BUILDING REQUIREMENTS FOR LIBRARY WEST ADDITION & RENOVATION

INTRODUCTION

A. PROJECT HISTORY

Library West is the "main library" for the University of Florida. Completed in 1968, it was meant to house all of the university's graduate collections in the humanities and social sciences as well as the natural sciences, provide space for faculty and graduate student library users in humanities, social science and natural science disciplines, and house the staff needed to provide library services to this clientele. Knowing that the building was small at the outset, it was planned so that the building could expand to the North at a later date. The back (North) wall was designed as a "temporary" one so it could be easily broken through and space was left between Library West and University Avenue to extend an addition that would duplicate the older building's footprint.

Library West ran out of space within two years (by 1970), necessitating joint use of another library (Smathers) to serve graduate student and faculty needs in addition to Smathers previous assignment of undergraduate students. By 1987, growing collections and a growing student body had outstripped the capacity of both buildings and it was necessary to renovate Library West to hold more books. Between 1988 and 1993, various departments were removed from Library West to other buildings, the upper floors of West were renovated to provide more stack space, and most student seats were removed to house expanding collections. Beginning in the mid-'90's, parts of the general collections were removed to off-site storage.

In 1999, the director of libraries was asked by the President to consider how 100,000 net assignable square feet could be used to meet the library's needs for at least ten years. It can be done only if collections are compacted. An engineering study conducted in 1999 showed that no floor in Library West including the ground floor could be entirely compacted without danger to the building's stability. Thus was born the idea to build an environmentally excellent 100,000nasf addition to Library West, to serve as the "stack" for the rest of the building. The remaining space, 83,000nasf in the current building, would be renovated to provide the conditions needed to serve students and faculty in the modern electronic world.

B. PROJECT VISION

The library is central to flourishing humanities and social science disciplines. The proposed library addition will help to create, in the physical heart of the campus, an accessible environment which will open up to the scholar of the 21st century, humanities and social science information in all forms collected and organized by the library in support of UF academic programs. The addition and the current building would be designed to emphasize support of the scholarly needs of faculty and the

learning needs of students. Together they would provide for a good basic research collection of 4 million volume equivalents and would create an environment where scholars can move easily between books and journals and electronic, micro and multi-media formats by providing readily available service space for each, so that the flow of ideas and research need not be interrupted. In increasing the amount and diversity of reading space for students and faculty, we create habitats suited to learning and research in multiple disciplines by diverse users. The new "Library West" would have a stack area closely related on each floor to reading areas with combinations of carrels, tables, group study rooms, and closed studies so that scholars at every level would find appropriate working conditions as they use the needed collections. About 3,500 library users could be seated at once. Each floor would have photocopiers, workstations, wired group study rooms, wired carrels and tables for the use of personal computers, etc. Noise producing activities would be isolated from study areas (photocopiers, group assignments, etc.). The main service areas would be on the first and second floors, leaving the upper floors for quiet study and reflection. There would be well-designed workspaces for the use of online databases, digitized images, video and audio formats and micro-formats. All of these are permanent parts of research library collections because they provide information that cannot be stored and accessed in traditional ways and they are essential to meet university requirements for access to information. There would be training facilities for group instruction in the use of electronic information or use of library collections. Such a building would create library conditions supportive of the outstanding faculty and student body, who currently have a very difficult time pursuing their academic work in the library.

C. GENERAL PROJECT DESCRIPTION

New Addition: The libraries seek a 100,000nasf addition attached to Library West to serve as a secure and environmentally sound library "stack" to house print, microform and media collections. Stacks should always be either in the central part of a building, far from windows or in a windowless building, where they will not be in direct sunlight since ultraviolet light is as destructive to books as to human skin. Public access to this addition will be through the current Library West. The HVAC system must be capable of maintaining a year around temperature of 65 + or – 3 degrees, and humidity of 50 + or – 3 percentage points. No people will be housed in the addition but faculty and students would be admitted to retrieve books and journals as needed. The building should be able to house a minimum of 4.5 million volume equivalents on three floors in movable compact shelving. The shelving should be in reasonably small bays to permit easier public access.

The **stack area** represents the primary consumer of space in a research library. The library's collections, carefully selected and cataloged to support teaching and research, constitute a major asset of the University of Florida. They must be housed for convenient access while being protected for future generations of students and teachers. The primary means of protecting collections is maintaining temperature and humidity

levels within specific limits and protecting them from sunlight and sources of ultra violet radiation.

Books, periodicals, microforms, maps, documents, films, tapes and other items are stored on shelves or in drawers, in call number order in this stack. In addition to environmental standards, primary concerns are quality lighting, logical arrangement, ease of use, weight of compact collections, and safety of staff and users.

Library West Renovation: The current building, which is 83,000nasf, must be redesigned and renovated to provide effective library services in support of humanities and social science undergraduates, graduate students, faculty, visiting scholars and the general public. It must also supply carefully designed staff space for those who will provide library services to this clientele. In today's educational environment, building requirements for extensive use of electronic information are basic to the success of the library. The building must provide wireless capacity for students to use lap-top computers and other devices in any location and be adequately wired for high speed, broad band network access for staff and public workstations. Requirements for individual spaces follow.

D.   GENERAL PROJECT GOALS

The **mission** of the George A. Smathers Libraries is *"to meet the information needs of the University of Florida community by providing access to all relevant forms of recorded knowledge through:*
- ?? *Emphasizing innovation and operational excellence*
- ?? *Understanding our users and their information needs*
- ?? *Identifying, acquiring, and making available within the UF Libraries relevant information resources to meet those needs*
- ?? *Identifying and enabling access to other needed information resources located elsewhere*
- ?? *Designing, implementing, and continuously refining services which make use of the libraries and accessing information resources as easy as possible*
- ?? *Organizing and archiving locally held material to insure easy retrieval and long-term access."*

The physical environment of Library West does not currently support these efforts. For example, as collections have grown shelving has expanded to take up most user space. The shelves are extremely crowded forcing the library to constantly remove collections to off-site storage, and only a very small percentage of the student body can be provided with seating in the library. The infrastructure, i.e., telecommunication pathways, electrical wiring, fire code requirements, HVAC systems, elevators, tables and chairs are all aging, overused, and badly need upgrading. As the University of Florida increases its mission to provide more graduate education and research, these problems are magnifying rapidly. Undergraduate students need instruction in information retrieval skills that supports their coursework while graduate students,

scholars and faculty need on-site access to the unique resources that only a research library can provide.

Libraries are physically organized to accommodate collections, reader's services, user spaces and staff offices and work areas. Each distinct area has its own special requirement for amount and quality of space and its physical linkage to other areas of the library. For example, reader services should be placed near the collections and the users it serves. Staff often need ready access to the collections, yet their work areas need to be secured from the patrons who might be using the collections too. Readers often want quiet space; other times they want group study spaces, and at other times they want to be near user service areas yet as isolated as possible from the noise these service areas generate.

Undergraduate students will continue to be dependent upon library resources to complete assignments and to develop critical thinking skills as they pursue topics introduced in class. For undergraduates to make the most of the UF experience, the student needs access to librarians and library collections in an environment conducive to quiet study, one-on-one discussion, group studies where they can work on joint assignments, and training rooms where they can receive group instruction on information retrieval skills.

Graduate students are even more dependent on the physical entity of a research library since the collections we have amassed in all the academic fields researched at UF are used most heavily by the graduate students familiarizing themselves with the scholarship of their field. They usually need greater access to special resources such as microforms, specialized periodicals, films, multi media resources, and specialized electronic databases.

For many faculty, the library is their laboratory. They come to the library to review the current literature of their field, to browse the latest issues of scholarly journals in fields related to their own, and to work with primary resources. They want to be near the resources that make their work possible and they want a place where their scholarship can go forward uninterrupted by colleagues and others who compete for their time. They want a library where the physical environment attracts students and stimulates learning. They recognize that a usable, well organized research library is a major advantage for both graduate and undergraduate education.

The overarching goal is a flexible building to house all of the humanities and social science collections, to provide excellent space for students and faculty to utilize the latest in information resources including electronic, print, and multimedia, and to provide adequate space for staff. We want to preserve the time-honored values of an academic library while at the same time linking the physical entity that is Library West to the quickening pace of a revolution now underway in information technology. We envision a structure that is both a comfortable sanctuary for students and scholars as well as a campus-wide center for the electronic flow between scholars, researchers, students and the world of information.

At 100,000nasf, the new addition will be somewhat larger than Library West's 83,000nasf. The two wings must operate as one facility in order to provide high quality

library services to faculty and students. It is highly important that options for possible future expansion of the building be designed into the addition. Thus, this design project requires careful consideration of the relationship of all current space to the proposed addition and a possible future addition. It is extremely important that floor levels be maintained for operational reasons.

In the renovation of the existing Library West, high use services and collections must be easily reached by users, preferably on lower floors. Research collections and study spaces should be located, insofar as possible, in non-distracting and quiet spaces, perhaps on upper floors, which allow for reflection and concentration.

