelves refer to the standard 36")

Actual shelf use now		sections	shelves	New shelf use		
A (long section)		134	933			
B (short section)		35	235	Sections	shelves	Inches*
C (against wall)		8	58	174	1218	33008
Total		177	1226	*(averaging 27.1 inches per shelf - a growth measurement of 8.9 inches)		
Short Shelf Inches		shelves	inches			
A		81	1240			
B		14	294			
C		26	572			
total		121	2106	New Shelf Inches	33,008	
				Old Shelf Inches	30,651	
Long Shelf Inches		shelves	inches			
A		852	21,868	Extra inches in new space:		
B		221	5,885	2,357		
C		32	792			
total		1105	28545			
Totals for both short and long		1226	30651	avg. inches used space on current shelves (1988)		25.0

Actual number shelves calculated for growth measurement (see Shelf Spacing by Call Number below)

8 inches	10 inches	12 inches				
861	184	181				
(8 x 861)=	(10 x 184)=	(12 x 181)=				
6888	1840	2172	=	10900	Avg. Inches of shelf space	Avg. inches of books in new section.
(add the above totals and divide by total shelves) =				8.9		27.1

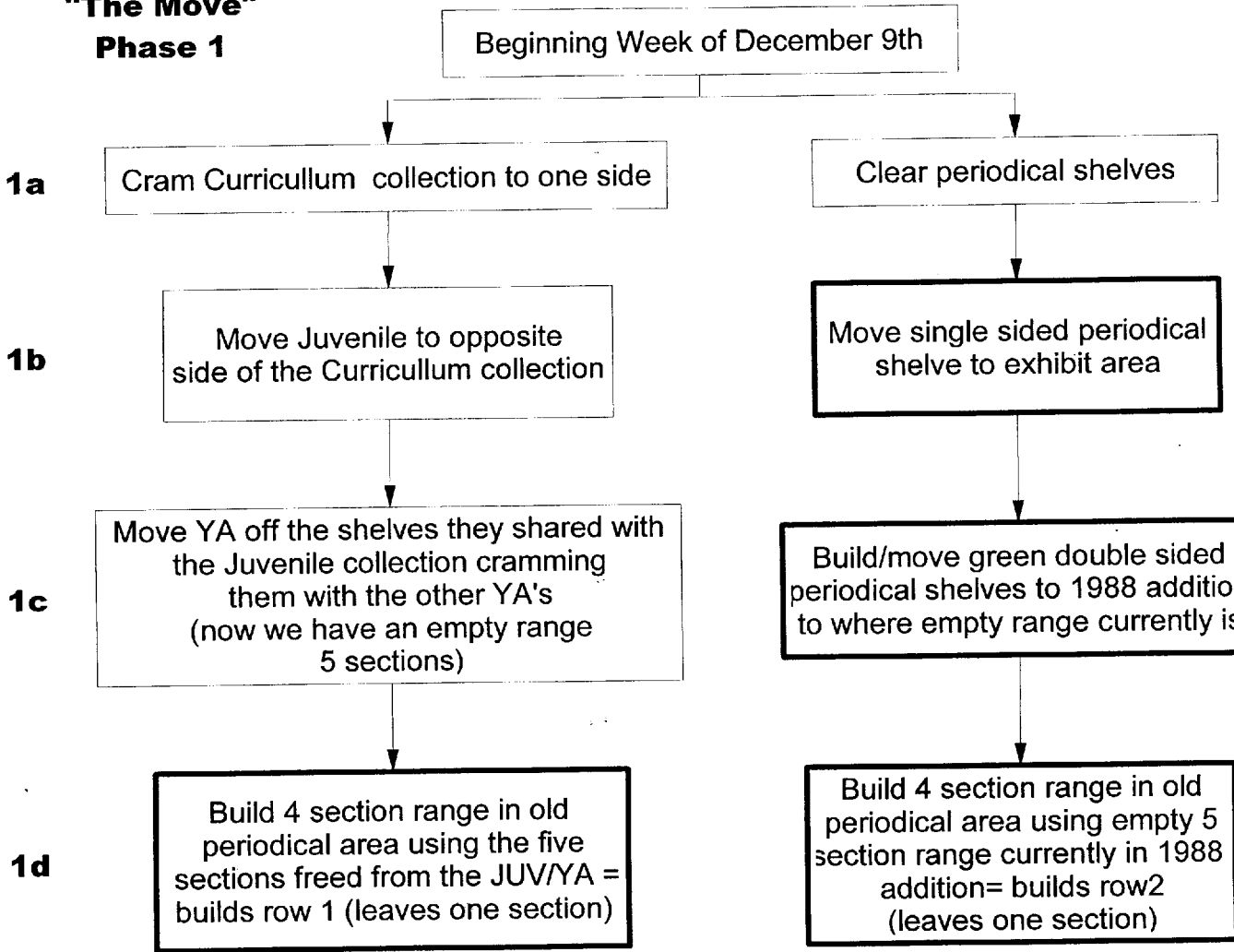
Shelf Spacing by Call Number

	# shelves	8"	10"	12"	inches p/shelf	Total inches
BF	38			38	12	456
GC	2			2	12	24
GE	3			3	12	36
GF	3			3	12	36
HB	11		11		10	110
HC-HC110	12		12		10	120
HC110--	12			12	12	144
HD	35		35		10	350
HF5000--	10			10	12	120
HM	16			16	12	192
HN	18			18	12	216
HQ--HQ500	8		8		10	80
HQ500--	36			36	12	432
HT	8		8		10	80
HV	33			33	12	396
KF	27		27		10	270
LB1028	2			2	12	24
LB1028 ?--	63		63		10	630
LC	16		16		10	160
ML1300--	8			8	12	96
MT--MT10	4		4		10	40
ALL OTHER	861	861			8	6888
TOTALS	1226	861	184	181		10900

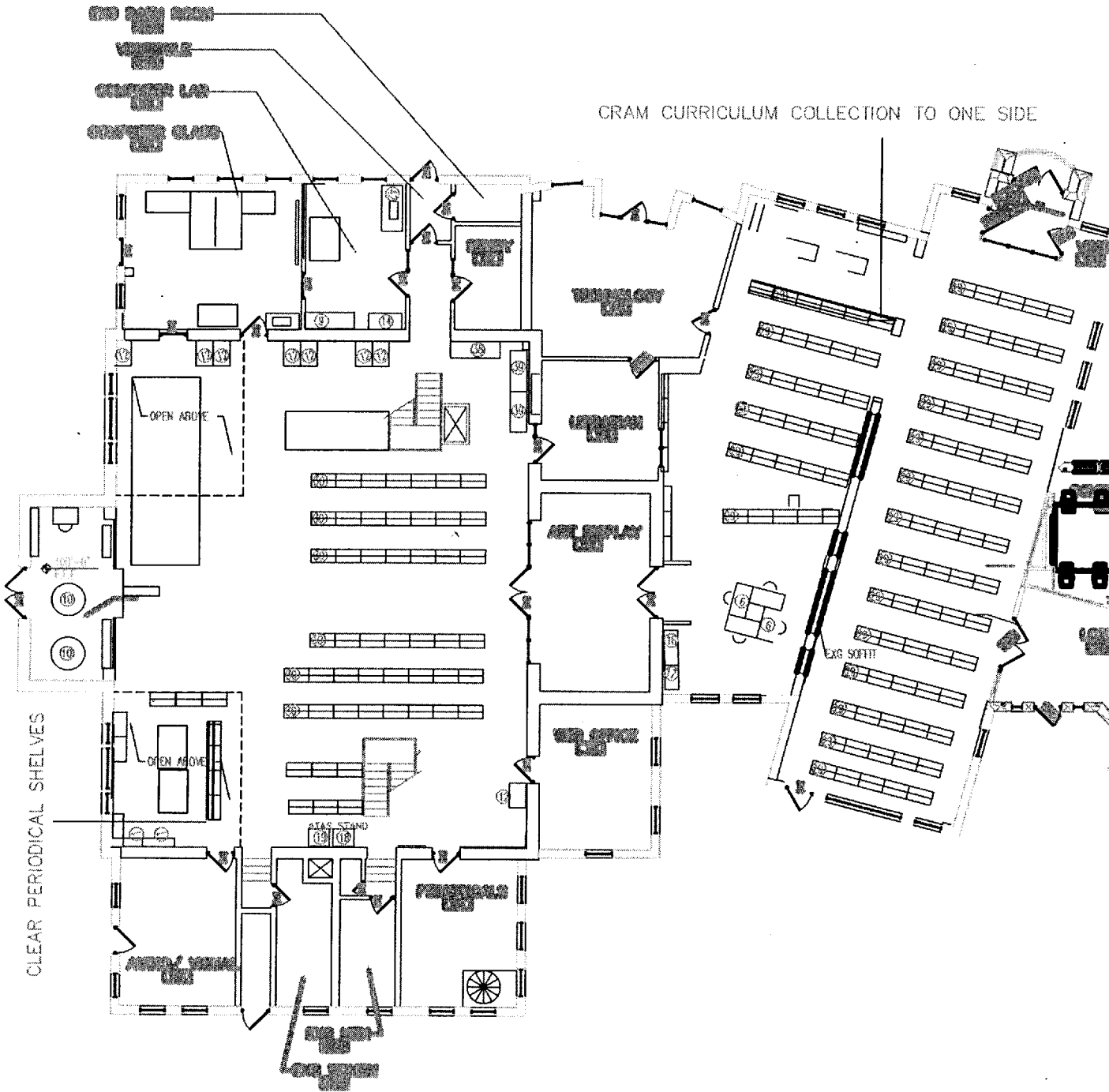
Wiring for Blake's move:

