University of Arkansas Libraries

Extreme Makeover Task Force
Meeting Summary
April 9, 2010
2:00 p.m., Rm. 486

Present: Alberta Bailey, Donnie Blagg, Molly Boyd, Anne Marie Candido, Todd Cantrell, Donna Daniels, Sheri Gallaher, Judy Ganson, Lynaire Hartsell, Roy Hatcher, Necia Parker-Gibson, Jeremy Smith, Sarah Spiegel, and Juana Young (chair).

Summary:

Roy collected the components from various discussions and suggestions and posted them on a single floor plan diagram. It is posted on Sharepoint and is titled Mullins.reh02b.pdf. In this diagram, tutoring is located where it currently is located. The recently-purchased desks for the tutoring area have wheels and are mobile but still need to be located near a wall for power and networking connections. Also in the diagram, a large open space showing where the current northernmost extension of the computer lab is now was created by moving the current workstations to the area in Periodicals vacated by the microfiche readers. The new area will be filled with more flexible computer work stations, such as the desks shown in the Information Commons from the University of Alberta, which creates variable seating for group and solo work, one to three can seat at the desks in front of the monitor. The visible computer stations on the current diagram represents -3 of what the computer lab is now [a change suggested during the meeting made it -5], but with the new variable workstations in that area as well as the north lobby area vacated by the Reference stacks, the computer stations would equal +40.

The printer queue space is relocated to the area vacated by the old Reference desk in front of the Reference general office. Print jobs would be routed to near printers to avoid the current traffic jams at the print release stations. Might need a partition to shield Karen’s office from printer queue traffic and noise. Perhaps put an electronic message board there; people can review notices and updates while they wait.

The current service desk would be extended by 11 feet to the east. Near the current Lab Op station would be a two-desk consultation area for reference surrounding by low shelving for Reference materials. The Reference consultation desk might be adjusted to be in line with larger Service desk, or flip to face the Service desk. There is a column in that space that must be worked around. There should be signs or partitions to designate it as a consultation area, not for walk-up service or as a computer work station when not in use. Could be a cubicle wall with frosted glass.

There should be casual seating for waiting in the walkway adjacent to the consult area; similar to the seating that was in the Mullins Lobby when it was first built (1960s).

There will be table space lost on north end; however, with the consolidation of the Periodicals current issues, we will be gaining table space in the Periodicals Room, which will be quiet
student space. The furniture diagrammed on the north lobby area is not set, but is merely an approximation of the types of furniture that might be configured in that space. Another configuration is to locate tables along the glass windows of the north end, similar to the table space that we have now. Donnie, Juana, and Sheri will talk with some furniture vendors about possibilities.

The diagram shows Reference stacks on the southeast and east art walls; the atlas case has been relocated to where the current map case is near the Reference offices, leaving room for four computer workstations. It will be separated; if the carpenters can successfully cut off a couple of sections. If the remainder can be saved for reuse, it will be located to the fourth floor. In the course of discussions it was decided to wait to see how many computer stations can be added without relocating the atlas case. Reference will need to keep a third book stack to house the Ps until that relocation from the first to the fourth floor is completed, then the third stack can be relocated too.

Should we keep all current periodicals in the room and compress into fewer shelves to remove stacks, or should we relocate current periodicals to compact storage, since many of them are not used? Only 34 titles are recorded as used more than 10 times in the past year, and many of those can now be accessed online through PscyOnline. Public Services would like to hold cataloging and weeding of Periodicals until the Reference materials are relocated and processed; however, if moving current periodicals is keeping us from accomplishing what we need to do, Public Services will tackle it. Needs to be addressed in phases: the first phase would be to consolidate existing periodicals into existing shelving; need to quantify how many shelves this would take and how many stacks could be relocated. Another phase could be to relocate all titles that are available online to compact storage. The current single issues should not be relocated to MAIN stacks until they are bound; hold in compact storage until binding is complete. This process could be a part of phase 2, but it has a big impact on the available seating in Periodicals. Phase 2 will address the use of the office space in Periodicals. The south Periodicals Room stacks provide a sound barrier to the noisier parts of the copy room and the proposed computer lab extension; relocating those shelves will open up the area to more noise.