Specific Goals for the Addition
- ?? an environmentally state-of-the-art stack sufficient to unite all of the university's humanities and social science collections in a single location and to provide growth space for ten years
- ?? collection security provisions

Specific Goals for the Renovation of Library West
- ?? sufficient seating for 16% of the humanities, social science, and professional school users of Library West (3,500 seats)
- ?? appropriate separation of users with differing needs
- ?? user and staff security provisions
- ?? state-of-the-art facilities for multi-media and electronic information
- ?? structure and infrastructure flexibility to accommodate future change in staffing patterns, resource formats, and technology developments
- ?? provide sufficient power and data cables to support expanding technology easily, accessible both vertically and horizontally throughout the building so that any future additions can be made with reasonable economy
- ?? provide all user seats with electrical outlets and network connections

- ?? effective integration of the new addition stack area and the renovated existing Library West

E.   PROJECT DESIGN OBJECTIVES:

Structure. The addition must be a flexible, modular facility with minimum, strategically placed load bearing walls. Support columns should be arranged to facilitate compact shelving layouts. This will require careful selection of bay size as well as a modular layout for walls, lighting, air conditioning, book stacks, etc. to permit an easy interchange between book stacks and seating at some future time if the building is enlarged. The floors must be designed to be able to support compact shelving throughout to ensure adequate flexibility for future storage needs. Footings and foundations must be adequate to permit a capability to expand vertically. There should be adequate electrical and telecommunications wiring to permit installation of

networked workstations. Advancing technologies have changed significantly the manner in which space is used throughout library buildings but stack space will continue to be needed as collections will grow for at least the next 20 years. The new structure must have adequate HVAC to maintain collections at 65 degrees and 50% humidity year-round. There will be a need to provide special controls and back-up systems in specified areas for electronic and film based information storage formats which are highly susceptible to damage with variation in temperature and humidity. Because of Gainesville's climate, a back-up system to ensure this is essential.

Circulation. Circulation patterns must be simple and logical both vertically and horizontally. The difficulty of finding one specific book among more than two million underscores the need for clear public circulation patterns. One can easily lose him/herself in a large stack since long ranges of book stacks interfere with sightlines. Traffic patterns should be kept as simple as possible. The stack must be laid out in blocks so that the flow of the classification sequence for the collections is simple and natural. Where blocks of ranges are interrupted by building elements (stairwells, elevators, HVAC or electrical equipment rooms, etc.) there can be considerable distance between the end of the call number range in one block of shelving and the resumption of that sequence in the next. These interruptions should be minimized to reduce confusion for readers. Blind corners or pockets which sometimes result from placement of assorted building elements should be avoided. If they cannot be avoided, they should be used for some purpose other than housing the collection.

Every aisle should be useful to the space on both sides of it and the basic pattern of aisles should be easy to perceive. A bookstack arrangement, that is a simple rectangle with no more than one center and two side aisles, is desirable. It is also necessary to make the stacks as comfortable and easy to use as possible. Aisles must open wide enough so that users can crouch down and read the books on the bottom shelf, select and remove the desired volumes, pass each other without too much difficulty, and allow for wheelchair accessibility and for shelvers to take a book from a booktruck and reshelve it. There should be adequate lobby space by stairs and elevators that empty into the stacks so that passengers and book trucks can get in and out without difficulty.

Library staff are dependent on vertical transportation systems to return hundreds of thousands of books to the shelves each year. The smooth and efficient flow of materials requires excellent behind-the-scenes horizontal and vertical transportation systems. In addition to public elevators, a secure stack elevator (staff use only) should be provided that opens onto enclosed sort room space on each floor. Undesirable design elements such as steep ramps or awkward corners that would make difficult the use of book trucks, stack movers, and other unique library equipment, should be avoided.

Lighting. Lighting is of great importance in a research library, with different levels and kinds of light required for different activities. Stacks have unique problems owing to the relatively narrow width of aisles and the need to properly light the bottom shelves so that they are clearly visible to patrons searching for a particular title. Ceiling

fixtures placed directly over stack aisles so as to be able to read book titles and classification numbers both near ground level and seven or eight feet above ground level are most successful. A minimum of 10 foot-candles is required at the base of each section in the stack. This is not as easy as it may seem – shelving is generally seven or eight feet high, laid out with 36" wide aisles which may run up to 36 to 50 feet in length. It is not easy to light them well enough that it is easy to read the labels of the books on the bottom shelf. Parabolic diffusers are the preferred style of fluorescent light fixture diffuser.

Signs. Finding books, journals, microfilm, maps among a collection of 4 million items can be very difficult. Floor directories showing the layout of the stack and blocks of call numbers assigned to specific locations are needed by elevators and stairwells as readers enter a floor. Each range of shelving should provide space for a call number label showing the books in that range. Lighted exit signs should be visible down the main and cross aisles to facilitate egress in case of emergency.

Library West Renovation/Remodeling General Requirements

Entry. A clear, strong sense of entry is desired. It should express invitation, excitement, and intellectual stimulation and provide glimpses of content. One single entrance is desired to service both the existing structure and the addition. It is highly desirable that the location of the entry relate closely to Smathers Library, an integral part of the graduate research library complex. The entry should be a pivotal element in the design capable of rousing patron interest, relating those who enter to the building environment and directing them to the various library functions. A single public entrance and exit is also desirable to facilitate security measures. The entry/exit area should encompass sufficient space to provide a staffed security post and security gates.

Structure. A new fire code requires that when major modifications are made to Library West, several violations will need to be corrected including an open stairwell between the first and third floors and installing sprinklers in the building. The renovated structure must be designed to provide staff and reader space with temperatures comfortable to staff and users.

Circulation. It is exceedingly important to develop the simplest possible circulation patterns throughout a library, both horizontally and vertically. The building should be "logical" to first time users and arranged in a manner which allows a patron to go to a specific area without crossing through others. The main corridors and reading areas are particularly heavily used by the public. Circulation systems must be designed with aisles wide enough to conform to building and disability codes. Egress routes must be logically configured, of adequate width and clearly marked in order that the building be emptied quickly of the three thousand or more students who may be in the building in case of emergency.

Stairways should be convenient for use, reasonably conspicuous, and in the same location on each floor so users may find them readily instead of looking for mechanical transportation. Building design should encourage use of the stairs for patrons going up

or down only one or two floors. Confining, the library's most heavily used facilities to the entrance level and the level immediately above encourages readers to use stairs. Faculty and graduate students, who use the library intensively for long periods, will go to higher floors for more quiet surroundings; they do not move in and out in such large numbers for class periods. Replacing the current main stairwell in Library West (cited as a fire code requirement) is a high priority.

There should be good separation between public and staff areas. Public access to processing and support activities frequently places library materials at risk of damage and loss. There should, for example, be distinct separation between public service areas and loading dock activities.

Noise. Because noise and the transmission of sound is a fundamental consideration in libraries, noise-making activities should be segregated on each floor. Stairwells, elevators, photocopy rooms, stack sort rooms, group study rooms and other high intensity use features of the building should be grouped and buffered from study areas. It is essential that the building's HVAC systems maintain a steady, soft background sound to mask the annoying people-produced sounds of footsteps, cell phones, audio equipment, drumming fingers, coughs, whispers, etc. or that another "white noise" source be planned into the building. Many rooms (including dissertation cubicles and faculty studies) will have to be acoustically treated in order to prevent the transmission of sound.

Lighting. Lighting is of great importance in a research library, with different levels and kinds of light required for different activities. Reading areas should be provided with bright, non-glare lighting that allows readers to study in comfort for many hours. Microform reading areas require zones where light can be lowered to permit easier reading of material in the back-lighted readers. Careful planning is required to provide proper lighting conditions throughout the building.

Signs. Large research libraries are both heavily used and complex in function and layout, even for those who are constant users. They require posted room numbers, name signs, directional guides, and other graphics to assist users in finding their way without personal direction.

Design consideration should be given to visibly indicating each major functional area or service location. Signs needed include: a building directory on the main floor, floor directories providing maps/location charts on each upper floor, list of key staff offices, room numbers. Signs should be tasteful and compatible with the architecture and decor. They can be of varying sizes, depending upon whether they need to be seen from 50 or 100 feet away or whether they need only be seen from two or three paces.

It is particularly important that the signs be easily and inexpensively changed. They must also be tamper and theft resistant. Student ingenuity being what it is, library signs must be nearly as impervious to mistreatment as those on the streets.

Wiring. The building must have adequate wiring throughout for electronic and telecommunications equipment to permit on-campus and world-wide connections for data, voice, and video communications. Micro-computers providing direct on-line access will be needed in all staff and public areas.

We should plan to have a combination network/telephone jack panel anywhere there is an electrical outlet. There must be communications closets on each floor, with fiber vertical connections between them. It is highly likely that computers that don't wander around will be better served by wired connections for well into this decade.

We should also include a backup generator/power supply that will serve both Library West and Smathers Library. Many UF buildings have this capacity and the Libraries are highly computer-dependent and open 100 hours per week. The regular building power should have surge suppressors for all circuits as well.

