Developing a Space Plan for an Academic Library

(Or how we stopped putting out fires and came to be strategic in our space decisions)

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Agenda

- Background

- Process

- Methods

- Recommendations

- Progress

Catalysts

- Compact shelving freed up shelf space in parts of the library
- Opportunities for collaboration
- New Dean

Space Exploration Group (SEG)

- Committee Charge
  - To collect data and input from library constituents and advise the Library Dean on how to repurpose, renovate and reallocate space, furnishings, equipment and facilities to aid the Library in meeting user needs that supports the mission of the MSU Library

- Committee Make-up (3 faculty, 3 staff)
  - Access Services Librarian (chair)
  - Member from Collection Development
  - Member from Reference
  - Member from Systems
  - Representative from PSG
  - Classified Staff Representative

- Time Frame
  - April - August 2013

Measure the Library

Usable Library Space totaled 99,439.

Space	Square Footage	% of Total Space
Stacks	30,048	30.2
Quiet study space	19,527	19.6
Staff Work Space	16,163	16.3
Group Tables	10,592	10.7
Special Collections	7,175	7.2
Public Computing	4,600	4.6
Comfortable Seating	4,080	4.1
Lobby areas	2,679	2.8
Study Rooms	1,964	2.0
Testing Center	1,413	1.4
Teaching Space	761	0.8
Writing Center	260	0.3
Coffee Shop	176	0.2

New Spaces
Proposed New Spaces totaled 13,310 SF

New Space	Square Footage	% of Existing Space
Browsing Collection	500	0.5
Digital Scholarship Center	1,120	1.1
Center for Faculty Excellence	750	0.8
Data Management Center/Research Computing	1,200	1.2
Public Events Space	2,500	2.5
Tutoring Space	500	0.5
Digital Media Lab	1,500	1.5
Research Center	500	0.5
2nd Floor Commons	3,000	3.0
Display Space	300	0.3
ITC Help Desk	800	0.8
Flexible Teaching Space	640	0.6

Method: Library Sweeps

Examples of data that can be collected	
# of study rooms in use	# of tables in use
# of study carrels in use	# of comfortable chairs in use

Calculating Maximum Capacity

1. Calculate data points (# days * # of observations /day)

   Example: 12 days of data collection *6 observations per day = 72 data points.

2. Count number of items .

   Example: 50 comfortable chairs in the library

 3. Maximum Capacity = number of data points * number of items.

   If all of the comfortable chairs were occupied every time a sweep was conducted, maximum capacity would be 3600 (72*50)

Calculating Actual Use

1. Count actual number of comfortable chairs observed in use.

   Example: 640 comfortable chairs observed in use

2. Calculate # of comfortable chairs observed in use / maximum capacity

   Example: 640/3600 = 17.7% of chairs in actual use.

Method: Library Sweeps
What we learned

Seating Type	Overall Observed Capacity	Observed Peak Times
Comfortable Seating	17.7%	24.8%
Group Tables	52.8%	65.9%
Study Rooms	61.9%	71.2%
Public computers	50%	61.6%
ITC Computers	55.3%	38.8%
Quiet Study	24.2%	31.9%
Special Collections	10.6%	10.6%

Method: Survey of Space Allocation

- Qualtrics Survey
  - Allocate square footage to existing and proposed spaces
  - Prioritize new proposed spaces

Additional Data Collection

- Map the Library
  - Exercise asking staff to work in groups to design a new layout for the library

- Group discussion about library collections & space
  - What does the data from library sweeps tell you about space and how is it used?
  - If materials were to be housed in off-site storage, which type of materials should be housed there?

Additional Data Collection

- Meeting by department to discuss workspace
  - In your current work configuration what is essential to doing your job?
  - What in your surroundings impedes your workflow?
- Flipcharts soliciting student input about how they used space.

Assumptions

- Existing and new spaces cannot exceed 100,000 SF.

- Natural lighting should be preserved for learning spaces rather than offices or stacks.

- The amount of space for students should not be reduced.

Recommendations

Reductions

- Library Stacks
  - 30,048 SF → 20,000SF
- Quiet Space
  - 19,500SF → 15,500SF
- Comfortable Seating
  - 4,080SF → 3,600 SF

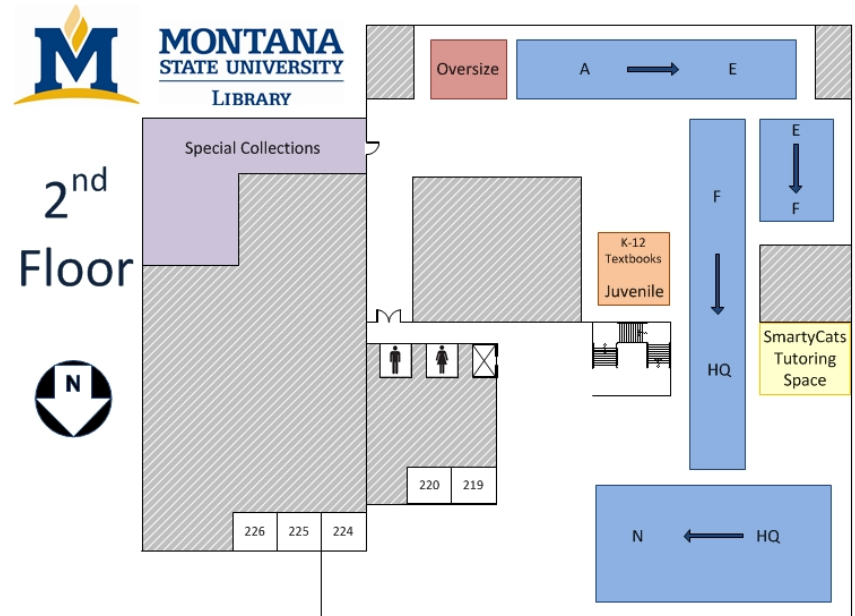**Increases or Additions**

- Group Tables
  - 10,592SF → 16,500SF
- Tutoring Space
  - 0 SF → 420SF
- Public Events Space
  - 0 SF → 2,000 SF
- Digital Scholarship/Data Management/Digital Lab
  - 0 SF – 3,000 SF
- 2nd Floor Commons
  - 0 SF – 1,875 SF
- Additional Teaching Space
  - 761 SF → 1,400 SF

Next Steps

- Create a subcommittee to develop a plan to reduce stacks space by 10,000 SF by April 2014.

- Create Digital Scholarship Center.

- Convert quiet study space to group study space on 3rd floor.

- Create Commons on 2nd Floor.

Where MSU is today

- Committee formed and recommendations to reduce stack space.
- 2nd & 3rd floor stack area in northeast corner has been removed.

Where MSU is at today

- Tutoring space created on 2nd floor.

Where MSU is Today
3rd Floor Quiet Study Area Redesigned

Before

After

Where MSU is today

- Innovative Learning Studio on Level 1

Questions?

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