Space Utilization Group Report

by

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The Space Utilization Group has been charged with making recommendations on reconfiguring the library's available space in an effort to update and streamline its appearance. We approached our task with a "pie in the sky" mentality as we were instructed to not be concerned with costs or time frames; if money were no object, how would we reorganize any given space of the library. Certain areas of the library have obviously not been included in this report. Plans to create a Learning Commons in the Reference Room are already set into motion in addition to eventually housing the Learning Resource Center in what is now the Computer Collaboratory. The areas focused on for this report include the following: Circulation Desk and Lobby; Special Collections and Archives; the core of the 2nd, 3rd and 4th floors; Technical Services; and Reserve, Periodicals & Microform.

If there are any questions regarding the recommendations indicated in this report, please contact us.

Circulation/ILL

Working on the presumption that Circulation (CIRC) and Interlibrary Loan (ILL) will be incorporated we have recommendations on how to make the available space amenable to both departments.

- Remove the ETV tracks located behind the Circulation Desk as well as the tracks located in the ASRS room. They are a tripping hazard especially behind the desk.
- Remove the book drops underneath the Circulation Desk and from the outer wall of the library (next to the library's entrance). Books to be returned to the library can be dropped off inside at CIRC or in Campus Book Drops.
- In the space left after removing the indoor book drops, the Cashier office can be moved into that space.
- The room that currently houses the Cashiers' Window can be used by ILL staff for their desks.
- Create a swing door entrance to the CIRC in the area where the counter meets the wall adjacent to the ascending stairwell. This will allow greater mobility from CIRC/ILL into the lobby.
- Move the fire alarm keypad from the lobby wall and closer to the light switches in the Circulation area.
- Add additional shelving to the area directly behind the CIRC desk – this could be a holding area for ILL books.
- Move the surveillance system from behind the pillar in the CIRC area into a more secure location; perhaps in the sorting space. Or allow for surveillance cameras to be accessible from additional computers; i.e., CIRC supervisor computers.
- Create a conference/meeting room for CIRC and ILL. This space can doubly be used as a break room for staff and students. Start the room from where the sink is located and move it towards the Oviatt's outer wall (and into the sorting space for CIRC). The remaining sorting area can be used by CIRC and ILL. There will be additional room for cubicles for 2 Circulation staff members.
- As the server room may not be needed once we move to the Cloud, there are some options on what can be done in that available space:
  - tear down the wall that separates the computer/server room and the sorting area in order build a bigger break room/conference space;
  - build additional offices;
  - create more space for the student workers' lockers.

Lobby

After the presentation at the Town Hall Meeting on Thursday, 10/25/12, we ventured to the lobby to gain some perspective on how this area could change with the addition of the coffee shop. Here are our recommendations regarding how to incorporate security for the library's resources:

- Consider having only one entry to the coffee shop that faces the CIRC desk to ensure that no patron can bypass the security gates at the library's entrance.
- Alternately, if 2 entries are required, at least have a security gate at each entry to the coffee shop space.
- If it isn't feasible to have the security gates closer to the CIRC Desk due to space, consider moving the gates further towards the library's doors. And with the inclusion of an entryway closer to the south side of the CIRC desk it will be easier for CIRC staff to access the gates.
- Instead of a large block of space dedicated to staff to monitor the gates a smaller kiosk station (or two) is recommended to provide better mobility and access to library patrons.

Special Collections and Archives

We are aware of a possible bid to build out the Special Collections and Archives (SC/A in order house most, if not all, of their holdings (especially rare and fragile items) in fewer locations in the library. The proposed expansion would also allow for all student assistants (15 at time of writing) and 8 staff members to work in the same area thereby providing the Special Collections and Archive Librarian greater ease in project management and increased collaboration between all members of the department. It will also address several security issues present in the current configuration of the area.