It is important that the design of the building allow for great flexibility in order to utilize new technologies with a minimum disruption to occupied space, without major building alterations, and at minimal expense. There must be both horizontal and vertical electrical and telecommunications wiring to permit the libraries to tap into established networks at some later date.

Wireless communication should also be provided for. The standards for wireless are in major flux at the moment, such that it isn't possible to say anything specific about what will be advisable four years out. However, sufficient access points (that hook the wireless stations into the wired network) should be should be installed to handle traffic as if students using the Internet occupied every seat in the building.

Building Layout. The building should be laid out with the heavily used public service areas on the first two floors. This includes Circulation, Reference and Research Assistance, ILL, Reserves, Multi-Media, Documents, Current Periodicals, Microtexts, and training rooms. There should be some general study areas on each floor and some spaces can be double assigned – that is Reference seating can double for the 24-hour study area. Individual study spaces and group studies can be located on each floor, with or without service desks.

Distances from stairwells and elevators should be kept as short as possible to reduce distraction to those trying to study. Noise generating activity should be grouped in one location on each floor as much as possible and surrounded by walls to reduce transmission of sound. Examples are photocopiers, bill dispensers, coin machines, training rooms (large numbers come and go each hour), etc. Photocopy rooms need to be especially well ventilated and air-conditioned because of the heat and the machine odors given off by large numbers of them in one location.

Given space constraints, there should be only one staff conference room per floor, situated so that all departments can use it. If needed, staff offices for the main floor and or administrative offices currently on the second floor can be moved to upper floors to provide user space on the main and second floors. None-the-less, it should be kept in mind that staff should generally be located as close as possible to their service point. Following is a sample of preferred space zoning.

Public Reading Areas. Open reading areas should be distributed throughout the building in such a way that users can find a place to read near the collections or services they wish to use, e.g., Reference, Multi-media, or Reserves on the main floor, etc. Readers seating preferences vary, so that a variety of reading accommodations is

desirable. Reading accommodations should be of five kinds: open areas (wired around the perimeter and with access to wireless telecommunications sufficient for the number of seats in the area) for the general use of all library users, wired quiet zones with lockable oversize carrels for the use of beginning graduate students or undergraduates writing honors theses, blocks of wired, lockable dissertation cubicles for the use of doctoral candidates writing their dissertations, wired faculty studies, and wired group study rooms. Students also frequently enjoy carpeted mounds to sit on, lean against and drape themselves over. It allows them to study in a different position and can be easier on their back than sitting in one chair for many hours.

Reading areas should be quiet, serene, and aesthetically pleasing with an attractive and welcoming environment. The majority should have exterior windows. Generally, reading areas should not be cited along heavy traffic arteries and each should provide seating for only a moderate number of persons to reduce the noise and distraction that come with large numbers of people in one area. Faculty studies, group study rooms, or dissertation cubicles might divide them. It should be kept in mind that these areas will be unsupervised by staff, so security should be a design consideration. There should be about **2,000 seats in small study areas**.

Because of the change of classes on an hourly basis, university libraries tend to have a good deal of "hustle and bustle." Students may be coming into a reading area for twenty minutes after a class period while others are beginning to leave ten or fifteen minutes before the next class period. Access to reading areas should therefore, be provided through as many well-distributed entrances as possible. If students can find a seat near where they enter, they can be expected to leave the same way keeping visual and auditory distraction for others to a minimum. There should be a mix of seating: most should be in carrels with back and side walls high enough to limit visual distraction and arranged so that readers do not sit side by side. Tables should be limited but there should be a few in each general reading area so that all kinds of users can be accommodated. They should seat only two to four persons and four person tables should be cloverleaf in form to provide sufficient space to spread out books and papers when writing. Each reading area should have a few lounge chairs to provide different kinds of back support for readers spending hours in the library (7-8% of the total seats).

Graduate "quiet zones." Graduate students work under considerable pressure. Because they are developing a mastery of their discipline, they will often spend long, concentrated hours reading and be required to write a number of lengthy papers. Students in the humanities, in particular, will frequently consult multiple sources simultaneously while writing. They need a carrel that provides sufficient space to spread out their work, and they need a convenient, lockable storage space near their carrel and near the collections they use most intensively. They also need to be assured of a quiet environment. Solutions to this need might be enclosed rooms distributed throughout the building or some other arrangement of space that meets the criteria of quiet, security for materials currently in use, and appropriate size work surfaces. They

should be wired for use of a personal computer with access to the campus network. There should be **500 seats** of this nature.

Dissertation Cubicles. Graduate students who have been advanced to candidacy and are actively working on their dissertations, spend long hours reading and writing. They often assemble a sizable group of reference materials and extensive notes which must be accommodated in their writing space. They require quiet, secure space that allows for reflection and study for significant time periods. They should be provided cubicles that should be securely closed off from use by others. The cubicles can be single or in multiples of two or four with an individual study area for each occupant. They should be wired for use of a personal computer with access to the campus network and should be soundproof. **There should be 250 dissertation cubicles**.

Faculty Studies. The humanities and many social science faculty use the library as their laboratory. This is often the place where they encounter and evaluate new ideas. Their work is sufficiently unlike that of scientists and experimental social scientists that library support must be substantially different for them. Like graduate students working on dissertations, they spend a large amount of time reading and writing to document new research findings and to develop new courses and update older ones. As active scholars, they have many pressures—teaching, advising, serving on university and state committees providing assistance to state agencies—as well as keeping up in their field and developing new ideas. They need a quiet, secure space that allows concentrated work to be done in limited time. They should be provided studies that are small enclosed rooms with space for a 6' work surface, 2-drawer file, two sections of shelving, and a side chair. They should be wired for use of a personal computer with access to the campus network. There should be **75 faculty studies**.

Group Studies. Many students need to work on joint projects together, gather in small groups to discuss assignments, or study with others. On each floor there should be at least four group study rooms where students can talk over their work without disturbing others. Most rooms should seat four; no more than one per floor should seat six. Rooms should be equipped with one table, 4-6 chairs and a marker board. The walls should be acoustically treated. They should be wired for the use of a personal computer with access to the campus network. The AV studies should also provide screens for projecting videos. There should be **12 group study rooms seating 4 to 6 and 2 AV group studies seating 6-8**.

Suggested building layout:

MAIN FLOOR (APPROXIMATELY 20,000 NASF)

- o **Single large service desk with six stations that provides the following services:**
    - ?? Circulation
    - ?? Multi-Media Resources
    - ?? Reserves

- ?? Interlibrary Loan/Document Delivery
- ?? Reference
- ?? Research assistance

- o **Adjacent User Resources**
  - ?? Self-Check Computer Workstations for Circulation
  - ?? One hundred Electronic Workstations with networked printers
  - ?? One hundred spaces adjacent to above for expansion
  - ?? One hundred reading spaces at carrels and tables
  - ?? Four Group Studies (4-6 person)
  - ?? Twenty-five AV workstations
  - ?? Two AV Group Studies (6person)
  - ?? Public photocopy machines, scanners
  - ?? Card Dispensers, change machines

- o **Adjacent Staff Space**
  - ?? Book Return
  - ?? Sort Space (Could be in stack if there is a lack of space)
  - ?? Book Discharge Area

- o **Facilities Office** – Loading Dock/Receiving/Supply Room
- o **Coffee Bar** with Inside and Outside Seating
- o **Twenty-four hour Reading Room**
- o **Copier Vendor Office**
- o **Main Entrance**
- o **Exhibit area**
- o **New Book Alcove**
- o **Staff Offices**, if possible

SECOND FLOOR (APPROXIMATELY 20,000 NASF)
- o **Single large service desk with four stations that provides the following services**
  - ?? Documents
  - ?? Maps
  - ?? Microforms
  - ?? Periodicals and Newspapers

?? **Adjacent User Resources**
  - ?? One hundred reading spaces at tables for maps and documents
  - ?? Twenty electronic workstations for Documents, 10 for Maps and 10 for GIS
  - ?? Four Group Studies (4-6 person)

- ?? Map cases
- ?? Carrels (26), tables (24 seats) and lounge chairs (50) for using current periodicals and newspapers, 10 electronic workstations (110 seats total)
- ?? Display shelving for 4,000 current periodicals and 200 newspapers
- ?? Microform cabinets
- ?? Photocopy machines
- ?? Scanners

- o **Adjacent Staff Space**
  - ?? Staff Offices
- o **Four Training Rooms (200 seats)**
- o **Dissertation Cubicles**
- o **Faculty Studies**

THIRD FLOOR (APPROXIMATELY 20,000 NASF)
- o **Area Studies Reading Room**
- o **Adjacent Staff Offices**
- o **General Reading Areas**
- o **Dissertation Cubicles**
- o **Faculty Studies**

FOURTH FLOOR (APPROXIMATELY 10,500 NASF)
- o **Group Studies**
- o **Reading Areas**
- o **Faculty and Grad Student Carrels**
- o **Grad student reading area?**

FIFTH FLOOR (APPROXIMATELY 9,000 NASF)
- o **Staff Offices?**
- o **Staff Lounge?**
- o **Reading Areas**
- o **Dissertation Cubicles**
- o **Faculty Studies**

SIXTH FLOOR (APPROXIMATELY 5,000 NASF)
- o **Reading Areas**

PHASE I: Specific Building Requirements

Because the stack is to be designed with high density compact shelving, there must be standing height consultation tables near the ranges so that readers can briefly examine books and bound journals to determine that they want to take these items with them. There will also need to be locations on each floor where an electronic catalog

workstation can be consulted – perhaps near the elevator and stairwells. There will also need to be an enclosed room on each floor where photocopiers are located.

