University of Arkansas Libraries

Extreme Makeover Task Force
Meeting Summary
April 15, 2010
3:00 p.m., Rm. 486

Present: Alberta Bailey, Donnie Blagg, Molly Boyd, Allon Callahan, Anne Marie Candido, Ben Carter, Donna Daniels, Sheri Gallaher, Judy Ganson, Tess Gibson, Lynaire Hartsell, Roy Hatcher, Jimmy Jackson, Necia Parker-Gibson, Jeremy Smith, Sarah Spiegel, Juana Young (chair), and Tim Zou.

Summary:
Juana described the current status of the project to the dean, who indicated preliminary approval of the process to date.

PERIODICALS ROOM
A proposal to postpone the move of the large-format scanner until everyone is ready for Phase 2 was made to allow programming for GIS and cataloged maps to proceed. Furniture diagrams and space issues are updated to reflect the large-format scanner NOT being moved at this phase. The proposed changes to the walls in the copy room will also be bumped to Phase 2. The new diagram shows 8 foot long tables that are 2.5 feet wide (6 inches wider than current tables) for the microform readers to remain in the current area, but shifted to new desks to emulate the computer work stations that will go in that area.

In times of heavy winds and rain, the large-format scanner room leaks. This issue must be considered regarding the potential of any equipment being placed in that room.

A count of the current periodicals reveals that 404 shelves are needed; the Northwest tall range stacks contain 485 shelves; therefore, the existing collection can be condensed into those shelves and the stacks removed from the north and south ends of the Periodicals Reading Room. Can condense the collection to add more seating. This project can proceed immediately. Collection Management, Serials, and Periodicals will determine if weeding the cancelled AP journals as well as the duplicate print and online journals can also take place at the same time as condensing, or if weeding should be a part of Phase 2 in Periodicals. Any weeded books would go immediately to Binding, not stacks.

No wiring in Periodicals in Phase 1, just condense the collection, remove stacks, put in tables and chairs. Tables from the north end of the lobby level are the same size and can be moved to Periodicals; exact matches of desks can be swapped out with these from levels 3 and 4.

SIGNAGE SUB-COMMITTEE
Signage subcommittee will meet on Monday. Will ask Task Force members for suggestions via e-mail. A major consideration is what to call the consolidated desk. Make suggestions. “Express checkout” suggested instead of “self-check.” Like Wal-mart.
FURNITURE PROPOSALS/ SPECS
Walk through with Innovative furniture representative is complete. Innovative supplies the Herman Miller pod computer workstations that we are interested in. Representative will submit a conceptual layout with furniture diagram and proposal soon. Also will include suggestions for apse at north end of Periodicals to replace comfortable seating.

Atlas case will not be moved. Current computer stations in walkway may not be moved due to expense. But the current run will interfere with the service desk proposed extension of eleven feet to the east. The center run might possibly become a combination of computer work stations, waiting chairs or an exhibit case.

Current workstations from Knoll have component parts; may have to cannibalize some workstations to make current pieces fit into new configurations—exact number of workstations may not be possible as currently exist.

FACILITIES/ WORK ORDER PLANNING
Project estimate with Facilities Management has been initiated for the three service desks: the old Reference, the current main desk, and the west entry desk. Desk alterations will require wiring and network changes. Desk details need to be established, including wiring, computer, telephone locations, and other needed equipment, by Wednesday, April 21. Will try to schedule so that all construction will take place in the summer; service staff must work around the construction. Unclear whether lamp pedestals will have to be moved, or if that will be cost effective. One change is made to the existing end cap on the computer lab desks to line it up with the other three runs—currently it is offset. No furniture specs yet, so no wiring requests yet.

Electrical closet infrastructure has to be updated before additions to computer lab can be made. The closet does not have room for an additional data rack. A possibility is to utilize the northwest corner of the copy room to move networking out of 284 may move some wiring for the south side of lobby level (tech services) from closet 221A to make more room.

Facilities is investigating the possibility of running power cords down the length of the windows on the north end of the lobby level. The ideal in that area would be power and networking connections in coffee type tables with comfortable seating that can easily be moved for reconfiguration to meet changing needs of students.

SERVICE DESK PLANNING
The new configuration on the main desk may be reference, circulation, and lab operators from west to east; will be decided by Public Services. Faculty and staff will take a hard look at what is behind the desk, how it is configured. They will look at what can be gotten rid of first, then determine what we need to work effectively. They will determine the level of staffing needed and what kinds of service will be offered by each. There will be limited cross-training; tiered referrals model. If “raised hand technology” is used to pull staff from the desk out to meet the users, then it is possible that only one person will be left to man the desk; must be ready for questions from other areas—must anticipate problems and set procedures.
The current diagrams show no Reference stacks around the Reference consultation desk. Almost all Reference materials will be located in the 3 stacks near the Development suite. There will probably be 2 tall and one short; short stack will face Development suite.

Action items:

Make furniture layout for extended computer lab and Periodicals Room realignment. Schedule the power and networking upgrades—should be done as soon as possible due to time constraints and work required.

Tech Fee Proposal: The proposal to the Tech Fee Committee must be clear, uncluttered, and saleable. Computers, equipment, furniture for the same, and possibly wiring costs, but should reduce costs as much as possible by reusing equipment and furniture wherever possible.

Next meeting: Wednesday, April 21, at 3:00 p.m. Agenda: Identify steps that can be launched immediately and set deadlines and personnel to complete. Sort out Phase 1 and Phase 2 projects. Clarification needs to be made as to what constitutes Phase 1 and Phase 2, and timelines established for those. Phase 1 will deal with the most critical issues of Periodicals reallocation; Phase 2 will be all other aspects of Periodicals, including the service desk and office space, will be after the Fall semester begins.