

Library Liaison Advisory Group
Winter Quarter 2011
Minutes

Meetings were held in Penrose Library in the Research Seminar Room on January 13th, 11:30-1:00, January 14th, 9-10:30, and January 18th, 2-3:30

Agenda:

Penrose Library renovation (Dean Nancy Allen, University Architect Mark Rodgers, and Associate Architect Jane Loefgren)

Reserves (Bethany Sewell and Chris Brown)

- **Penrose Library renovation** - Nancy Allen, Mark Rodgers, and Jane Loefgren.
 - Nancy gave an overview of where we are in the renovation process.
 - Timeline driven by shortest possible time of construction.
 1. Complete renovation in 18 months versus 3 or more years.
 - Renovation FAQ website is being created.
 - Penrose Library Academic Commons – turn focus from paper to people; one place for library and key academic support services.
 - Renovation has 4 components:
 1. Moving employees to temporary workspace in Aspen Hall.
 - Supplementing power & data.
 - Installation of window AC units.
 - Very minimal renovation.
 - Some departments with large equipment or other needs may be put in other satellite offices.
 2. Moving library services to temporary library space.
 - Driscoll Ballroom will host small scale version of the current main floor of Penrose.
 - Ballroom gallery will hold UTS computer lab.
 - Utilizing pub and other spaces in Driscoll for study spaces.
 - Negotiating with Deans across campus to identify and promote alternate study spaces.
 - Speaking with Student Life and Sodexo about keeping food service locations open later to serve as additional study spaces.
 - Driscoll anticipates increase in student traffic.
 3. Moving collections Hampden Center.
 - Purchased new warehouse facility in Lakewood near Kipling and Hampden.
 - Approximately 15-20 minute drive from Penrose.
 - Built in 1999.
 - Located adjacent to new fire department.
 - Will have 18ft high, high-density shelving for materials.
 - Approximately 52,000sq ft space.
 - Developing floor plan to include area for general collection and one for Special Collections.
 - Special Collections area to have special climate controls and configuration to maximize materials lifespan.
 - General collections to be in air-conditioned environment in acid free containers.
 - Plans for a reading room.

- PASCAL has had a reading room since 2000, but it has gone mostly unused.
- Reading room will be by appointment.
- Bill Overton, library logistics consultant, will oversee movement of collection.
 1. Has consulted on over 500 library moving projects.
- Nancy introduced Mark to discuss design features.
 - H&L Architecture handling project.
 1. Worked with DU on Law school and Nagel Hall.
 - By July 2011 building will be empty for construction crews.
 - Renovation estimated to be completed by December 2012.
 - Total budget for project \$33 million, includes
 1. Penrose Renovation.
 2. updates to Aspen Hall.
 3. temporary space in Driscoll.
 4. purchase of Hampden Center.
 - Will add 10,000sq feet to south side of library.
 - Current footprint is approximately 1 acre.
 - Holocaust Memorial Garden space to be built during renovation on east side of library.
 - Parking area will be smaller, but provide same number of spaces.
 1. Will result in easier ADA access.
- Nancy introduced Jane to give overview of floor plans
- Lower level:
 - Adding windows in north staircases to bring in more light.
 - Windows to be added on west side from north of the main stairwell towards Evans.
 - Faculty Carrels – currently 19 – planning for over 30.
 - Special Collections reading room and secured collection storage.
 - Study rooms of various sizes.
 - Deep quiet study area with glass walls to allow light through.
 - Seating area to be set along north end of library where windows can let in light.
 1. Furniture consultant to be hired.
 2. Student, faculty, & staff to be asked about their needs.
 3. Research being done about what other libraries are using.
- Main Level:
 - New entrance will be located on the central part of the south side of the building.
 - The services – Access, Media Services, Research Center, UTS, Math Center, and Writing Center – will be more visible.
 - Café area with outdoor patio area.
 - Computer-equipped training room.
 - Event space with moveable walls to provide flexible space.
 - Writing Center and Math Center along North wall.
 - Research Center and UTS along east wall.
 - Main level to be the noisiest of all floors.
 - Browsing collection.
- Upper Level:
 - Opening in center of upper level for light.
 - Hanging classroom in skylight space.
 - Writing Program offices directly above Writing Center, for easy access to the Writing Center via north stairway.
 - Legacy Reading Room – formal study room with fireplace, task lighting, etc.
 1. Might be able to be used as quiet study space.
 - Deep quiet room for student carrels.