PHASE II: Specific Building Requirements

STAFF AREAS

General: There should be one centrally located conference room on each staff floor – 1, 2, 3 and 5 for the use of departments assigned to that floor rather than a conference room in each department.

MAIN FLOOR

MAIN ENTRY/EXIT; LOBBY AREAS

General: This area creates definition between the library and the campus, introduces the internal arrangements of the facility, and establishes the building's hospitality, security, and decorum. It includes the security exit through which all library users must pass. The area should be constructed so that it inhibits drafts, damp, and debris from coming into the building. Reduced lighting may be used to aid the eye in adjusting to interior light from bright sunlight. Good graphics to present the library's organization and the locations of major services and collections are an essential feature of the lobby area. The area outside the security exit should contain campus and outgoing telephones.

Furnishings: Graphic display, telephones. Sufficient space must be allowed and the design must accommodate electronic security control. Telephone and electronic connections to the security station are required.

Art Display and Donor Recognition: A special design challenge in the lobby area is to provide a secure and beautiful display area for the library's Henry Moore sculpture and the large painting by Hiram Williams. The Henry Moore must be secured as well as displayed although we would like it in a visible position. It might be placed on a high round pedestal, spotlighted, and surrounded by a lower round sofa. In any case, its placement should make it difficult to touch the object. An appropriate display for the bronze memorial to George A. Smathers is also required.

NEW BOOK ALCOVE

General: Graduate students and faculty in particular are attracted by displays of new books in their discipline. The renovated building should contain a New Book Alcove capable of displaying about 500 volumes. The alcove should be located near the entrance to the building and readily visible to library users, but away from loud noise and out of traffic patterns. An appealing appearance and soft, non-glare lighting, comfortable and inviting seating, and attractive shelving for the display of new books should characterize the area. This area could be combined with the Exhibit Area.

Furnishings: Shelving that is easily browsable, 8 comfortable chairs, and small convenient end tables (or equivalent) are required for this area.

EXHIBIT AREA

General: Research libraries generally exhibit materials from their collections that relate to current campus activities. Exhibit spaces will generally have only a small number of people looking at the exhibits at any one time. There should be a small exhibit area of six cases, both horizontal and vertical. They should be lockable to protect the contents from damage or theft. Indirect, non-glare lighting is required to contribute to an inviting appearance. An appealing appearance is particularly important here. The exhibit area could be combined with the New Book Alcove. Both should be readily visible from the entrance to attract those who enter the library.

Furnishings: Six lockable exhibit cases.

LIBRARY SERVICES AREA

The main floor of the library is a heavy traffic area that should house the most frequently used services of the building. These include:

- ?? Borrowing and return of library materials
- ?? Library information services
- ?? Course reserve services
- ?? Referral to library subject specialists
- ?? Access to

    UF library catalog via computer workstations

    General reference materials

    Electronic resources provided by the libraries or accessible via the Internet
- ?? Equipment to support use: Photocopiers, computer workstations, printers, and scanners

There are three departments on this floor: Access Services (AS), Humanities and Social Sciences Services (H&SSS), and Collection Management (CM). AS and H&SSS are very large departments with multiple sections. This plan provides for a single service desk that combines all the user services provided by the three departments.

The Access Services Department is responsible for providing circulation and reserve services for the humanities and social science collections and interlibrary loan and document delivery services for all Smathers Libraries users. The staff maintains order and security in the general collection book stacks, assists those using the collections, oversees general reader space and assigned user spaces in the building, and processes returned materials. It is important to locate the direct user functions of this department on the main floor of the building, easily accessible to library users, near the entrance and exit.

The Humanities & Social Sciences Services Department provides assistance to students and scholars using the collections. H&SSS staff hold primary responsibility for the library's programs in information literacy/bibliographic instruction, computerized information services, and assistance in accessing computer files.

The Collection Management Department is responsible for building and maintaining the collections. Its staff have a great deal of interaction with individual faculty and students, participate in the general reference program, provide research level assistance and teach upper division and graduate students bibliography and research techniques.

It is desirable (but not essential) to locate offices for the H&SSS and CM staff near the main service desk. If not located on the main floor, easily accessible to entrance and service desk, their offices should be easy to locate and access on the second floor. The staff most critical to be located on the first floor near the service desk and user space are the circulation services staff, the materials processing staff in H&SSS, and the electronic resources unit.

Main Floor Service Desk

The main floor service desk is the library's primary service point and will be the one location staffed during all hours of library operation. It will provide "one-stop shopping" and will enable people coming to the library to seek basic information about locations and services, obtain course reserve materials, request and retrieve interlibrary materials, seek reference assistance, obtain assistance in using library resources or equipment, check out materials, and return them. It should be located adjacent to the library exit and book security system. There should be good eye control of the entry from the desk and easy access from desk to entry. There should be ample space in front of the desk to accommodate up to 20 users waiting for service at busy times. Counter-height, the desk should be of adequate length to accommodate at least six workstation/reader positions during peak periods and reduce to two staff periods during quieter times. One of these workstation/patron service points should accommodate patrons with disabilities. Each service point should include a telephone, workstation, counter space, and easy access to a printer.

There should be bookshelves and cabinets behind the desk to hold a variety of print and electronic materials including ready reference materials heavily used by staff, course materials, and items requested by and being held for library patrons. There should also be adequate space to house equipment used by patrons, including headphones for computers and TV/VCRs and circulating laptop computers. Staff should be able to exit from behind the desk into the lobby easily when security problems exist.

A book return area must be provided and must not be placed to interfere with other desk activities. Since the book check-in function will be done behind the scenes to minimize errors that occur when it is done under the pressure of interruptions at the service desk, the return should be designed so as to make it easy for staff to gather returned items and take them back to a check-in/sorting area. Conceivably, books could be returned into a slot that feeds into the behind-the-scenes work area. A prominently placed, secure outside book return that feeds into the section directly is also needed. The return area should be fireproofed if possible.

This desk also handles course reserve materials and materials borrowed by or being returned to Interlibrary Loan. The desk area should be separated by wall or partition from the staff work/processing areas, but staff in work areas should be able to be summoned quickly to assist at the desk.

Reserve Shelving

This must be located behind the Circulation Services Desk to provide security for high use items and must provide for both print and non-print material, including videos and CD's.

Discharge Area

General: This area provides space to change the online computer record for an item to indicate that it has been returned to the library and to resensitize it for the security system. It should be adjacent to the circulation desk and near the processing and pre-shelving area but out of traffic. This area should not be accessible to the public.

Furnishings: 2 workstations, work surfaces, and chairs, 2 sections of wall shelving and space for 4 booktrucks.

Offices

ACCESS SERVICES DEPARTMENT

Department Chair, Access Services

General: Office should be located centrally within the AS Department and should be accessible to the public and acoustically and visually private.

Furnishings: Desk with workstation, telephone, and chair. Table and four chairs, file cabinet, shelving, carpet.

Administrative Staff Office/File Room

General: Located adjacent to Department Chair. Must provide space for Department secretary and administrative assistance plus departmental files (150nasf)

Furnishings: Two desks with workstations and chairs, worktable with six chairs, file cabinets, supply cabinet, laser printer, photocopy machine, and fax machine, Departmental mailboxes, and shelving, carpet.

Circulation Services Section

Circulation Services Coordinator

General: Office should be adjacent to the service desk, easily accessible to the public and the staff area.

Furnishings: Desk with workstation and chair, two visitor chairs, file cabinet, shelving carpets.

Circulation Services Staff Office

General: The staff office should be adjacent and easily accessible to the Circulation Services Desk. It should be near the Collection Access Section so that returned materials can be taken there quickly for sorting and reshelving. There should be individually defined areas for nine staff members and two student assistants.

Furnishings: Twelve desks with landscaped workstations and chairs. Supervisors should, in addition, have two guest chairs each. Two six-person work tables. Shelving, storage space for six booktrucks.

Reserves Processing Area

General: Should be adjacent to the Circulation Service Desk and to the Reserves Shelving Area. Must accommodate reserves supervisor and two additional staff members and provide space for handling incoming material and scanning materials for electronic reserve.

Furnishings: Three desks with workstations, scanners, and chairs. Supervisor's desk landscaped, 2 guest chairs. Work table with six chairs, supply cabinet, file cabinet, storage for four book trucks, shelving, carpet.