Since expanding the SC/A would require shifting the floor plan of the 2nd floor stacks immediately to the east of the west wing; the actual floor plan/layout of the area will need to be readjusted. Attached to this report is a diagram to help visualize the recommendations listed below (app#). Actual estimates for the amount of space needed to accommodate SC/A staff and collection materials have primarily been calculated in terms of shelf feet. Without knowing what kind of shelving will ultimately be used (high density vs. stationary, etc.) it is impossible to know how much actual square footage would be needed to accomplish what is outlined in this report. Accordingly, the diagram is not to scale but should instead be seen as more of a demonstration of which spaces might be located adjacent to each other to maximize functionality and address security concerns within SC/A.

Following are recommendations for the possible expansion:

- Expand SC/A out from the west wing and place its boundary wall closer to where the escalator brings patrons to the 2nd floor in the core; the new entrance can be located at this new wall. Additionally, SC/A would also expand slight northward in the core as seen in the diagram.
- Relocate the reading/study space near the new entry.
- Create a multi-functional room with a podium, computer, and large monitor or screen immediately adjacent to the new reading/study space. This room can be used as a classroom, conference/meeting room as well as for future outreach efforts within CSUN and the greater

community. This will allow for students/scholars to collaborate and learn without disturbing other researchers.

- The current reading/study area can be converted into one of several options:
    - o new location for climate-controlled storage;
    - o new location for additional compact shelving.
- The floor of the expanded SC/A may require reinforcing before installation of compact or high-density shelving.
- Install additional compact shelving in Room 4 (on the Ground Floor of the library) to store additional materials that may not need a climate-controlled environment. The new shelving should accommodate materials currently stored in Rooms 110 (in the current Inter-Library Loan area), 229 (IGRA Storage), 248 (IGRA Office) and 314 (Conference Room, all rooms SC/A will no longer occupy. Although it may not be possible, adding climate-control mechanisms to all storage areas should be considered.

2nd, 3rd and 4th Floors

The following are proposed changes to how space on the 2nd, 3rd and 4th floors could be used:

- Consider lowering the stacks in the center (in line of sight of the north windows) of the 2nd, 3rd and 4th floors to either ½ height or ¾ height. More light from the north windows can come in.
- Maintain the current height shelves in the remaining areas of the floors that are not near/in front of the north-facing windows. And push the study areas towards the center of the floor to maximize the use of natural light.
- Maintain the area where the current copy machines are located but enclose them to reduce noise. This can be done by pushing out the indent in the wall just outside the copy machine alcove and install a glass wall to create a boundary. Alternately, we can continue to keep the copy machines in a smaller enclosure and repurpose half of the current area to a storage space for CIRC trucks or for maintenance.
- Install brighter, and more efficient, lighting on the 2nd, 3rd and 4th floors. This could include sensor lighting in the group study rooms.
- New furniture for students with power outlets and table lamps as part of its design. Individual study carrels should also have table lamps/outlets and a greater width than the current carrels in the library so as to provide more workspace. Here are specific recommendations for the furniture configuration on each floor:
    - o the 2nd floor should consist primarily of larger tables so groups of various sizes can congregate and be used as overflow for the group study rooms located on the 2nd, 3rd and 4th floors;
    - o the 3rd floor should have a combination of larger tables and individual study carrels with a higher concentration of carrels;
    - o the 4th floor should consist solely of individual study carrels to encourage a nearly noise-free space – this is based on the premise that each consecutive floor of the library becomes quieter as you move up in the building.
- Change the placement of current power outlets – this would be contingent upon whether or not newer furniture with power outlets would be a possibility.
- Remove the individual study rooms that line the north wall of the 2nd, 3rd and 4th floors. They're too small and don't appear to be used very often. Instead these areas can be used for additional book shelves.

- Replace the lockers on the 3rd and 4th floors with newer models; the current sets are still usable but would need many repairs.
- For the 2nd floor, if the wall that separates the front of the library from the stacks is removed we propose putting in a double-sided laptop bar with power outlets. Should it not be feasible to completely remove the wall due to building support, using a frosted glass wall could be an option. The library bar could still be installed on either side (or even both sides) and provide another area for study space.

