OPTIONS COMMITTEE REPORT APPENDIX H

UNMGL Annex Planning Group

HOW SOON WILL THE GENERAL LIBRARY BE OUT OF SPACE?
WHAT SHOULD WE DO ABOUT IT?

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UNMGL Annex Planning Group

HOW SOON WILL THE GENERAL LIBRARY BE OUT OF SPACE?
WHAT SHOULD WE DO ABOUT IT?

I. ASSUMPTIONS

Assumption 1: UNMGL will continue to add 50,000 volumes a year for foreseeable future. (1)

Assumption 2: There will be no major deacquisition in near future. (We can "weed to storage" without jeopardizing ARL standing.)

Assumption 3: A significant portion of the collection will always be in circulation. If everything were returned at once, there would be major space problems throughout the General Library. (2)

Assumption 4: Standard planning guidelines for library shelving recommend less than 100% capacity to protect books from damage and allow interfileling of new and returned books. (3)

Assumption 5: Compact storage in existing library buildings on campus is preferable to off campus storage for the near term. It is less expensive to install than new construction (3), cheaper to staff and maintain than added buildings, and allows faster access for library users.

Assumption 6: Considerable lead time will be needed to add shelving, move collections, and/or construct new space. We need to start long before we anticipate being out of space. PLANNING SHOULD START NOW.

Assumption 7: Even with compact storage, the General Library will need to move into additional space by the year 2007. This could take the form of a major addition to Zimmerman or an off campus building specially designed for library storage.

Assumption 8: Construction on new library space must START by the year 2004 to have the space ready by the time it will be needed.
HOW SOON WILL THE GENERAL LIBRARY BE OUT OF SPACE?

II. SURVEY OF CONDITIONS AND OPTIONS

ZIMMERMAN LIBRARY

Will be out of space within 3 years at present rate. See Appendices 2 and 3.

*Removing stacks from the third floor to create instruction space would mean the Zimmerman is out of space immediately. Not recommended.

*Installing compact shelving in three basement levels would gain an additional 7 years of storage and allow the contents of the Annex to be moved into Zimmerman. RECOMMENDED. (See page 6)

*Perimeter shelving in the T-wings might gain an additional 6 months but has disadvantages. No recommendation.

*The Psychology collection (BF's, some R's) could be moved to CSEL. This would gain a year at most and is controversial. Not recommended at this time.

*Existing microforms storage in Zimmerman approaching 100% capacity. See Appendix 4.

*Zimmerman has already lost a critical amount of student seating. Any plan should take into account the need to save what we have.

*Zimmerman floor space may be needed for additional computer workstations, a current periodical display area, instruction, processing functions, staff office space, and ADA considerations, reducing the space available for shelving.

*CSWR has efforts underway to maximize use of Tower Levels. See Appendix 5.

*CSWR material stored off-site in rental space @ $800/month.

*CSWR needs manuscripts processing space when Zimmerman Annex closes down. See Appendices 6 and 7.
SURVEY OF CONDITIONS AND OPTIONS, continued:

CENTENNIAL SCIENCE AND ENGINEERING LIBRARY

Will be out of space in 9.5 years.  
See Appendix 8.

*Additional conventional shelving is planned.
*More compact shelving can be installed in Lower Level 2.
*No significant lose of seating since the building opened.

FINE ARTS LIBRARY

Already out of space.

*No space for additional shelving.
*Existing shelving at 100% capacity. Every time a new volume is added to collection, another volume must be sent to off-site storage.
*Currently, 10,000 volumes stored off-site in Zimmerman Annex. See Appendix 9.
*Seating has been reduced to 82 seats, of which 27 are assigned carrels.

PARISH BUSINESS AND ECONOMICS LIBRARY

Will be out of space in 4 years.  
See Appendix 10.

*Shelving is at 76% capacity.
*Adding more conventional shelving could gain 2 years.
*Compact shelving could be installed in basement if needed. Whether this is a desirable option is open to question.
*Remodeling has reduced seating to 275.
SURVEY OF CONDITIONS AND OPTIONS, continued:

ZIMMERMAN ANNEX

Will be taken over by Physical Plant in 3 to 5 years.

*Provides processing and storage space for CSWR manuscripts. See Appendix 6.

*Holds FAL overflow: 10,000 volumes and growing. See Appendix 9.

*Building is in poor condition. Ventilation and heating/cooling are inadequate. A significant portion of the space is unusable either for collections or staff.

*Alternative storage must be found before the library has to vacate.
III. RECOMMENDATIONS

A. ZIMMERMAN: Phased installation of compact shelving. Completion of Steps 1, 2 and 3 will extend the storage capacity of Zimmerman by an additional 7 years. See Appendices 1 and 11.