COLLECTION ACCESS SECTION

Staff in this area are involved with shelving and shelf reading the book collections, performing collection inventory work, completing the final stages of new book processing, and managing the library's recall and search services. While much of the section's work is done behind the scenes throughout the building, it is important that there be an ample space provided for sorting materials, for storage of book trucks, and for easy access to the stack elevator. Staff in this area interact closely with the Circulation Services Section and the Periodicals/Microforms areas. They also receive books regularly from Resource Services and Preservation in the Smathers Library. These should be delivered without passing through public areas.

Collection Access Coordinator

General: Office should be located near section staff work area and be accessible to the public.

Furnishings: Landscaped desk with workstation and chair, two guest chairs, shelving, file cabinet, carpet.

Staff Office

General: Should be located with good access to the Circulation Services Desk and to collections throughout the building. Landscaped desks for four staff members along with space to accommodate student employees (lockers, time clock, sign in area)

Furnishings: Four desks with workstations, chairs, one guest chair, shelving, and space for two booktrucks in areas clearly defined by partitions or building design. Two six-person worktables with chairs, time clock sign-in alcove, lockers for student employees, shelving, carpet.

Processing and Pre-Shelving Area
General: Space is needed to sort and shelve approximately 10,000 volumes returned from circulation, newly added to the collection, or recently bound or repaired.
Furnishings: Shelving, work table with four chairs.

Pre-Shelving/Book Truck Storage
General: Preshelving area is needed to store book trucks and the stack mover and to provide space to sort and shelve project materials.
Furnishings: Shelving plus a worktable with six chairs.

Interlibrary Loan Section
Staff in this Section borrow materials from other libraries to meet the needs of UF students and faculty, lend material to other libraries, and handle both borrowing for and lending to off-campus UF facilities (such as the IFAS Research and Education Centers) throughout the state. Interlibrary Loan combines the functions of both a high-volume, behind-the-scenes, operation with interaction with individual users of its services. Materials it borrows for UF clientele are distributed from and returned to the circulation services desk. Materials borrowed from other libraries and materials UF lends to other libraries go through the mailroom. Future services may include campus delivery. Consequently, it is desirable for this unit to be located near the circulation services desk, the mailroom, and library vehicles. Proximity to the Reference collection is also desirable to facilitate bibliographic work. And, it is desirable to have access to a non-public entrance and exit to facilitate movement of materials to and from other areas of the libraries.

Interlibrary Loan Librarian's Office
General: The office should be located in AS Department space, adjacent to section staff and near the Access Services Department Chair and the Circulation Desk. It should be accessible to the public but acoustically and visually private.
Furnishings: Desk, chair, and workstation, two side chairs, file cabinet, shelving, carpet.

Staff Office/Work Area
General: Space should include individually defined areas for three supervisors (for borrowing, lending, and document delivery) space for eight additional staff, and work area for four student assistants. It must accommodate bibliographic searching activities along with handling large volumes of incoming and outgoing mail – including wrapping, unwrapping, and physical processing.
Furnishings: Landscaped desks with workstations and chairs in individually defined areas for three supervisors, desks with workstations and chairs for 5 additional staff, a bank of additional specialized workstations, a photocopy machine with sorting and processing space, a fax machine, at least 2 large worktables for wrapping and

unwrapping materials, bookshelves, file cabinets, storage closets, space for six booktrucks, carpet.

COLLECTION MANAGEMENT AND HUMANITIES AND SOCIAL SCIENCES SERVICES DEPARTMENTS

CM is responsible for building and maintaining the collections of the University Libraries. CM staff have a great deal of interaction with faculty and graduate students as they provide guidance in research methods and use of library collections. Their offices must be publicly accessible. They join H&SSS in providing assistance to library users.

H&SSS provides assistance to students and scholars using the collections. It holds primary responsibility for the Library's programs in information literacy/bibliographic instruction, computerized information services, and assistance in accessing computer files.

Together, the two departments provide a complete range of reference and research services to the library's clientele. The offices of both departments should be located near the reference desk, training rooms, electronic workstations, and each other.

Department Offices
Department Chairs, CM and H&SSS
General: Two offices should be located centrally within the staff work area, near the Secretaries' Office and should be accessible to the public while maintaining acoustic and visual privacy. The HSSS office should be near the Assistant Chair's Office while the CM office should be near the coordinating bibliographer's offices.

Furnishings: Desk with workstation, telephone, and chair. Table and four chairs, file cabinet, shelving, carpet.

Administrative Staff Support Office/File Room
There should be a combined CM/H&SSS office area for department secretaries modeled after the current arrangement of the Administrative Office with space for 2 secretaries, student assistants, and a reception area for receiving faculty, students, and other visitors to the departments.

General: This office should be centrally located in the CM/H&SSS area and be publicly accessible. It should include a reception area and the file/workroom should open off of it.

Furnishings: Desk, chair, and workstation for CM secretary, desk, chair, and workstation for H&SSS secretary, desk, chair, and workstation for student assistant, file cabinets, shelving, guest chairs and table for reception area.

Filing/Workroom

General: The new office area should be designed with adequate space for a photocopier, bulletin/message boards, and a maximum amount of built in shelving to aid in selection/de-selection and staging of new receipts.

Furnishings: Fax Machine, typewriter, laser printers, worktable, file cabinets, departmental mailboxes, supply storage cabinets, message boards.

CM Humanities Section

Humanities Bibliographer

General: This office should meet proximity criteria specified above and should be near other humanities staff - in particular the Humanities Selectors and the CM Support Unit. It should be publicly accessible and acoustically and visually private.

Furnishings: Desk with workstation and chair, table with four chairs, shelving, file cabinet, carpet.

Humanities Selectors (5)

General: These offices should meet proximity criteria specified above and should be near the Humanities Bibliographer and the CM Support Unit. They should be publicly accessible and acoustically and visually private.

Furnishings: Desks with workstations and chairs, two guest chairs, shelving, file cabinet, carpet.

CM Social Sciences Section

Social Sciences Bibliographer

General: This office should meet proximity criteria specified above and should be near other social science staff - in particular the Social Science Selectors and the CM Support Unit. It should be publicly accessible and acoustically and visually private.

Furnishings: Desk with workstation and chair, table with four chairs, shelving, file cabinet, carpet.

Social Sciences Selectors (7)

General: These offices should meet proximity criteria specified above and should be near the Social Science Bibliographer and the CM Support Unit. They should be publicly accessible and acoustically and visually private.

Furnishings: Desks with workstations and chairs, two guest chairs, shelving, file cabinet, carpet.

Collection Management Support Unit

General: The CM Support Unit consists of an A&P Coordinator, 3 LTAs and 3 to 5 OPS students. This unit provides support to all the CM bibliographers and should be in close proximity to their offices. Separate landscape space is required for each

member of the unit with a central workroom with workstations, shelving, and a staging area for student assistants.

Furnishings: Landscape office, desk, chair, and workstation for A&P Coordinator, landscape offices, desks, chairs, and workstations for 3 LTAs, workroom desks, chairs, workstations, tables, shelving for student assistants, file cabinets.

H&SSS Faculty Office Section

H&SSS Department Assistant Chair

General: This office should be centrally located within the department and should be near the Department Chair and the Secretaries' Office. It should be publicly accessible and acoustically and visually private.

Furnishings: Desk with workstation and chair, table with four chairs, shelving, file cabinet, carpet.

Faculty Offices (9)

General: These offices should meet proximity criteria specified above and should be near the Chair and Assistant Chair of H&SSS. They should be publicly accessible and acoustically and visually private.

Furnishings: Desks with workstations and chairs, two guest chairs, shelving, file cabinet, carpet.

Electronic Resources Section

General: The Electronic Resource Unit provides support for both staff and public workings. The unit currently consists of 2 librarians, 1 A&P, and 2 to 3 OPS students. Separate office space is required for each member of the unit (near the InfoSwamp) with a secured central workroom for storing software, hardware, servers, etc. The secured area should contain several large tables and be wired for setting-up and repairing workstations

Furnishings: Offices, desks, chairs, and workstations for 2 faculty members, landscape office for A&P, shelving for documentation and software, file cabinets, work tables for workstation set-up and repair, workroom desks, chairs, workstations, tables, shelving for student assistants, secure space for network server, network wiring for testing and set-up of equipment.

H&SSS Departmental Support/Processing Unit

General: The "H&SSS Support Staff" consists of 3 LTAs and 2-3 OPS students. This unit receives and processes new reference materials, orders new titles, and is responsible for withdrawing material from the collection. Separate landscape office space is required for each member of the unit with a central workroom with workstations, shelving, and a staging area for student assistants.

Furnishings: Offices, desks, chairs, and workstations for 3 LTAs, workroom desks, chairs, workstations, tables, shelving for student assistants, file cabinets.

<u>Public Reading Area and Reference Collection</u>

     A reference collection of about 65,000 is slated to grow to approximately 75,000 volumes. This is ideally placed near to the Service Desk described above. Because many reference books are large and heavy, and because use of reference material is frequently for short duration, it is useful to have consultation shelves readily available where a large books can be laid down counter height and consulted. However, this collection can be placed in the stack if there is a lack of space.

