



SPACE PLANNING REPORT

Anonymized Client Sample

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EXECUTIVE & VISIT SUMMARY - EXCERPT

Executive Summary

LYRASIS Member Outreach Librarian and Consultant, Katy Klettlinger, visited [REDACTED] Library in November 2019 to conduct a comprehensive review of its physical space and its impact on the [REDACTED] community. The consultant utilized past architectural drawings and library statistics/documentation, held individual meetings and interviews, and provided guidance for a post-it note exercise at the library to develop her recommendations. A graduate exercise of likes and dislikes was also provided to the consultant by the library director who received it from the Dean of Education. Standards for academic libraries and models for organization were used to develop a framework for the project's findings.

Key results of the review included:

- The library is valued by the campus community and is a desired place for innovation and student synergy.
- Students desire more spaces for study and extended hours.
- Flexibility in furniture is needed in order to create multiple learning environments within the library.
- Librarians are viewed as helpful by users and librarians desire more presence within the space to bring services directly to students.
- The print collection is extensive and can be reduced to incorporate more services.
- Special collections storage and research spaces do not adhere to archival best practices and need to be relocated and expanded.
- A learning commons on the main floor of the library will bring campus services together and create a student hub for discovery.
- All represented groups of the campus community would like for a café to be created in the building.
- The interior of the building has not been updated since its last renovation in 2005 and would benefit from new paint, carpeting, and furniture.
- Technology, particularly printing, in the library needs to be improved for better access.
- Signage in the building is incomplete and needs to be redone throughout the building.

Detailed findings and other recommendations from the visit are outlined in the remainder of the report.

Visit Summary & Methodology

On November 18-20, 2019, LYRASIS Member Outreach Librarian and Adjunct Consultant, Katy Klettlinger, visited the [REDACTED] campus to lead the Library and Campus Community in a series of discussions about the Library and the changing needs of its campus constituencies to determine priorities for the library's physical building.

The focus of the project was to conduct an organizational review, lead campus interviews, and facilitate focus groups to collect information about how the library's physical space aides the campus community, as well as, to identify areas of improvement. At the conclusion of the visit, the consultant provided guidance for the library to implement a post-it style exercise for direct feedback from students since focus group attendance was low.

On campus activities included:

- 17 Interviews (six Administration; 10 Faculty/Staff; & one full Library Staff)
- Four Focus Groups
- Student Post-it Note Exercise (189 responses)

Documents researched & utilized included:

- 2005 renovation architectural drawings
- 2016-2018 Library statistics (visitors, circulation, reference services)
- 2015-current Library Policies (purpose/use, student handbook, staff tasks/duties)

PHYSICAL STRUCTURE - EXCERPT

Existing Spaces: Library Staff & Departments

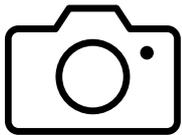
Remove the reference/information desk, redesign the circulation area, and bring library staff to the forefront of the library with new office locations and spaces



- Librarians hard to access (2)
- Librarians struggle to get classroom space for instruction because classrooms always booked (3)
- Librarians moving towards new service of holding individual research consultations
- Librarians perform roving style reference
- Some incoming student have never checked out a book



- Uses ebooks only because the print collection is confusing to use



- Most librarian offices behind circulation area; the first people visitors see when entering the building are student employees
- No central location for users to easily ask questions
- Reference desk is a printing station
- Some staff offices exist outside of department space, but are hidden in stacks

Summary

A recurring concern expressed during interviews was that librarians do not have the ability to work with students on the level they would prefer to. With many incoming students not being familiar with library services bringing librarians to the forefront of the library as a friendly face will encourage use. Currently, the only employees that are present in an open space are student employees who work at the circulation desk. Having librarians present on a continual basis is needed to strengthen existing services and build new programming.

A space that was created for the librarian to have presence in the library is the reference and information desk. Today it is used as a printer station. Its discontinued use is more than likely the result of the library not having enough staff. Reorganizing the library spaces with in mind will improve workflow and allow for them to be more present.

The reference and information desk should be removed since staff are unable to man the desk. Creating a learning commons on the main floor of the library will result in the stacks being removed from the first floor. This will allow users a better line of sight to the offices and services present on the first floor. It is recommended to move the director and refence staff to offices with glass partitions to this space. Also, to maximize space on the first floor, the staff lunch room could be turned into a librarian consultation room with glass panels. This will bring the librarians in the space where users can learn about how they can offer research assistance and increase the number of consultations they conduct that have already averaged over 110 meetings over the last three years (2015-2018).

Library instruction is crucial to outreach endeavors. A classroom dedicated to library instruction is needed so materials will be more frequently used. Placing this room in the current location of the director's office and expanding the space will accomplish this need. Also, by moving the writing center next door their services will have a stronger presence on campus. The writing center also expressed a need in having training space. The library instruction classroom can be shared with the writing center, as well as, other programs in the building to maximize the spaces use. It is recommended that the classroom not be placed in the campus reservation system so it can be used exclusively by the building occupants. This will open the classrooms in the basement for higher faculty use for courses.

Want to Learn More? Contact our Subject Matter Experts.

Space Planning Services

As our world continuously evolves so do physical spaces to better serve our patrons. Space planning services at LYRASIS not only keep the thoughts of the public in mind, but also the functionality of spaces that are needed by GLAM professionals.

Our team is able to assist in collecting information to identify space needs, evaluate priorities and assist with creating a plan, and create renderings to garner support for the project.

Whether working as the sole consulting body or as a part of a larger team to represent the interest of library staff and management, we aim to serve as a valuable partner.



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- With LYRASIS since 2016
- Previously worked as an archivist, records manager, & state library consultant
- Research interest in biomimicry & cultural change planning