Technical Services

Following are several recommendations on how to change some of the Technical Services layout to allow for better flow. A color-coded diagram visualizing recommendations has been included (p. 8). Recommendations will have colors noted.

- Move the TS reception desk approximately 10 feet closer to the entrance so visitors can more readily be greeted and assisted (Yellow).
- Place permanent walls on both sides of the TS entryway from the library core to create a direct path to the TS reception desk. These walls will serve the following purposes:
    - effectively create a more defined work space on both sides of the entry way for student workers with cubicles and storage space in addition to processing tables with lockable wheels that can be used in other areas or reconfigured as needed (Purple;
    - create a receiving area for deliveries (Purple);
    - provide better security for un-inventoried materials being processed for library use.
- Convert the current cage into a conference room; its larger space will comfortably accommodate all faculty and staff during meetings (Red).
- Convert the current conference room into the cage (Pink).
- Redesign the current cubicles to improve the following (Green, Yellow, Orange & Brown):
    - Create pods and move cubicle entrances to face the center of the pods;
    - Within the cubicles, place staff so they face towards the entrance of their office space;
    - Adjust wall heights in some cubicles for greater line of sight and ease in communication between supervisors and student assistants;
    - Sufficient desk space for equipment (computers, printers, etc.) with shelving areas;
    - Sufficient space to a book cart into a cubicle and enough space to maneuver carts in/out of pods;
    - Secure locking file cabinets;
    - Convenient power outlets.
- Create new desk/work areas for additional student assistants or TS staff in the space of the former TS reception desk.
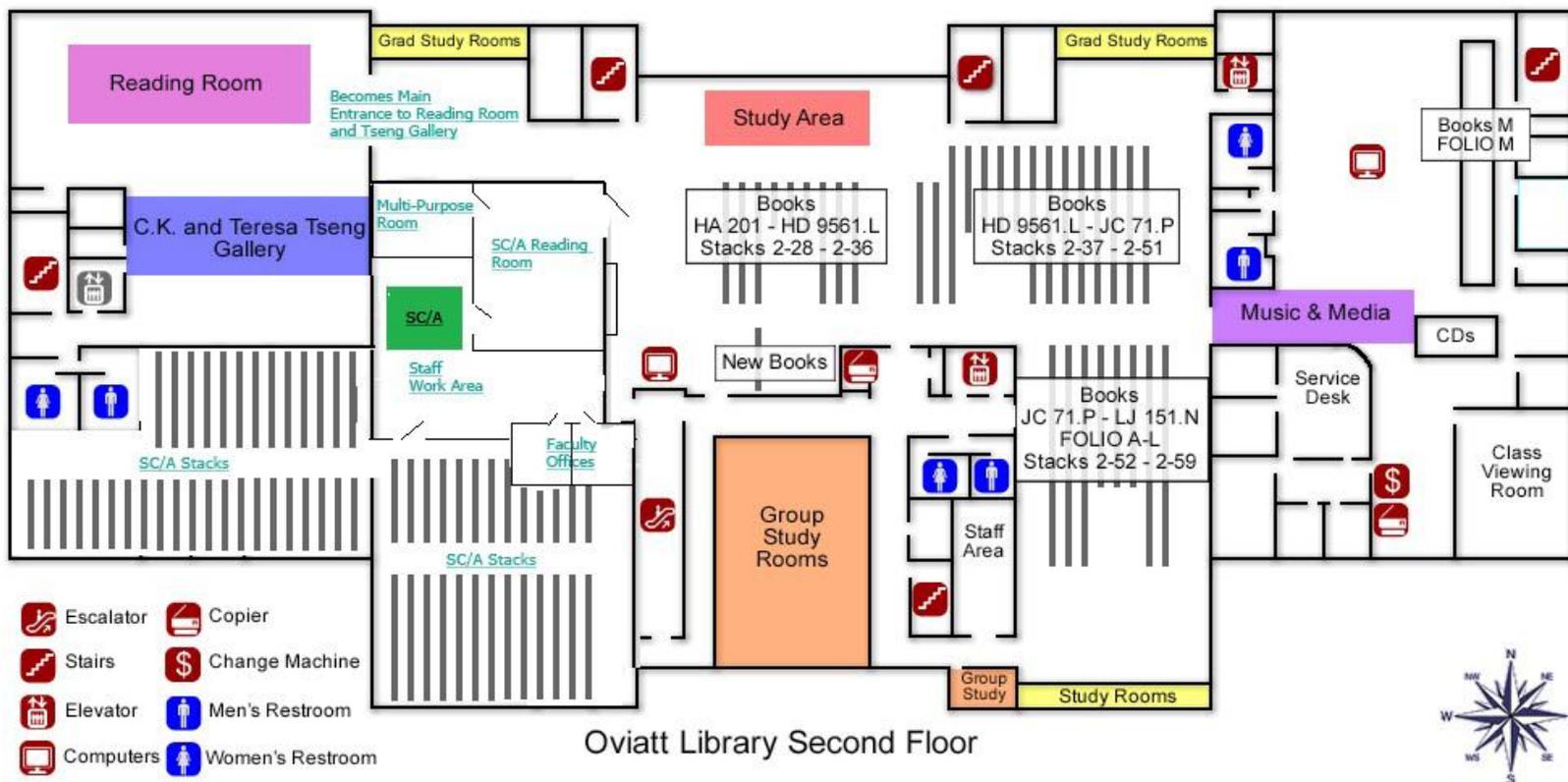
Reserves, Periodicals & Microform