     <u>Furnishings</u>: Shelving, index tables/counters, built-in counter tops, storage for electronic media, secure area for Reference Reserve material.

Reader Space

     <u>General:</u> The H&SSS Reference area should include seating for at least 100 people and should contain two wired group studies. Networked study carrels, both open and assigned (and lockable) should be available throughout the area. In addition, if the reference collection remains in Library West, additional reader space (accommodating approximately 25 users) should be integrated throughout the main Reference Collection. This space and the space below can double as a 24-hour library study area.

     <u>Furnishings</u>: Variety of user seating, network connectivity, display furniture, built-in counter tops.

Public Workstations

     <u>General</u>: Electronic databases are heavily used in this area as the library provides students and faculty networked workstations to the Internet, CD-ROMs, online databases and stand-alone electronic media. One hundred workstations are needed with wiring, space, and climate control available to increase this number to 200. This area has emerged as a library focal point. It should be in close proximity to and easily accessible from the Reference desk. This area and the one above can double as a library study area.

     <u>Furnishings</u>: Computer tables, chairs, workstations for 100 with infrastructure in place to double this number, servers, scanners, printers.

<u>H&SSS Business Section</u>

     <u>General</u>: The multitude and variety of business programs offered at UF has necessitated the creation of a separate Business Collection within the H&SSS Reference area. The collection should include 20 workstations, 2 networked group study rooms, index tables, shelving, photocopiers, and office space for two librarians. Workstations allocated to this area would reduce the overall number needed in the Public Workstations described above but the group study areas are in addition to what is being requested for the general reference area. Librarian offices should be publicly accessible and acoustically and visually private.

Furnishings: Desk with workstation and chair, table with four chairs, shelving, file cabinet, carpet for each librarian. Shelving, workstations, computer tables, chairs, index counters, and a variety of seating for patrons and group study rooms.

Multi-Media Section

General: There is a growing availability of and demand for information in non-print formats. Increasingly the UF libraries are collecting formats such as audiocassettes and CD's, video (tapes, laser disks and DVD's) and electronic information (such as streaming video). At present the library provides very inadequate space and equipment for the use of these materials; we expect to make major improvements with the renovation. Audio, Video and electronic information are being used individually and in-group settings for classroom work and for research. Library activity in these areas will continue to grow. However the technology is changing so rapidly, it is essential that the renovated space provide great flexibility for future developments relating to audio, video and data communication. User areas should be available on the main floor.

Furnishings: While most formats can be used by computer workstations with earphones, it is also important to have at least two AV group study rooms equipped for use of video and audio works. These must each seat 6 - 8 students with a movie screen and equipment for playing videotapes, DVD's and Laser disks, CD's and cassettes. There should also be 6 AV workstations with headphones to listen to cassettes and CD's The area adjacent to the main workstation area on the first floor (100 carrels) should be equipped with 12 TV/VCR stations. It is desirable to have these in an area of low light to enhance viewing. Twenty-five additional workstations should be equipped with earphones to be used with audio CD's and streaming video presentations. This area should be adjacent to the service desk for both checkout of resources and assistance in their use.

Main Floor Conference Room

General: Should be centrally located for use by staff throughout the three departments for personnel evaluations, small group meeting, departmental meetings and training sessions.

Furnishings: Large table with seating for 25, workstations, counter for beverage and snack service, storage area, projection screen, and dry erase board.

Training Facilities

General: Four training rooms of varying size (e.g., seating 25, 25, 50, and 100) are needed to accommodate basic instructional programs and advanced research methods classes taught by the H&SSS, CM, and Documents staff. The two 25 seat-training rooms should be configured in a manner similar to the current electronic training room (Room 148) and should be capable of opening into one large room which would accommodate a group of 50 students. The other two training rooms should be capable of opening into one large meeting room capable of seating up to 150 people. All training rooms should

have state-of-the-art wiring and telecommunications links to make possible an array of traditional and electronic teaching methods. Secure closets should be available for storing servers, and other electronic equipment.

Furnishings: Movable seats, podiums, instructor workstations, sound system, video display, lockable closets and shelving for each training room, and 50 individual workstations for hands-on teaching in the two 25 seat-training rooms.

Student/Faculty Coffee Bar

General: The Libraries would like to establish (space permitting) a student/faculty indoor/outdoor lounge where patrons can take a break and get some coffee or a snack. Other libraries have found them to be an effective method for keeping food and drink out of the library proper. It should be comfortable and inviting, accessible from a 24-hour study area, able to seat 100. There must be no access to the library except past a staffed entrance.

Furnishings: Sales counter, food display cabinets, tables, chairs.

Facilities Maintenance Office

General: The Library Facilities Maintenance Office is responsible for the development, review and implementation of all building services for the seven libraries making up the library system. It also operates a printing facility for library departments. Services include building maintenance, safety and security, repair, cleaning, remodeling, handyman and telecommunication services. The Office prepares and maintains space and equipment inventories and provides responses to administrative directives concerning space allocation and library construction projects. In addition, the office coordinates, plans for and manages the mailroom, the supply room, the courier service and the library printing service.

Facilities Officer

General: Office should be located near staff office, mailroom, loading dock, and supply room.

Furnishings: Desk with chair. Drafting table with stool, workstation, 5 drawer flat storage file, bookcase, carpet, 2 visitors chairs.

Facilities Assistant

General: Office should be located close to mailroom (with visual control, if possible), close to Planning Officer, and convenient to exterior exit.

Furnishings: Desk with chair, workstation, file cabinet bookcase, carpet, 2 visitors chairs.

Supply Room

General: Ground floor location, convenient to loading dock, mailroom, handyman office, and internal service elevator. Must have security system. Windowless space is ideal.

Furnishings: 300 linear feet of shelving; deep bins for storage of computing and AV equipment, large deliveries of sheet and roll paper, and other oversized items; small stacking bins for storage of small items. Tile floor.

Staff Office (4 staff, 2 students)

General: Should be located to provide easy visual and physical control over mail and supply rooms, service entrance to library, and easy accessibility to loading dock.

Furnishings: 4 landscape desks and chairs with workstations, two student assistant workstations, one networked printer, bookcases, and file cabinets.

Loading Dock and Mail Room

A new, well designed loading dock and mailroom is a high priority. Truck access from University Avenue must be easily negotiable for semi-tractor-trailers. The present loading dock, which services both Libraries East and West, is totally inadequate for truck access as well as being inadequate in size and configuration for the volume of mail and book deliveries.

General: Direct access to loading dock and staff room, oversized delivery door, access to supply room, alcove designed for printing library publications.

Furnishings: Two desks and chairs for mail clerks, sorting table, bins for letter and bulk mail, appropriate counters for printing machines, image maker, folder/inserter, storage for paper inks and printing supplies, wall shelving, book case.

SECOND FLOOR

DOCUMENTS, MAPS, MICROFORMS, CURRENT PERIODICALS AND NEWSPAPERS

The Documents Department processes, houses, and provides assistance in the use of publications issued by the U.S. Federal government, the European Communities, the United Nations, and state and local planning agencies. Documents from Florida, other U.S. states, foreign countries, and various international organizations are selected, received, and processed by Documents staff and then housed throughout the libraries. Because an increasing amount of government information is available only in electronic format, the service area requires multiple computer stations. The receipt of information in microformat will continue (the Department currently houses over a million units) as will the receipt of material in traditional book format (the current collection of 600,000 documents is equivalent to more than 100,000 volumes).

The Documents Department is open 67 hours per week for reference and circulation. As the Regional Federal Depository for Florida and the Caribbean the Department must permanently house and provide public access to all documents distributed by the Government Printing Office. Although staff currently page material from a closed stack, in the new building it is desirable to open the documents stacks for self-service.

The Map & Imagery Library located in Marston Science Library is part of the Documents Department. Many of the current maps received and housed by this collection are Federal Depository items. In addition, the recently hired Geographic Information Systems (GIS) librarian divides his time between the two locations. It is therefore desirable to merge these two collections and their staff. The use of the maps collection is hands-on and there must be tables adjacent to the map cases for viewing. Many of the maps are not cataloged and are arranged by geographic location. It is therefore desirable to have this material in an open area available for browsing. Rare, lesser-used maps can be stored in compact storage and retrieved and/or scanned by staff for patrons thus limiting the handling of this material.

Currently, close to fifty per cent of the Federal Documents received are in microform format. This department now houses more microfiche than the microforms area. It makes sense to house the now separated microform collections together and to share viewing and printing equipment in one area. Proximity of this collection to the current periodicals and newspapers is desirable since the microforms collection is largely made up of back issues of newspapers and journals.

The Current Periodicals section is responsible for receiving, check-in, binding, housing and assisting in the use of current periodicals, newspapers and microforms for the social sciences and humanities. It is an area that is heavily used at all hours, and this use ranges from the person who stops in between classes to peruse a hometown newspaper to the serious researcher who spends extensive time reading materials in microform. The current periodicals section should be readily accessible from the entrance to the second floor. It will share a service desk with the Documents and Maps areas. Because many users will go directly to this area without consulting reference staff on the first floor, it must be designed to help them find materials independently. It should provide suitable space for people who wish to come in for brief consultations and also for those who need secluded and quiet space for concentration.