- Bigger service elevator to be built.
- Current service elevator to become public elevator.
- Nancy summarized plan of library moving.
 - Important that we store only materials that make sense to store.
 1. Currently we are analyzing use of materials.
 2. Majority of bound journals available digitally and can be stored.
 - Exceptions made for special materials that are browsed.
 3. Government documents will be stored because these are not usually browsed.
 4. Will store archival boxes in climate controlled area.
 5. Storing some books that have not been used in the last two decades.
 - Creating lists and making title by title decisions.
 - Goal: 75% of the books will be moved back into Penrose Library.
 - Question - What is the delivery schedule for stored materials?
 1. Ideal is to have constant loop of 2 vehicles during every hour library is open.
 - Hope to be able to get requested materials within a few hours.
 - Question - Will the Hampden Center have a reading room?
 1. There has been a reading room in PASCAL since 2000, but, even though it is mentioned on website, it is mostly unused.
 2. Even so, we are planning space for reading room available through appointment.
 - Question - Is the Hampden Center temporary?
 1. No, the Hampden Center is our new permanent storage facility.
 - Question - What is the plan for moving the books to the Hampden Center and back into Penrose?
 1. All the books in Penrose will go to the Hampden Center during renovation.
 2. About 75% of the monographs and some of the journals will come back to Penrose.
 3. After the renovation, books in Mary Reed and PASCAL will be moved to Hampden Center.
 - Question - What will happen with Pascal? What about the agreement we had that, if one library put a run of a journal in Pascal, it would be the shared copy and the other libraries could discard that journal?
 1. We will leave PASCAL, but will honor all commitments on resource sharing we established when we joined PASCAL, including keeping the journals we own that other libraries discarded.
 - Question - What will be in Driscoll while Penrose is being renovated?
 1. All of the Penrose main level service points will be housed in Driscoll during renovation.
 - Question - During renovation, how do we request books?
 1. We currently have an online book paging service operating, and during renovation the system will work the same.
 2. Requested books will be delivered to Driscoll the same day, most of the time within a few hours. Request which come late in the day may be delivered the next day.
 3. Person requesting books will receive an e-mail when materials have arrived for pick-up.
 - To improve access to our databases, we will be licensing Summon as demonstrated in previous LLAG.
 1. Summon will greatly enhance the ability of users to search our digital collections.
 - Also we are looking into Credo Reference for digital copies of the reference collection.
 1. Goal is to offer more of the reference collection digitally in order to create a reliable digital reference collection as easy to use as Wikipedia.
 - Virtual Shelf browse will continue after renovation.
 - Question - What will the hours for the new Café be?

1. Have not set this with Sodexo yet, but we expect they will be open till at least midnight.
- Question - Will the café have televisions with programming?
 1. We believe we will have flat screens running CNN, international news and programming, etc.
 - Question - What will the new library hours be?
 1. 24 hours a day 5 days a week with weekend hours for Friday and Saturday.
 - Question - Shouldn't the classrooms be near each other?
 1. Want to provide as many views as possible from the windows, so we didn't want to have a big group of classroom spaces blocking views.
 - Question - Shouldn't catering kitchen be near the café?
 1. The arrangement is based on recommendations from Sodexo.
 - Question - What specific measures being taken for green building? All the below will contribute to a LEED-status building (Leadership in Energy and Environmental Design.):
 1. Natural light and natural air will be introduced.
 2. New efficient mechanical systems.
 3. LED (light-emitting diodes) lights will be used in the LEED building.
 4. Aspiring for LEED Gold Rating.
 5. Change out toilets to low-flow flush.
 6. Will reuse the actual metal shelves in the compact shelving.
 7. Will sell or recycle rest of shelving.
 8. Will restore classic furniture.
 - Question - The deep quiet spaces look small. Are they?
 1. There are two spaces, one of them very large.
 2. Will also work on open spaces to make those more attractive and give a variety of "flavors," so some of the open spaces will be quiet as well.
 3. Will ask students for input on spaces on how these should look and feel.
 - Students will have choices.
 4. Some quiet space will allow technology equipment.
 5. A lot of student collaborative spaces.
 - Question - Will there be spaces for students to hide away?
 1. Yes, and will also accomplish this with furniture.
 2. May keep some of the round carrels.
 3. Looking at furniture that creates a niche.
 - Question - How many entrances and what about disabled access?
 1. Library will have one main entrance with ADA access ramps.
 2. Will have two public elevators.
 - Question - What about people who are blind?
 1. Have worked with disabilities department to ensure our services are appropriate.
 2. Will meet and even exceed all ADA requirements.
 - Question - Where is Quick Copy?
 1. Quick Copy will be housed in DU Bookstore.
 2. Bookstore may extend hours.
 - Question - Can we get samples of furniture for people to test?
 1. Furniture consultant to be hired.
 2. Student, faculty, & staff to be asked about their needs.
 3. Research being done about what other libraries are using.
 - Question - Are there plans to bring the book storage closer to DU than Hampden Center?
 1. Original plan was to have a vault underground on the south side of the library.
 2. Can't afford at this point, but the addition on this building is called "thick skin" addition which doesn't preclude a storage vault in the future.