New Name	Old Name	Staff	# Comp	# network printers	# digital phones	# analog phones	Wired?
Circulation	Curriculum Center	Stephanie Nicki Workstudy	4 (8 ports)	2 Ursus HP4 Savin Color/Copy	2	2	None
Staff Room (on hold)	Computer Center	Anne Georgine ILL Workstudy Fax	4 (6 ports)	1 Xerox	0	3	17 ports
Librarian's Office (on hold)	Special Collections	Leslie Sharon	2 (4 ports)	None	2	0	Lots of wires
Web Services (New building)	Archives A-VRoom	Neal Leslie Workstudy Scanners Cameras	4 (6 ports)	1 HP Color	0	2	Don't know; need lots of electricity
Computer Classroom (on hold)	Staff - Nicki, Anne, etc	Computers for students	14			1	Some
Computer Cluster	Staff-Neal, Leslie, etc.	Computers for students	6	1 HP4si			Some
Staff Room	Archives Offices - Lisa and Nick's side	Library staff retreat to eat	Refrigerator, water cooler, etc.			1	Some
Staff Room	Archives public side	Library Staff Meetings	2	1		1	Some
Reference Desk and Reference computers	New in the middle of the 1988 addition	Sofia Students	5	1	1	0	None, wireless maybe?

**"The Move"
Phase 1**



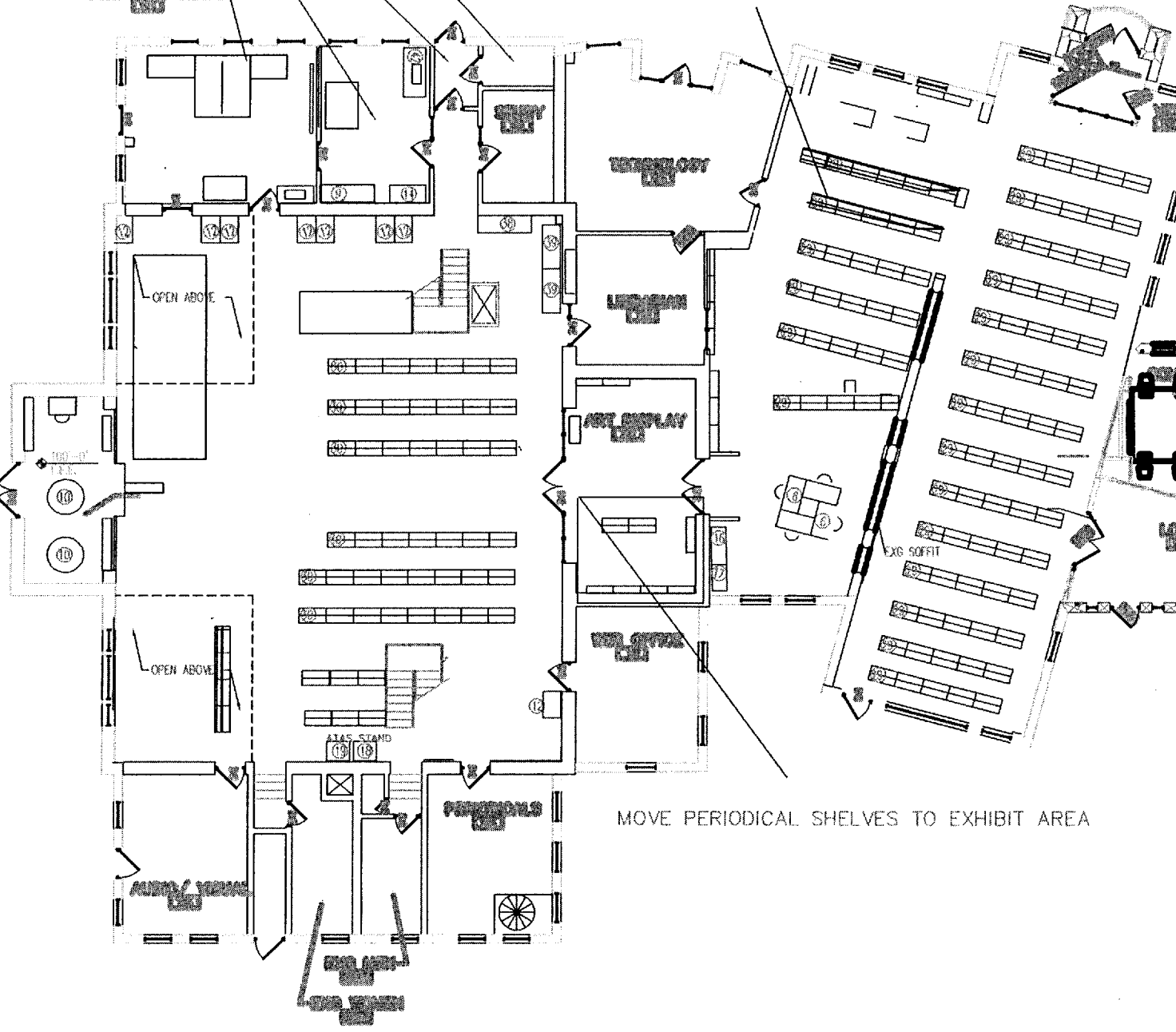
PHASE 1A



PHASE 1B

NEW BOOK SHELVES
NEW TABLE
COMPUTER LAB
COMPUTER CLASS

MOVE JUVENILE TO OPPOSITE SIDE OF CURRICULUM COLL.