Periodicals could be replaced in the future by electronic publication (online access to the full test of each article published). However, for the foreseeable future, the library will need to provide access to hard copy journals. The humanities, in particular, have been slow to convert to electronic formats and periodicals remain one of the most heavily used library collections. The library's microform collections are growing rapidly as is their use. Primary access to all collections on this floor is provided by databases accessible via the online catalog in-house and remotely and by hard copy indexes located in the Reference and Documents Departments.

The current periodicals collection now located on the third floor of Library West will be housed in this area along with the processing staff for current receipts. This will enable processing staff to assist patrons locating material and will facilitate the identification of missing issues and the preparation of loose issues for binding.

Service Desk

General: The counter-height desk, which houses both reference and circulation services for the four collections, should be located near the entrance to the area between

the maps/documents collections and the current periodicals. It should include four workstations, and space for a small ready reference collection. It should provide good visibility of reader space and of the entrance to the stack area and the current periodicals collection. The security of the Map collection is an important consideration; map cases should be visible to the reference desk staff. The security and atmospheric conditions should be equal to what currently exists in the Map & Imagery Library.

Furnishings: Counter-height desk with four chairs, four computer workstations (with scanner and printer) and sensitizing/desensitizing equipment.

Reader Space

General: This area provides space for a variety of users and types of use. Seating for this area should be zoned in terms of both level of activity (browsing recent issues vs. studying several publications) and type of lighting required (reading vs. use of microform readers). It should provide space for those reading paper materials, needing good reading light, and those who need a darkened area to use equipment to read microforms. The area must be wired to support the equipment necessary to read and print microforms and use electronic information.

There must be multiple computer workstations (20) in close proximity to the service desk. Seating for at least 100 users must be provided at tables for the use of maps and documents. They should be located adjacent to map cases that house those maps not in compact storage. In addition, there should be 50 carrels housing microform readers and printers and additional carrels for quiet study.   A combination of carrels, tables and lounge chairs should be located adjacent to the current periodicals and newspapers to accommodate 125 readers along with 25 carrels for readers using electronic data. Two wired group studies are required -- one for 6-8 people with screen and one for 4-5 people.

Furnishings: Facilities for library patrons should include 20 electronic workstations, 10 photocopy machines in a sound-proof area, shelving for a reference collections of 1,000 volumes, 35 map cases, a variety of user seating as described above and 1 group study room.

Group Study/GIS Area

The map collection is an active collection used by a variety of departments and often caters to large class assignments. The Map & Imagery Library participates heavily in hands-on classroom instruction. Library training rooms will be utilized as will the large group study outlined above. 10 workstations dedicated to GIS will be required, close to the group study and perhaps in an alcove between the study and the main workstation area, but separated from the general public seating area.

General: This space will be used for instruction, workshops and training sessions, and for staff meetings. This area would house the GIS workstations. Location should be easily accessible to the public, and acoustically private.

Furnishings: Workstations for 10, seating for 20, instructor workstation

Collection Space/Documents and Microforms

General: This space houses the central collection of government publications, atlases and maps currently housed in compact shelving, and microforms currently housed in the Documents Department and Microforms area in Library West. The stack should be easily accessible from the service desk. Both the Documents and general collections of microforms will be housed in the compact shelving adequate to store material now housed in 70 microfilm cabinets and 130 fiche cabinets.

Furnishings: Compact shelving.

Collection Space/Maps

General: This space houses 50 map cases, display cases, light table & aerial photo interpretation station, and shelving for a ready reference collection. Security is an important issue and this space should be able to be secured if necessary.

Collection Space/Current Periodicals and Newspapers

General: Shelving to display and store the unbound issues of 4,000 periodicals is needed in the reading area. Shelving to house 100 hard copy newspapers is required as well as space to house some heavy use items of the general collection of microfilm, fiche, cards and prints. All collections, but particularly the current periodicals should be accessible to library users but able to be secured if necessary.

Staff Office/Processing Area for Documents and Maps

General: Space is required for 8 regular staff plus 3 FTE student assistants. The primary responsibility of staff is processing several thousand documents and maps received annually. It is desirable to locate this office on the same floor as the service desk and in close proximity to the collections.

Furnishings: Desks with workstations and chairs for 8 staff, four large worktables, shelving, and lockers for student assistants, carpet.

Staff Processing Area for Current Periodicals, Newspapers and General Microforms

General: Space is required for 8 regular staff plus 6 FTE student assistants. The primary responsibility of staff is the check-in, claiming binding and maintenance of current serials. It is desirable to locate this area adjacent to the current periodicals collection so that staff can assist patrons in locating missing material and monitor and maintain the collection.

Furnishings: Desks with workstations and chairs for 8 regular staff, tables and shelving for mailroom area, and binding and processing area.

Department Chair

General: Office should be located within the Department and be publicly accessible. It should provide acoustic and visual privacy.

Furnishings: Desk with workstation and chair, table with four chairs, file cabinet, shelving, carpet.

Assistant Chair
        <u>General</u>: Office should be located within the Department and be publicly accessible. It should provide acoustic and visual privacy.
        <u>Furnishings</u>: Desk with workstation and chair, file cabinet, shelving, carpet.

Faculty Offices (7)
        <u>General</u>: Offices should be near the collections for which the faculty members are responsible. They should provide acoustic and visual privacy.
        <u>Furnishings</u>: Desks with workstations and chairs, two visitor chairs, file cabinet, shelving, carpet.

Secretary
        <u>General</u>: Space should be adjacent to Department Chair.
        <u>Furnishings</u>: Desk with workstation and chair, file cabinet, shelving, carpet.

<u>THIRD FLOOR</u>

Area Studies
        The space envisioned as the new location for the Area Studies Collection should bring together four physically separate units into an area that will enable them to combine functions so as to maximize staff and spatial resources. The space should be clearly identifiable for the university community as well as for potential donors while harmonizing with the Library West environment. At the same time, the identities of the four units should not disappear into an amorphous whole because each unit has developed a unique clientele, and has the opportunity for donor development and support.
        The area studies collections should support researchers at all levels, provide an exhibit area to showcase its holdings, insure adequate office space for staff, include a working and processing area as much as possible to support all four units, and depending on overall instruction requirements, perhaps encompass a separate area for class sessions and smaller, subject specific presentations, such as class seminars, invited faculty, etc.
        The Area Studies areas should have an increased level of security in order to preserve and protect their valuable research collections. As much as possible the future growth of the collections should be accommodated within the building program. Beyond the need to shelve an aggregate number of printed materials (perhaps 700,000 volumes by 2015), there will need to be microfilm storage sufficient to store current collection (approximately 63,000 rolls of film) and provide for expected growth to more than 75,000 rolls.   There will be an additional need to shelve current issues of periodicals for all four areas studies collections (some 2,000 titles), including providing

some growth space, in an area designated specifically for such material and including display shelving.

As with other sites in Library West, the Area Studies should anticipate a continuing increase in the use of technology. Sufficient wiring and electrical capability, as flexibly laid out as possible, should be available to enable researchers to use portable computers as well as wireless technology for data entry from microfilm and traditional print sources, networked access to local finding aids in databases, stored full-text and image collections, and specialized bibliographic databases, all of which represent not only the holdings of UF/SUS, but also the world's major research libraries. Researchers working with such specialized format materials should expect to have access to necessary equipment, such as microfilm readers and reader/printers, as well as equipment required for audio and visual resources.

Co-locating the four separate public service points for the area studies collections into a single area with a single general information/reception desk should permit more effective information and resource sharing among their own staff as well as the staff of the general libraries. Serving as a focal point both for first-time users of the collections as well as an access control point for general users of the collections, this single point of initial contact would direct users to the various physical sub-areas of the area studies (reference, current periodicals, stacks, electronic resources) and serve as a conduit between the user and the individual managers for the area studies.

All staff assigned to the area studies collections will fulfill some time at this central information point. Using a successful model within the former special collections department, it would be logical to assume that there will be a public services coordinator as well as an access services manager. Again, because of the number of publicly accessible and staff computers, it would be logical to expect a consequent significant systems liaison presence, likely a .25 or .5 FTE position.

Although reference services will become more dependent on electronic formats, the nature of the area studies collections also implies that there will continue to be a need for a general reference area, with imprints and CD-ROMs, as well as online resources. The reference collection (extent yet to be specified) should not be in the stacks, but rather in the public space assigned to support users of the collections, in which space the materials would be more easily to hand for both staff and users of the collections.

The public space should be sufficient to allow collections users to be effectively positioned to use the resources. Again, as with the reference collections, there will be a growth in the amount of material that is available electronically, but the nature of the area studies is such that the coefficient of use between paper and electronic resources in the general collections will be significantly different in the area studies. Thus, the number of patron seats for imprint materials will not reflect a drastic decrease from current levels. Traditional seating for 30 users of the collections; an additional 15 seats for computer workstations; seats assigned to microforms at least four, and for other formats two. Total patron seats: 51.