There are two major ways in which Reserves, Periodicals & Microform (RPM) space could be better designed. A diagram is attached (p. 9) to help visualize our recommendations made in consultation with RPM staff. They are as follows:

First Option
- Extend the RPM service desk westwards taking over the space currently occupied by microfilm viewing machines, desks and storage cabinets.
- Move all reserve materials behind the service desk to allow for greater control and security of these resources; current periodicals (newspapers & magazines) and permanent reserve items (i.e., test prep books) can remain available (on shelf A in the diagram) to all patrons.
- With less shelf space needed for current periodicals, additional study tables or computer work stations can be added to the floor space
- The lounge/study area can be moved slightly north and/or east to place the microform machines for patron use. And a side entrance for RPM staff should be created to increase the ability to better monitor and interact with patrons using the microform viewing machines.
- The current wall marking the RPM staff area could be torn down and a newer wall built further out to incorporate more shelving for reserve materials. Portions of the shelves that are currently on the west boundary wall could remain or be converted into either additional counter/workspace for RPM staff and student assistants or a storage area for both student workers' belongings and RPM supplies.
- Consider adding a scanner to the current copy machine area (in the southeast corner of RPM).
- Alternately, the copy machine room can be built out westward, and slightly northward, to house the microform viewing machines. The room, enclosed in glass, could also store the microforms.