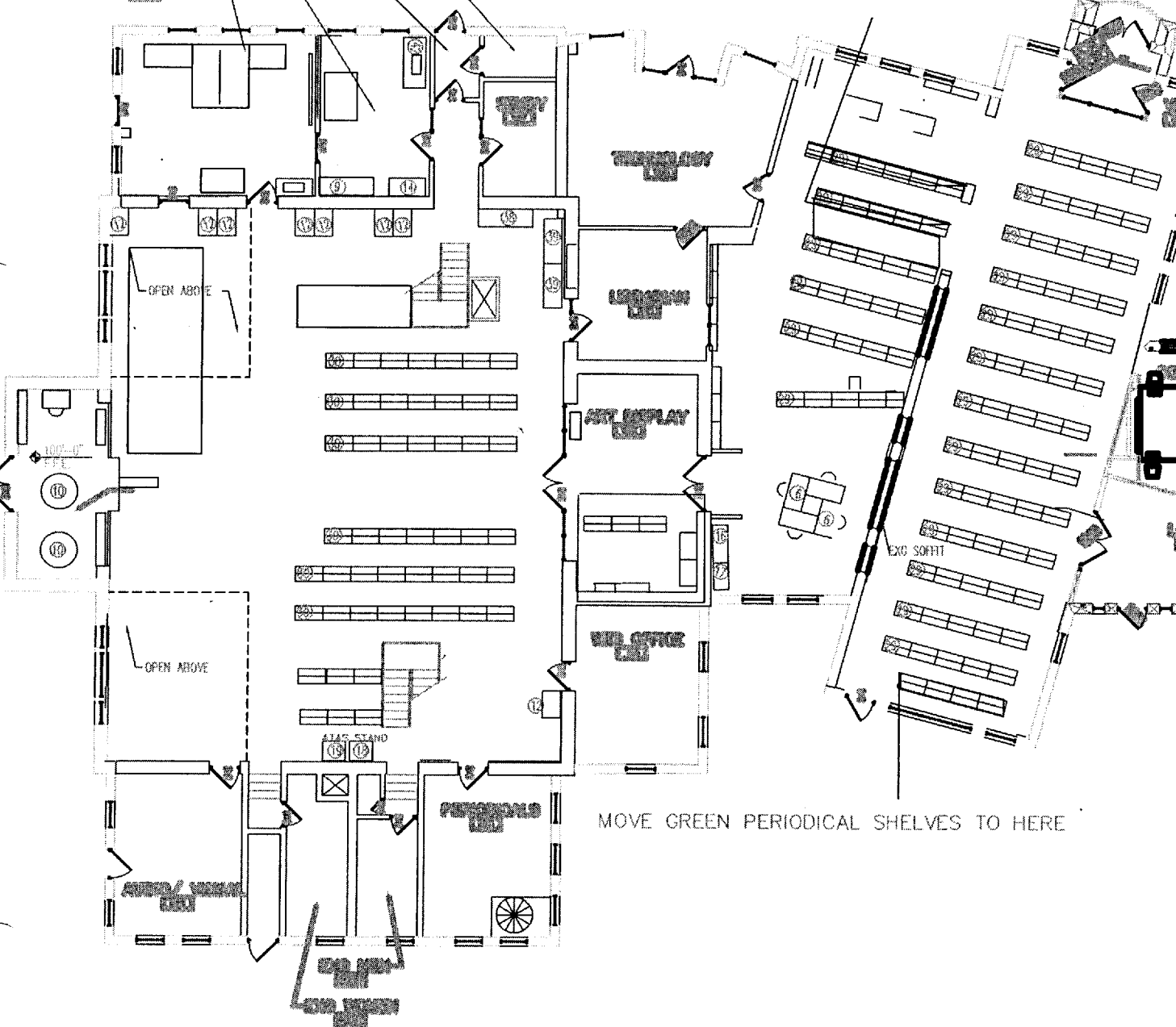


MOVE PERIODICAL SHELVES TO EXHIBIT AREA

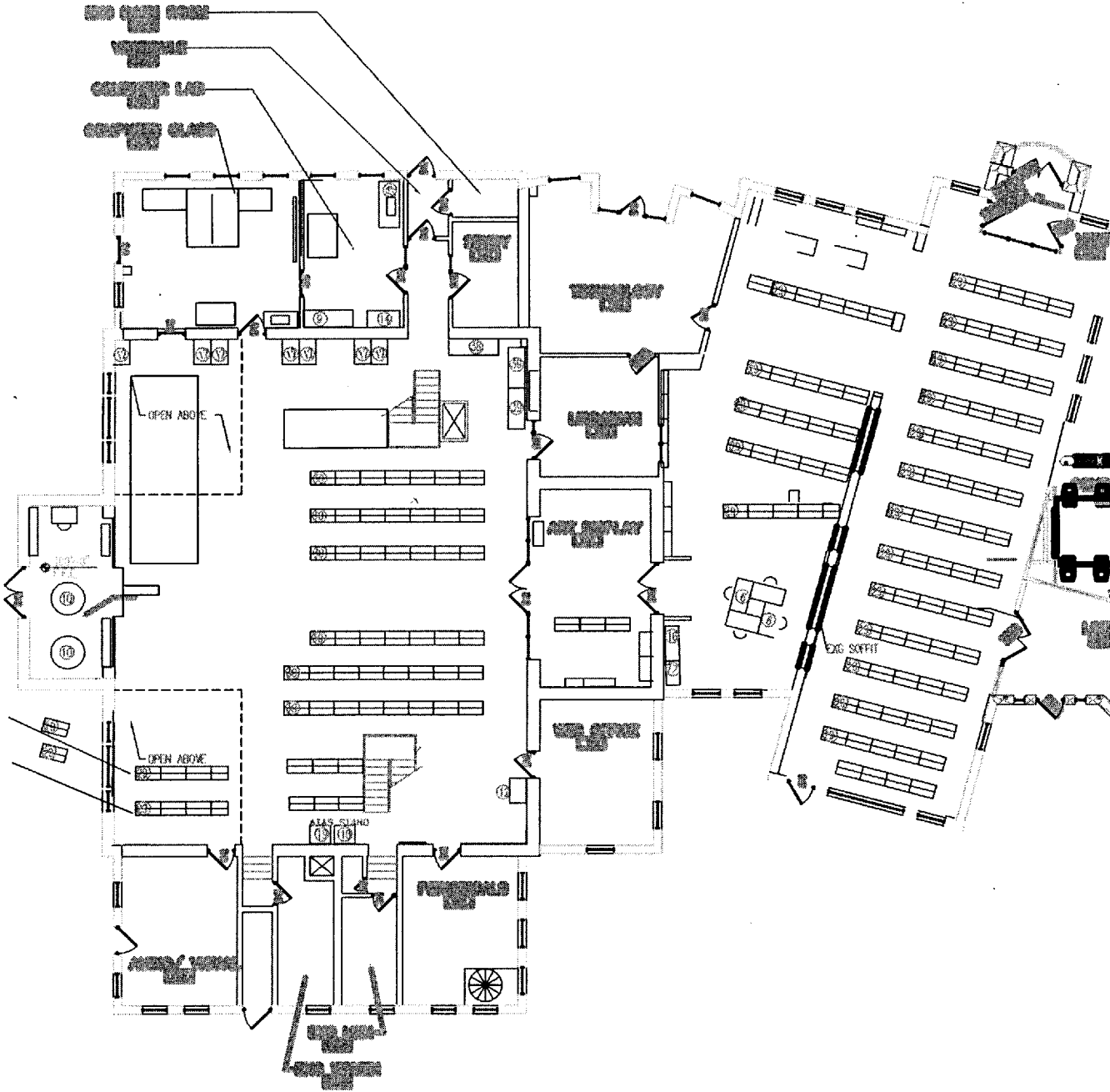
PHASE 1C

END CASE
VENDING
COMPUTER LAB
CRAFTING CLASS

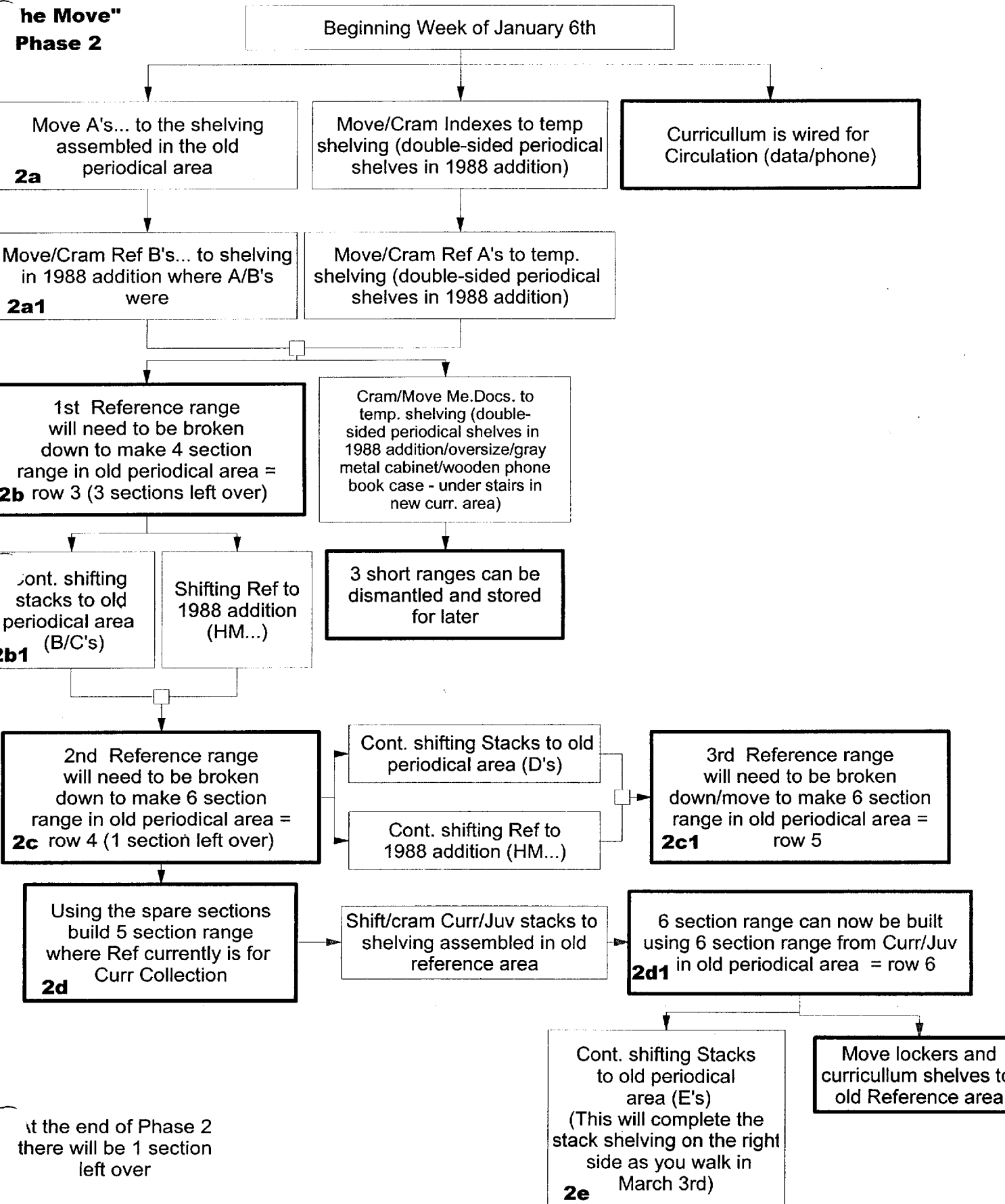
MOVE YA OFF SHELVES W/JUV. CRAM W/OTHER YA'S



BUILD 4 SEC. RANGE FROM JUV/YA BUILD 4 SECTION RANGE FROM EMPTY RANGE IN 1988 ADD.