Staff:
6 collection managers
1 public services coordinator
1 access services person
1 serials person
1 binding person
1 circulation person (if circulation does not move to general circulation desk)
1 systems liaison/student assistant supervisor

Staff work areas:
Processing room for all collections
Classroom /instruction / meeting room

Computer workstations
Information desk, 15 public workstations
12 staff workstations (individual offices)
3 Processing room for student assistants

Area Studies Statistics

Collections	Current 2000	Projected growth rate Annual increase	Projected 2015
Monographs/Bound Serials			
LAC:	330,000	10,000	480,000
Judaica:	70,000	2,400	106,000
Africa:	75,000	2,500	112,500
Asia:	30,000	1,500	52,500
Total	**505,000**		**751,000**
Microforms: (Film and Fiche)			
LAC:	60,000	700	71,500
Judaica:	800 (7000 fiche)	100	2,300 (10K fiche)
Africa:	2,000	100	2,500

Asia:	1,300	150	3,550
Total:	**63,000**	**950**	**79,850**

Current Periodicals: Title count

LAC:	1450	10	1600
Judaica:	450	10	600
Africa:	150		150
Asia:	405	25	780
Total	**2,455**		**3,130**

FOURTH FLOOR; FIFTH FLOOR; SIXTH FLOOR

The upper three floors lend themselves to reading rooms, dissertation cubicles and faculty studies. The sixth floor in particular is a design challenge. Windowless, it is not an attractive space but could probably be made very attractive by skylights, and careful design. It might make a good quiet reading area for graduate students.

Offices for library administration can stay where they are (second and third floors) or be moved to any other floors.

Directors' Office

The Directors' Office is designed to bring together a number of senior management functions into one area, and if possible, to group other support functions nearby. Ideally the area will include the Libraries' Personnel and Business Services Offices along with offices for the Director of Libraries, the Administrative Assistant, the Associate Directors, the Library Development Officer, the Public Relations Officer, a Secretarial and Reception area (with good separation for the reception function and acoustical privacy for the individual secretaries), a Filing/Workroom, and a Conference Room. The suite should be accessible from the main lobby, but not necessarily located on the first floor. The suite should be approachable and hospitable but also provide privacy to ensure work can be done without interruption. Acoustic privacy is required in all areas. A separate, private entrance to the suite for the directors is highly desirable and special care needs to be taken with access to Personnel.

Director of University Libraries

General: The Director's Office should be private with accessibility controlled by the Secretary/Reception Area. The office should be close to the Administrative Assistant and to the Conference Room.

Furnishings: Large desk with chair, seating area with sofa and chairs to comfortably seat six, space for a workstation with printer, large built-in bookcase/storage unit behind or beside desk. Carpet. 1/2 bath and closet.

Associate Director, Collection Mgt.
Associate Director, Technical Services
Associate Director, Public Services
Associate Director, Support Services

General: These offices should have security control similar to that of the Director's Office. The offices should be close to each other and to the conference room. The Collection Management Office should be readily accessible to visitors as this is the most likely to have visiting faculty. The Support Services Office should be readily accessible to Business and Personnel Offices.

Furnishings: Large desk and workstation with chair, table with seating for four. Built-in bookcases. Filing cabinets. Carpet

Assistant to Director

General: Office should be close to the Director of Libraries, the Secretary/Reception and the Filing/Workroom.

Furnishings: Desk with workstation, desk chair, two side chairs, shelf files, filing cabinet, bookcase.

Development Officer

General: Privacy for conferring with donors. Should be close to Director of Libraries, secretarial support services, and the Public Information Officer.

Furnishings: Desk with chair, credenza, workstation with printer, visitor reception area, shelf files and bookcase, carpet.

Public Information Officer

General: Distraction free area, space to work with one or two others, space for layout and other publishing equipment.

Furnishings: Desk with workstation and printer, drafting table with stool, 5 drawer flat storage file, bookcase, carpet, and 2 visitors' chairs.

Secretarial /Reception

General: Five workstations for secretaries, desk chairs, small bookcases, side chairs. One workstation for receptionist – all traffic should be funneled there. Acoustic privacy for secretaries and office security is high priority. There should also be two workstations for student assistants either here or in the workroom.

Furnishings: Reception area with sofa, two lounge chairs, end tables and lamps as needed. Should be situated so as to reduce disruption for secretaries

Filing/Workroom

General: Adjacent to the Secretary/Reception area. Separate entrance for delivery of mail and supplies.

Furnishings: Fax Machine, typewriter, two laser printers, 3' x 6' work table, 2 workstations for student assistants, 12 file cabinets, shelf files, supply storage cabinet.

Conference Room

General: Centrally located in the suite to service all offices. Wired for electronic usage (teleconferencing, Internet presentations, etc.) Room is for directors' meetings and small receptions. Acoustic isolation is important. Room should be warm and inviting. There should be an entrance that does not involve going through the directors' (or secretarial) office area.

Furnishings: Large table (preferably round or open square to permit conferees to see each other) with seating for 24, built in kitchenette with counter for beverage and snack service, storage space for flip charts, (10) stackable chairs. Projection screen or surface, Dry Erase board.

Budget and Business Services Office

The office of Budget and Business Services oversees the library's day-to-day financial transactions. The office orders supplies and equipment, processes payment of invoices and reconciles departmental ledgers, invoices patrons and receives payment for services rendered, manages travel for 350 staff.   The office also monitors library budgetary balances, makes projections of available funds, and provides management information to the chairs and office heads. Two offices are required and workstations for other staff.

Business Services Officer

General: Located near Directors' Office or Facilities Planning offices.

Furnishings: Desk with chair, credenza, workstation, 2 side chairs, end tables, bookcase, file cabinet.

Supervisor/Accountant

General: Located near Business Services Officer and Business Staff Office.

Furnishings: Desk with chair, workstation, 2 side chairs, file cabinet, bookcase.

Staff Office/File Room

General: Located near Supervisor and Conference Room

Furnishings: Desks, workstations and chairs for 6 occupants. Filing cabinets, bookcases, copy machine, and computer printer.

Library Personnel Office

The Library Personnel Office currently consists of 6 employees. It serves the personnel-related needs of *ca.* 350 library staff and 500 student assistants annually. Primary functions includes faculty and staff recruitment, employment, personnel records management, position classification, compensation and benefits, staff development, training and diversity education, employee relations, and organizational development. Office staff is responsible for working with committees to establish or clarify library personnel policies and procedures, and for managing the libraries' relationship with University Personnel. Much of what this staff do and have access to on a daily basis is of a confidential or sensitive nature. Therefore, it is essential that the department have its own discretely defined space. Each staff member has an independent set of responsibilities. The staff should have easy access to one another, to central files and shared equipment. The office suite should be centrally located and easily accessible to job seekers, staff, students and visitors. However, it is important that the entrance to Library Personnel have visual privacy from other office areas. In addition, it is important that offices in this suite have acoustic and visual privacy. They need a small reception area and a lockable file room in addition to three offices and a joint workroom.

Personnel Officer

General: Located near the Director's Suite, it should be a typical administrator's office.

Furnishings: Desk with chair, small table with four chairs, filing cabinet, bookcase, workstation.

Staff Development Officer

General: Located near the personnel officer.

Furnishings: Desk with chair, workstation, two side chairs, filing cabinet, bookcase.

Officer Manager

General: Located near the Personnel Officer and the staff office.

Furnishings: Desk with chair, workstation, two side chairs, filing cabinet, bookcase.

Staff Office/Filing

General: There should be landscaped space for four personnel assistants who process a heavy load of payroll actions and other paperwork. A file room able to hold 12 filing cabinets is necessary. One of these workstations should be placed so as to provide access control for the Library Personnel Officer and the Staff Development Officer.

Furnishings: Individual landscaped workstations that provide some privacy, side chairs for visitors.

Waiting Area

  <u>General</u>: This area should be placed in such a way that the conversations of office staff remain reasonably private.

  <u>Furnishings</u>: Four comfortable chairs, sofa table or end tables

<u>Staff Lounge and Rest Rooms</u>

  <u>General</u>: The staff area consists of a number of adjoining rooms that should provide good space for the activities for the 150 regular staff + student employees who work in Library West. Needed are a kitchenette, a lunch/break area, and rest rooms. Rest rooms should meet code requirements for numbers and included in each should be lockers and two small gym-style showers with dressing areas for staff who bicycle to work or exercise at lunch.

  <u>Furnishings</u>: The kitchenette should be totally closed off from the lounge <u>and have excellent air circulation to remove cooking odors</u>. The kitchen should contain a system for making coffee and tea, two microwave ovens, two refrigerators with icemakers, a double sink, cupboards, reasonable counter space, and vending machines with soft drinks and snacks. There must be ample closed trash receptacles to discourage vermin and insects.

  The lounge area should seat 50 in a variety of seating composed of small tables with two to four straight chairs, and conversation areas with lounge chairs, and sofas with adjacent end tables and coffee tables. There should also be a wall clock. The ambience should be comfortable, quiet and restful.