3. Last estimate for the vault was in the \$10 million range.
 4. This storage plan is best as we take the time to observe what happens over next 10 years in terms of scholarly communication, and track the percentage of materials offered digitally versus in print.
- Question - Where are the library faculty offices?
 1. A majority of the faculty offices will be on main floor.
 2. There was concern that the library faculty offices were the only offices on campus without windows.
 - Due to the design of the library, not all offices may be able to have windows.
 - Floor plan designed to allow as much natural light in as possible.
 - Offices without windows will have access to natural light.
 - Question - Will Hampden center be the same model as PASCAL?
 1. Reading room designed into Hampden Center, even though the PASCAL reading rooms unused.
 2. We anticipate that most patrons will want to request and have materials delivered.
 3. Using principals of Harvard-model storage facilities.
 - 50 libraries nationwide use this system.
 - Question - Will the outside of the building be changed to match the design of other buildings?
 1. Limited project budget will focus funds on interior while improving south face of building exterior to complement Carnegie Green buildings.
 - Thinking about copper on outside, but copper is too expensive at this point.
 - Thinking of using ivy to create green wall on building.
 2. Modest improvements related to windows on west and north.
 - Question - Are there other places on campus where we are doing the green walls idea?
 1. Yes, we have used ivy in various ways around campus, on fences and parking structures, for example.
 - Question - Will there be link to the renovation FAQs on library website?
 1. Yes. Links will be added to the Penrose homepage.
 - Question - What are the plans for more exhibition space?
 1. The will be more rotating and permanent exhibits.
 2. Special collections and some of the other meeting rooms will have space for art and exhibits.
 - Question - Will Penrose use drywall or moveable walls?
 1. Use drywall in faculty offices for structure and soundproofing.
 2. Can reconfigure the drywall walls in future to meet needs.
 3. Will have many glass walls in building.
 4. Moveable walls can have negative impact on space air flows.
 - Question - What will lighting look like over collections?
 1. Lighting will be a LED system that moves with compact shelving.
 - Question - What will the library look from the inside looking out?
 1. Will be opening more of this view of campus and mountains to patrons.
 - Question - What will the windows on the west side of building be like?
 1. Concerns were expressed that the building warms significantly in the afternoon until sunset.
 - Investing in better blinds systems that block heat without compromising views.
 - Budget will not allow for all windows to be replaced.
 - Will replace those that need it most first.
 - Question - What are the plans for internet?
 1. Due to changes in technology in recent years, each person is now requiring 2-3 power connections to accommodate their laptops, smart phones, etc..

2. Plan to be very generous with data connectivity (wired and wireless) allowing for current demand and future growth.

- **Reserves** - Bethany Sewell and Chris Brown

- New reserve systems ARES – Began using ARES in the Fall Quarter.
 - Allows faculty to place materials on Reserves online.
- Can process requests more quickly and efficiently.
- *Faculty Guide to Reserves* is a launch pad.
 - From the main webpage, select *Faculty Guide to Reserves* from the “Faculty” drop down menu.
 - Reserves can be requested through BlackBoard.
 - If the Course Reserves link is not in BlackBoard, the reserves department must turn on course reserves option in BlackBoard for you.
 - This option is included in most new courses, but not older or ongoing courses.
 - Send an e-mail to reserve@du.edu and they can turn this option on for you.
 - Once enabled, click on Course Reserves link to go to ARES.
 - Select course and click add Reserves items.
 - Select type of material you wish to put on Reserves, then enter data into form.
 - Reserves requests can be entered directly through the ARES system.
 - From the *Faculty Guide to Reserves*, page click on Access Penrose Library Reserves (ARES) link.
 - When you login to ARES system, the courses reserves that you have activated appear.
 - You can go to specific course and add Reserves items.
 - Choose the material you wish to put on Reserves: book, video, article, etc.
 - The video request form is more like a request for a book.
 - Bethany working to change this form so that it requires information that is more in line with a video request.
 - Reserves can also be requested through Article Linker.
 - When you find an article in a database that you wish to put on Reserves, click on the Article Linker link, then on the Faculty Reserves Request link near the bottom of the page.
 - Bethany is working to resolve some issues with this link because currently it is not working.
 - When corrected, the form will be auto-populated with the required information for you.
 - For assistance you can inquire at through Reserves or Research Center.

- **Closing** - Peggy Keeran.

- Will have LLAG meetings next quarter
 - Not sure if it will be by discipline, which was what was supposed to happen for these meetings or the normal year end wrap up for Spring Quarter meetings.
 - Please think of agenda items you may have.
 - Will be e-mailing out a request for agenda items.