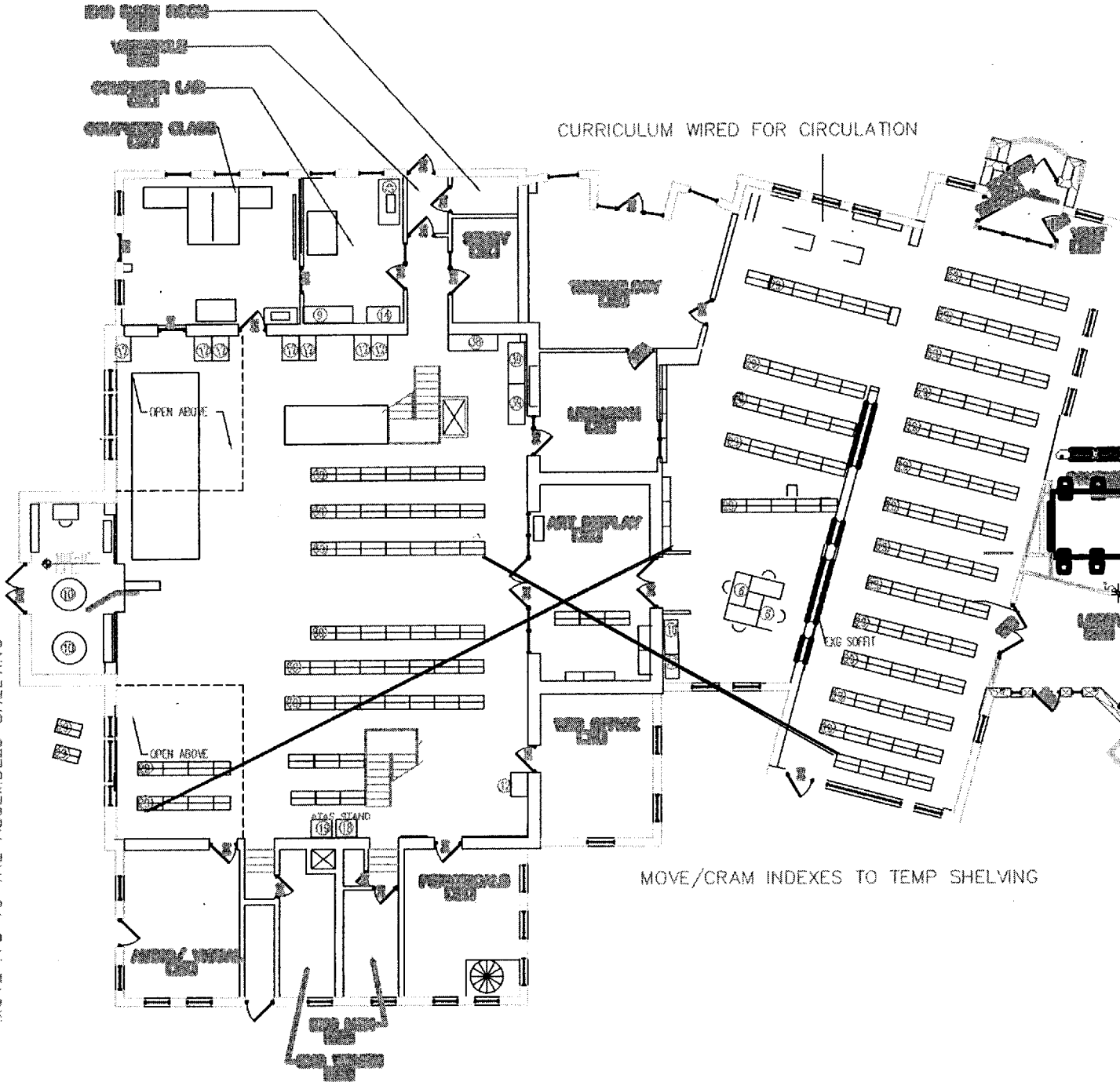
**The Move"
Phase 2**



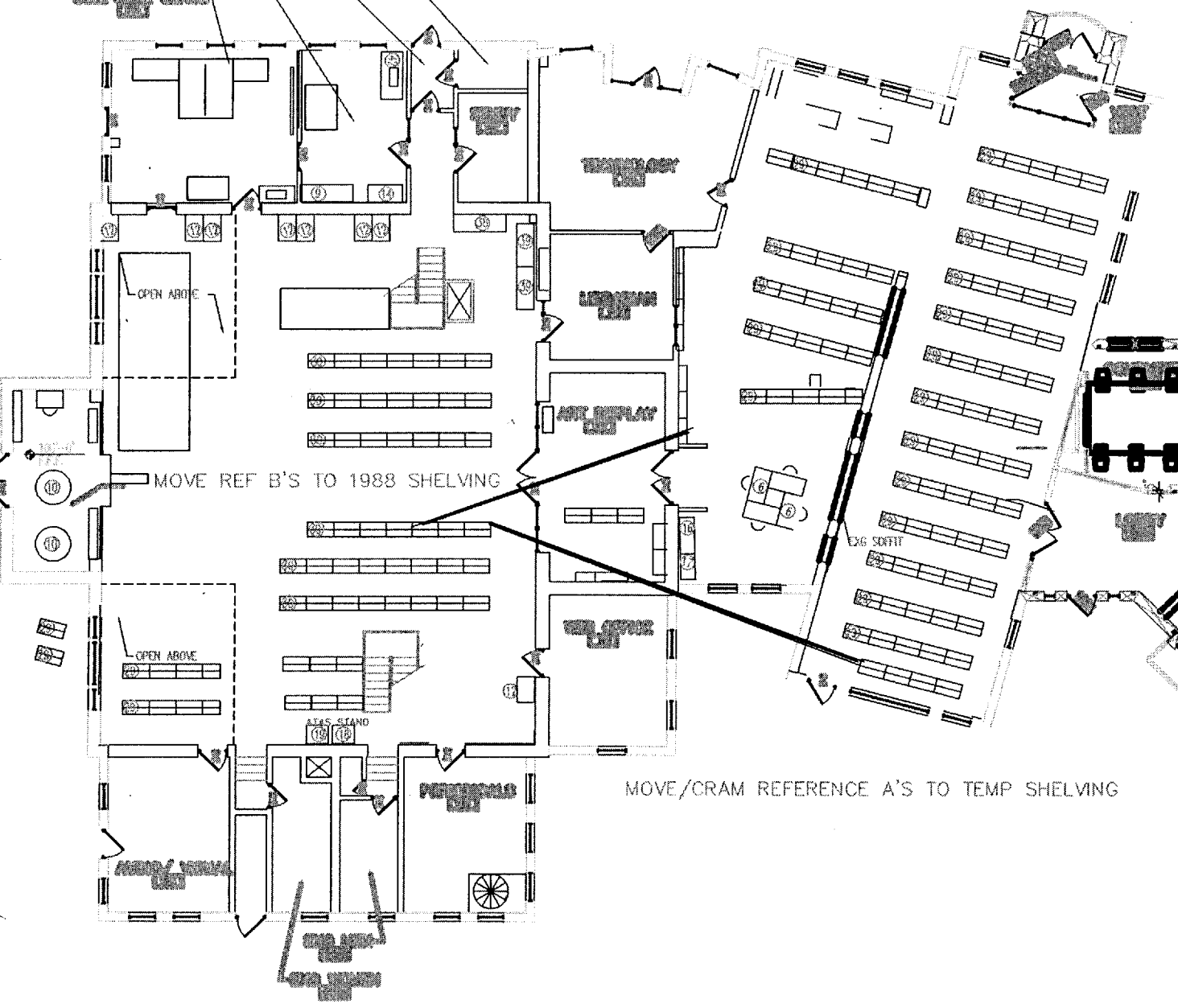
NEW STUDY TABLES
NEW STUDY CHAIRS
NEW STUDY CUBES
NEW STUDY CLOSET

CURRICULUM WIRED FOR CIRCULATION