The microform readers could be relocated to the room in Periodicals in which the large format scanner is now housed. This room and the copy room adjacent might be structural altered to open them up. To take out the north wall completely will increase the noise. Can knock out east part of the wall so the microform scanner area is open, but the copier area remains closed. Low partitions can be put around individual copiers to reduce the sound. There is no sufficient room behind the east service desk in the old phone booth area to relocate copiers there. The copiers may possibly be reduced to two in June when the current service contract expires. Students would be better served by making copiers and scans the same price. The impact of the coming implementation of a computer printing quota must be weighed against photocopy costs. Some faculty are telling students to scan their research. Some new photocopiers enable users to choose to save scans to a jump drive rather than print.

The extension of the computing lab relocated to the Periodicals Room will utilize “raised hand technology” software to alert lab operators to questions or concerns in that area, out of the line of sight of service desk. The area may possibly be ok for power and network wiring due to what’s
underneath it as well as the existing wiring in that area. There may be a separate print station to
the copy room with its own release station, so that users can pick up their print jobs while still in
the line of sight of their belongings and work station. Use the copy room for wiring and routing
area. Relocating the north shelves in the Periodicals Room gives room for six more tables.
Removing the south shelves gives room for eight more tables. Use the tables removed in the
north end of the lobby as they are the same size as the existing Periodicals tables.

Next step is to diagram the Periodicals Room to locate existing tables and note the suggested
changes. Condense the current periodicals, calculate the seating configuration, assess how much
area is needed to relocate the microform readers; can it be done in the area currently housing the
large format scanner? The large format scanner will be moved to the binding/prep area, which
requires the removal of existing shelves there.

Sheri is compiling a program schedule or grid of steps required to complete each task, showing
the order of sequence needed. The schedule also shows who is responsible for the completion of
each step. This will show what needs to be done first before next steps can be taken; necessary
for work bids from Facilities for wiring and carpentry, etc.

Pictures of various types of furniture are being uploaded to Giovanni and Sharepoint. Corporate
Express is a division of Staples; they have the modular desks recommended by the Task Force.
Sales representative is supposed to contact Sheri on Monday. Herman Miller pod furniture is
also shown, though expensive. Users recommend Steelcase chairs used in the J. B. Hunt
Building, as they are light, sturdy, all metal and easy to clean, and surprisingly comfortable for
chairs with no padding. Today’s Office in Springdale is our local outlet for these items. Donnie
will arrange a meeting with the Herman Miller representative with Juana and Sheri. The existing
computer workstations are Knoll; the Knoll technicians will have to work with us to relocate the
existing desks that are hard-wired.

Reference will have the Reference collection sorted for relocation in one week. The remainder of
the Reference Collection will be located in three stacks adjacent to the Development office suite.

Compile information for the North area phase to present to the Tech Fee committee for funding
before the end of this semester, though it will probably be funded in the next fiscal year.
Committee has said they will not commit funds to any other project until they have settled this
one.

ACTION ITEMS:

Roy will tidy up the drawings to make adjustments of the layout and add in furniture in the
Periodicals Room. Minimize furniture surplus by reusing existing furniture as much as possible,
including computer work stations and tables in the north lobby area.

Lynaire and Necia will research furniture for the Periodicals Room. They will measure the space
needs for the microform readers and assess the suitability of the copy room space. Will assess
the comfortable seating in the north apse of Periodicals; do we need to replace them? Will the
newspaper racks stay or be relocated? Though outdated, new newspaper racks are not to be found in the existing market. Can the two tables / work stations currently used in Periodicals for computing stations be reused as the proposed Reference consultation area in the main lobby?

Measure.

Sheri will meet with people in each separate area of the project to fill out the schedule and produce a full work order for Facilities. She will determine each step necessary to the complete process of each stage and determine the sequence of the whole.

Anne Marie, Sarah, Donna, and Roy will work on a signage subgroup that will determine the signage needs, names for new areas, and directionals.

Art Committee needs to look at other spaces for art displays. Current track can be removed and relocated.

Next meeting: Thursday, April 15, at 3:00 p.m.