Second Option
- Move all reserve materials behind the Circulation Desk on the first floor.
- All other periodicals and microforms will remain in their current location.
- Consider installing a dumbwaiter mechanism so items can be more efficiently transported between RPM and Circulation.
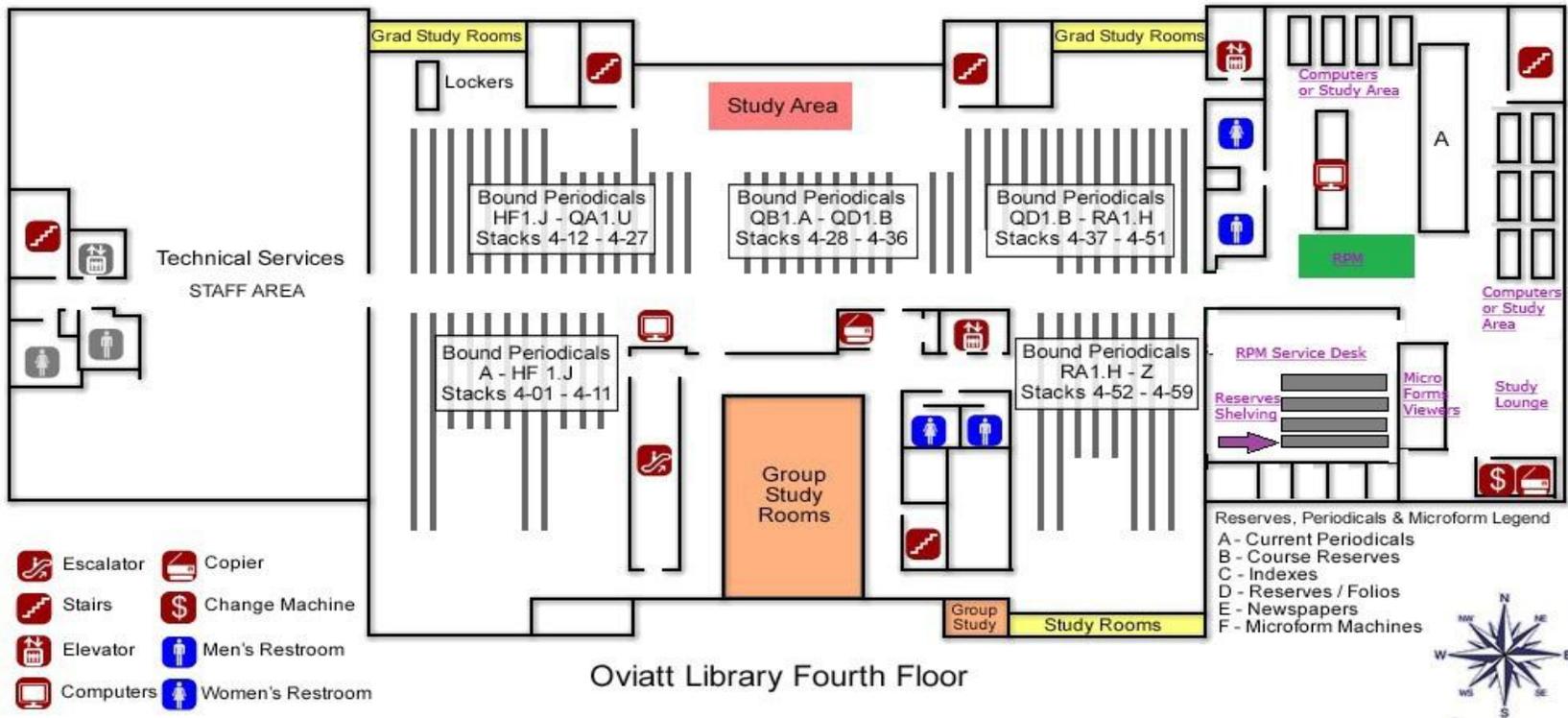
Oviatt Library Second Floor

Reading Room

Becomes Main Entrance to Reading Room and Tseng Gallery

Grad Study Rooms

Study Area

Grad Study Rooms

C.K. and Teresa Tseng Gallery

Multi-Purpose Room

SC/A Reading Room

Books M FOLIO M

SC/A

Staff Work Area

Books
HA 201 - HD 9561.L
Stacks 2-28 - 2-36

Books
HD 9561.L - JC 71.P
Stacks 2-37 - 2-51

Music & Media

CDs

SC/A Stacks

Faculty Offices

New Books

Books
JC 71.P - LJ 151.N
FOLIO A-L
Stacks 2-52 - 2-59

Service Desk

SC/A Stacks

Group Study Rooms

Staff Area

Class Viewing Room

Group Study

Study Rooms

Escalator

Copier

Stairs

Change Machine

Elevator

Men's Restroom

Computers

Women's Restroom

N NE NW E W WS SE S

Special Collections and Archives Diagram

Technical Services Diagram

Oviatt Library Fourth Floor

Reserves, Periodicals & Microform