MOVE A'S TO THE ASSEMBLED SHELVING

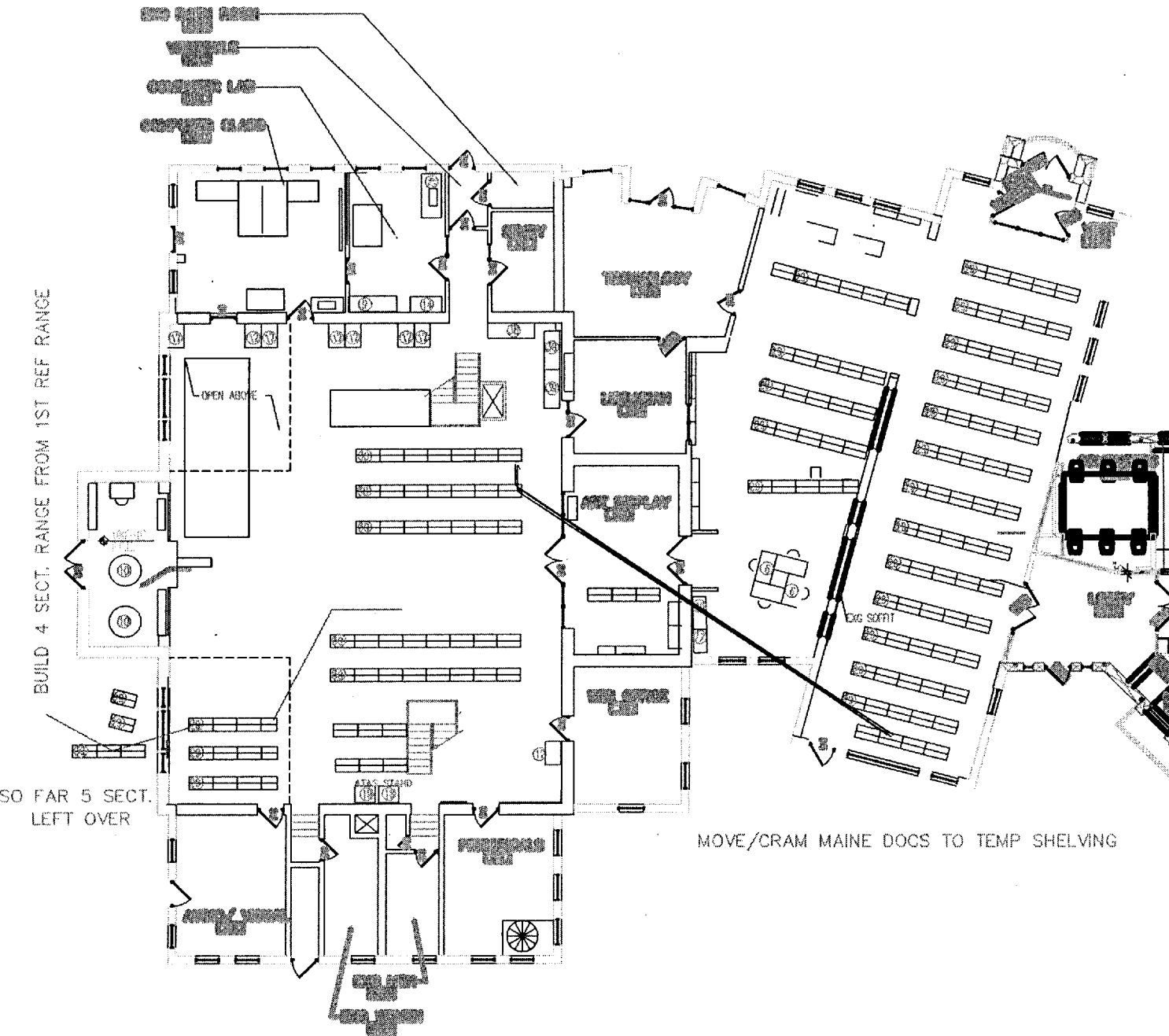


NEW FLOOR FINISH
NEW WALLS
CHANGING LAB
CHANGING CLASH



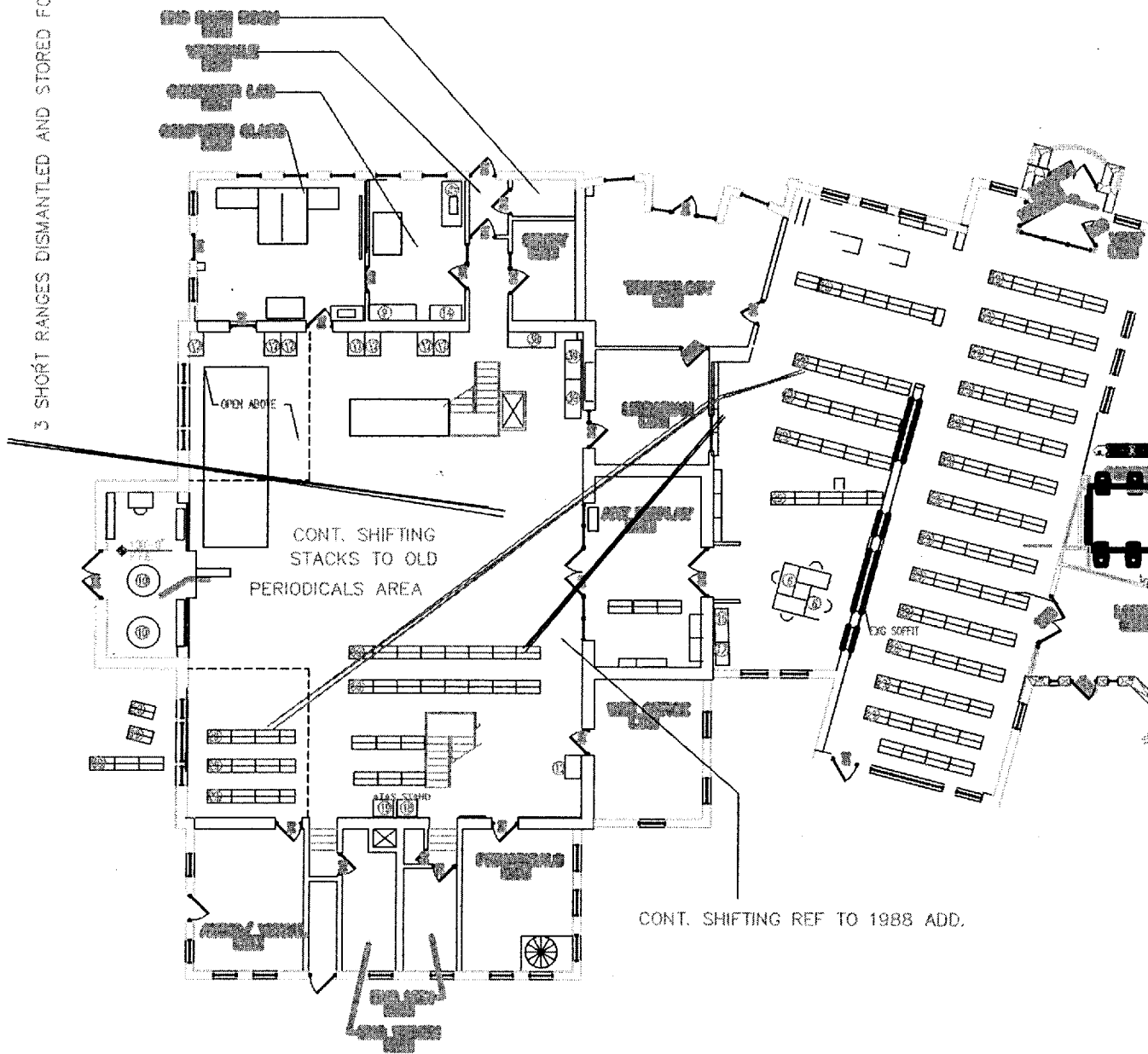
MOVE/CRAM REFERENCE A'S TO TEMP SHELVING

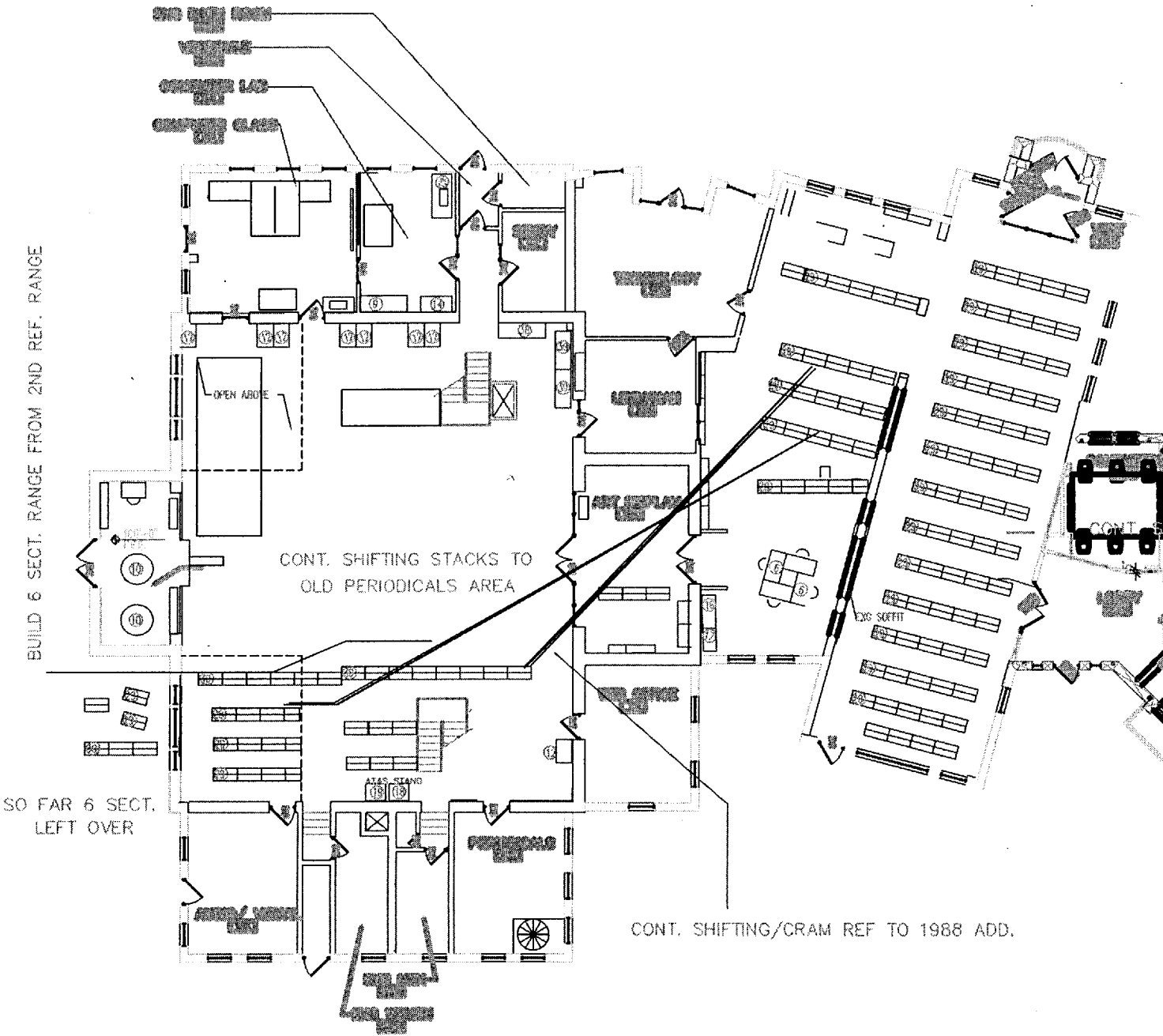
PHASE 2B



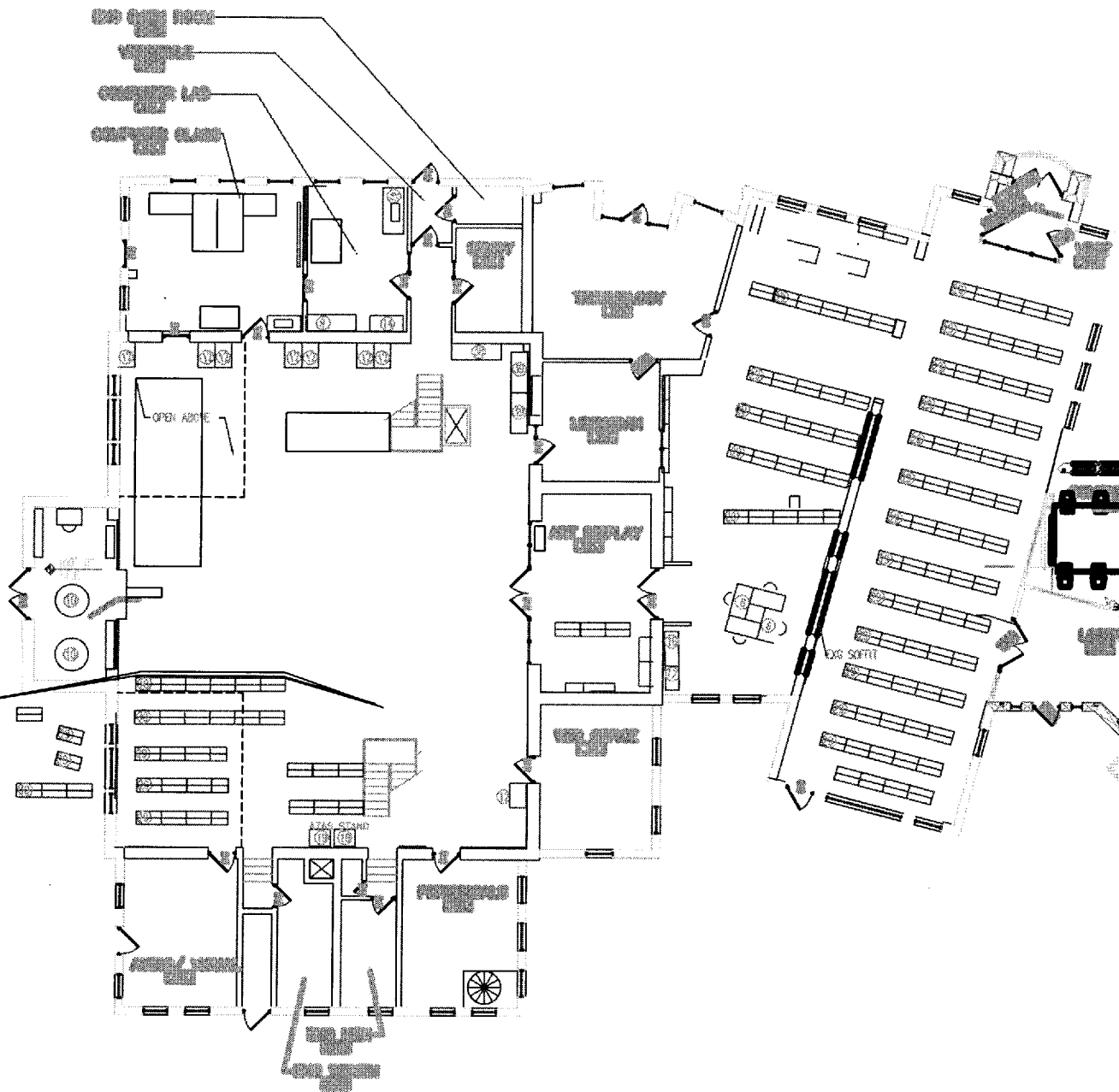
PHASE 2B1

3 SHORT RANGES DISMANTLED AND STORED FOR LATER

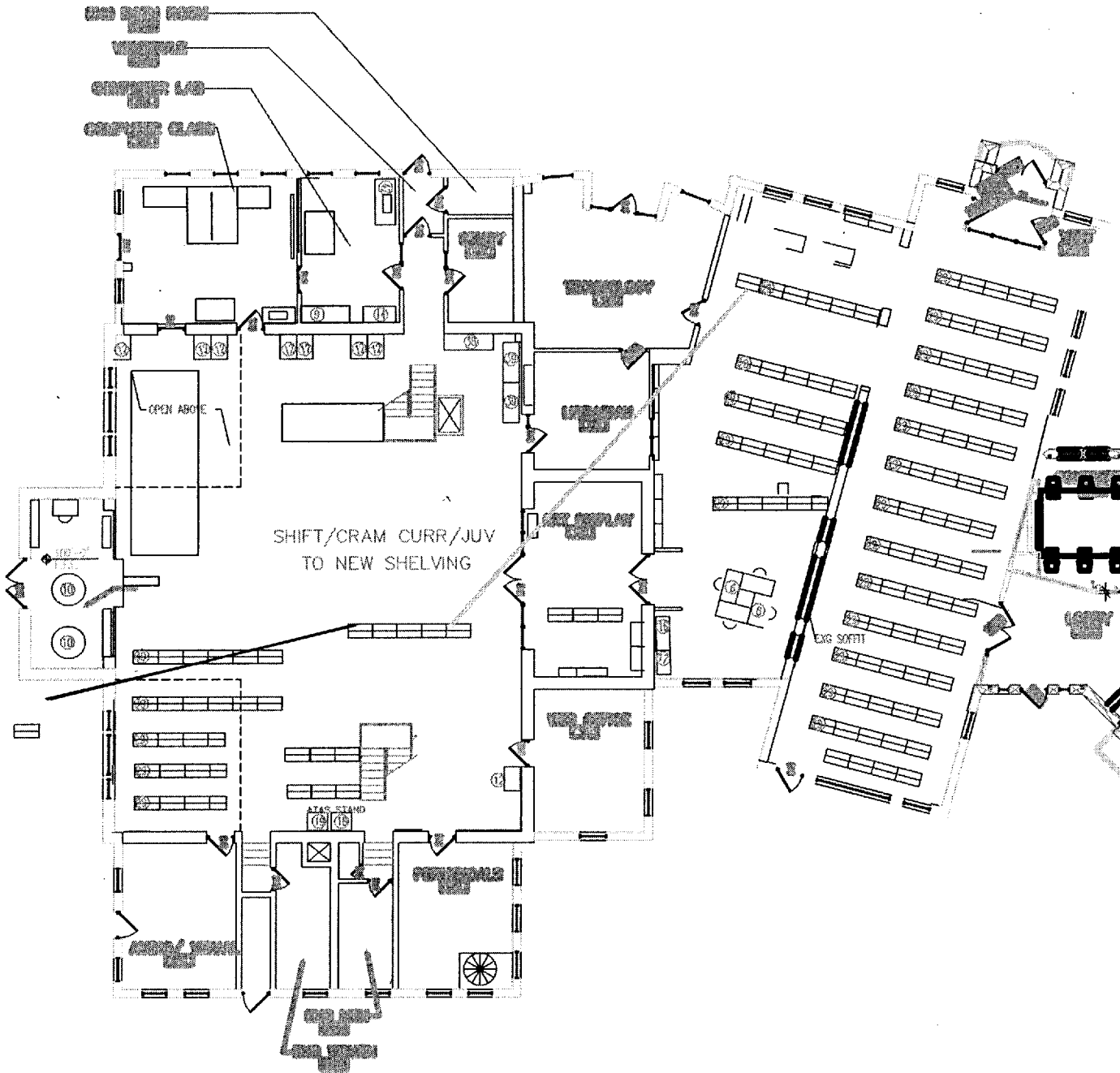


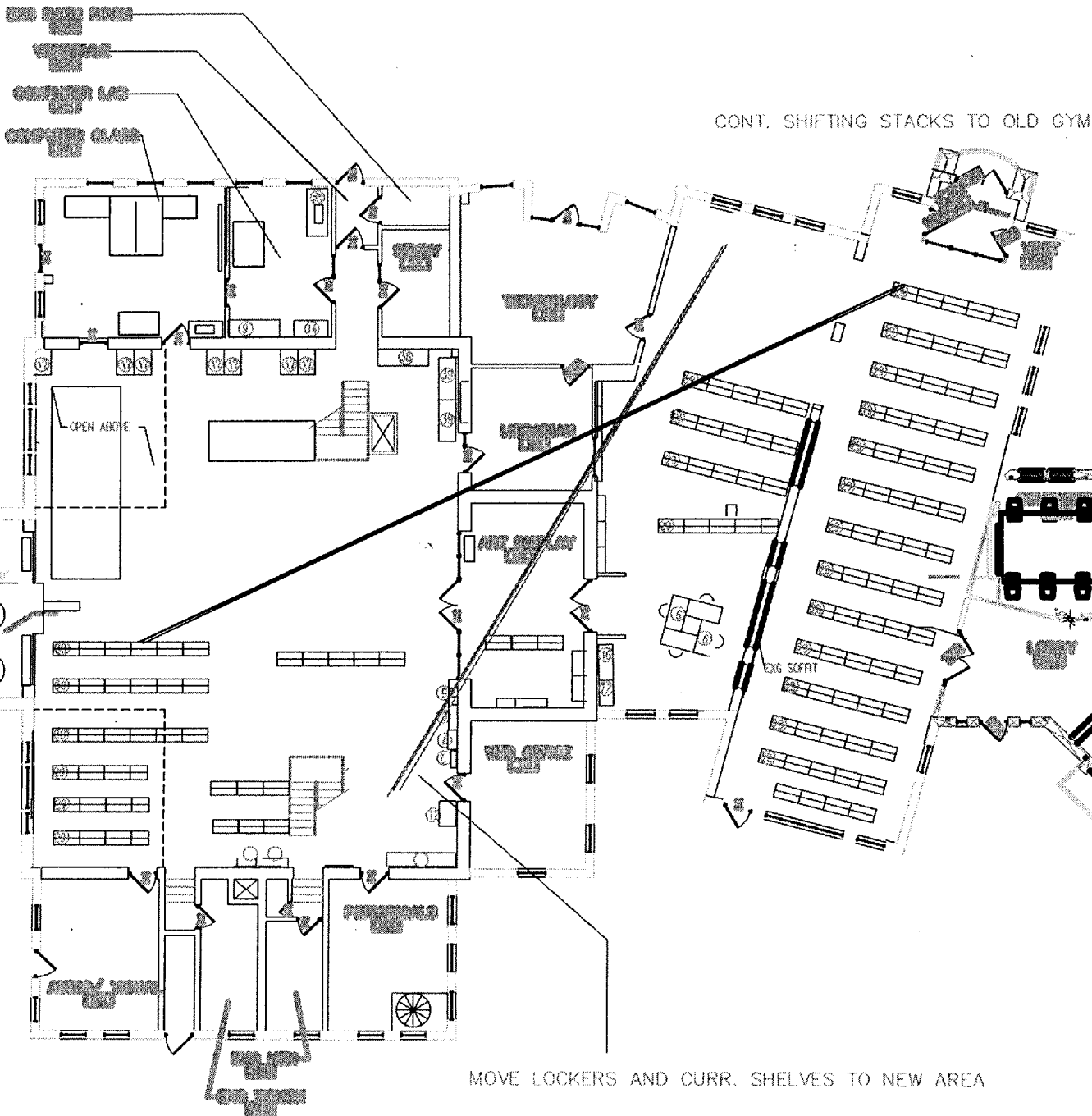


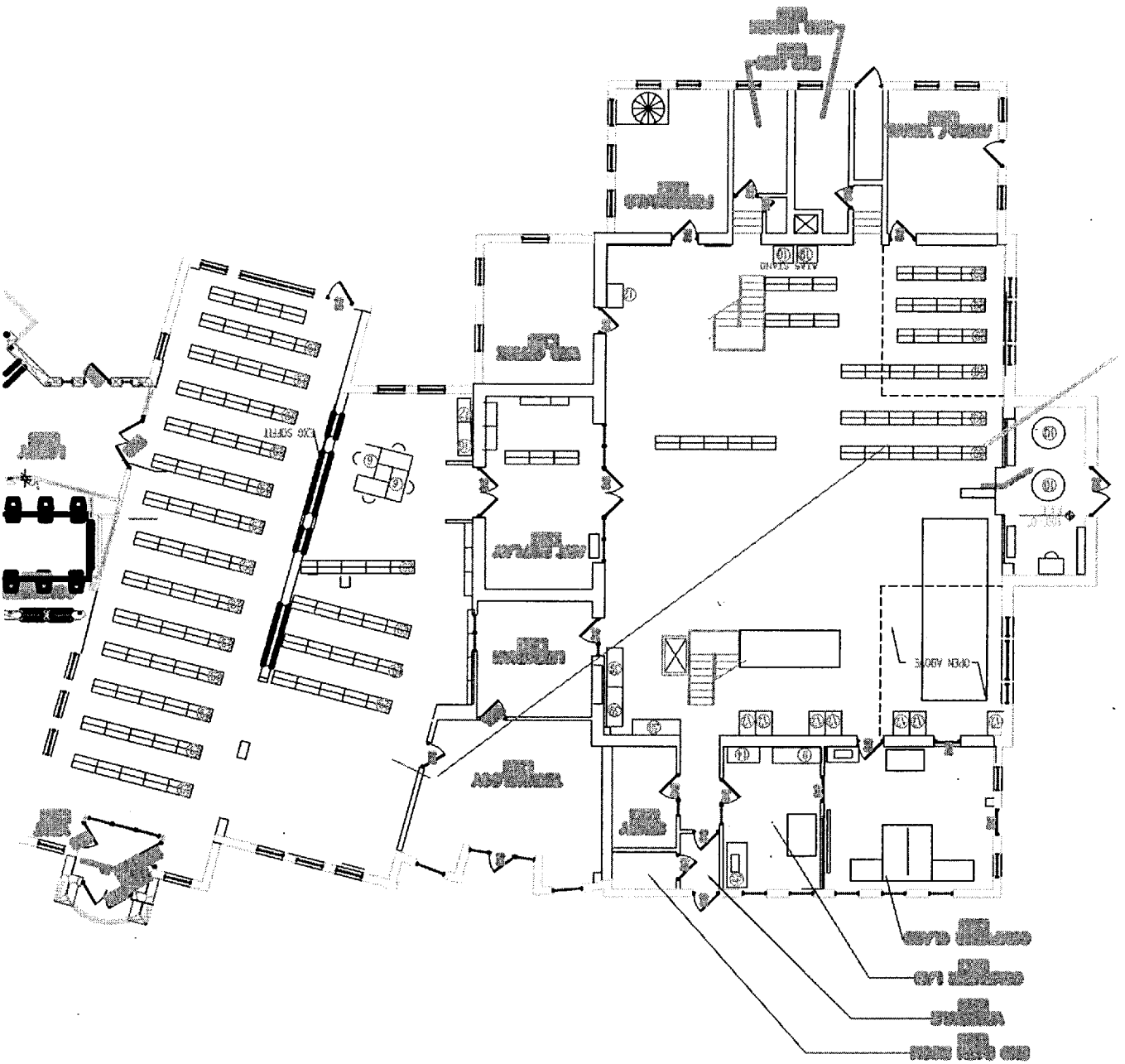
BUILD 6 SECT. RANGE FROM 3RD REF. RANGE



BUILD CURRICULUM COLL. W/5 OF THE SPARE SECTIONS







**"The Move"
Phase 3**

Beginning week of February 24



Reference desk is moved to 1988 addition where scanner is currently

3a



Cluster is moved to where the Reference public area is currently (scanner where multimedia) (3 computers replace public ref.) (1 upstaris) & (1 extra comptuer)

3b

(diagram not included)



Move Circulation to new location where curricullum collection is currently



7 section range would need to be built where circulation is currently



Continue to shift the E's to their new location (gym section)



5 section range would need to be built where short ranges are currently



Continue to shift E/F's to their new location (gym section)



At this point we would need a 7 section range shift, need a 5 section range until the stacks were moved

PHASE 3A