Step 1. Basement Levels 1 & 2: Install fully automated compact storage.
Estimated cost: $1,079,309.
Creates space to shift periodical collection.

a. Move all government information from basement Level 2 to Level 1.


c. Move some Zim Periodicals to Level 2 to facilitate implementation of Step 3.

Step 2. Basement Level 3: Install power-assist compact storage sized for archives boxes. Leave some floor space for a processing area.
Estimated cost: $242,324.
Gains: Added storage capacity for Zimmerman collections.
Saves monthly cost of rental space.

a. Move manuscript processing and storage out of Annex to Level 3.

b. Move CSWR materials from rental storage to Level 3.

c. Turn Annex building over to Physical Plant per campus plan.

Step 3. Periodicals Area and Microforms: Install fully automated compact storage. Leave space for current display and study areas.
Estimated cost: $1,390,000.
Gains: Added storage capacity for Zimmerman collections.

a. Divide periodicals by date. Older periodicals can be shelved at 100% capacity with fewer aisles. More current periodicals require more space for collection growth and more aisles for patron use.

b. Move microforms from cabinets to appropriately designed compact shelving.
RECOMMENDATIONS, continued:

B. PARISH

Step 1. Installation of additional conventional shelving over next four years. See Appendix 10.

Step 2. Re-evaluate compact shelving option based on long term plans for use of Anderson Graduate School building.

C. CENTENNIAL: Installation of additional conventional and/or compact shelving over next 10 years.

D. NEW SPACE: add on to Zimmerman or create off campus storage facility to be ready by year 2007.
IV. FOOTNOTES

[1] The Gift backlog continues to grow. The "electronic revolution" has not significantly diminished need for print in most areas. These estimates are based on a number of assumptions and should be tested against empirical data. Based on past years, it is estimated that of the 50,000 added volumes, 40,000 will be monographs and 10,000 will be serials. The North America title count showed the following distribution of the book collection:

- Zimmerman = 66.0%
- Centennial = 14.3%
- Fine Arts = 10.5%
- Parish = 9.2%

A rough estimate of the distribution of periodical volumes is:

- Zimmerman = 33%
- Centennial = 52%
- Fine Arts = 3%
- Parish = 12%

Based on these figures, the number of volumes to be added to each library was estimated using the following formula:

\[
\text{Zimmerman} = (0.66)(40,000) + (0.33)(10,000) = 29,700
\]
\[
\text{Centennial} = (0.143)(40,000) + (0.52)(10,000) = 10,920
\]
\[
\text{Fine Arts} = (0.105)(40,000) + (0.03)(10,000) = 4,500
\]
\[
\text{Parish} = (0.092)(40,000) + (0.12)(10,000) = 4,880
\]
\[
\text{TOTAL} = 50,000
\]

[2] The percentage of the collection in circulation ranges from a high of 30% in CSEL to 5% in FAL. The percent in circulation varies seasonally with the academic year. The revised journal circulation policy to go into effect in January, 1997 may reduce the percentage in circulation.

[3] See second page of Western Office Systems proposal (Appendix I) for comparison of costs of construction v. installation of compact shelving for equivalent storage gain. New construction would need to be equipped with shelving, at additional cost. New construction will take considerably longer than installation as well. Renovation of an existing off-campus building for storage is not cheap either, because of need to provide adequate environmental and security controls.

[4] The literature collection shelved on third floor is especially high use material and would need to be relocated to an area where patrons can get easy access. See Appendix II.
V. APPENDICES

Appendix 1: Western Office Systems proposal for installation of Spacesaver Compacting Units, presented by Ron Nieto, November 5, 1996 [revised], 19 pp.


Appendix 4: "Preliminary Estimate of the Storage Space that the Microforms Section Requires," by Kate Luger, March 20, 1996, 1 p.


Appendix 7: "Manuscript Collections Received," by Kathlene Ferris, July 2, 1996, 1 p.

Appendix 8: "CSEL Space Analysis," by Johann van Reenen, September, 1996, 1 p.


<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CURRENT CAPACITY</th>
<th>SPACESAVER CAPACITY</th>
<th>% OF INCREASE</th>
<th>AREA</th>
<th>*Estimated Bldg. Cost</th>
<th>**Spacesaver Compact Shelving</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Zimmerman Library Periodicals</td>
<td>24,120 lineal ft.</td>
<td>48,060 lineal ft.</td>
<td>99%</td>
<td>14,000 Sq. Ft.</td>
<td>1.4 Million</td>
<td>$1,380,000.00 (Zero Force)</td>
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<tr>
<td>2. Parish Memorial Library</td>
<td>12,924 lineal ft.</td>
<td>25,416 lineal ft.</td>
<td>97%</td>
<td>10,000 Sq. Ft.</td>
<td>1 Million</td>
<td>$735,080.00 (Zero Force)</td>
</tr>
<tr>
<td>3. Zimmerman Library Basement One (Government Documents)</td>
<td>9,648 lineal ft.</td>
<td>18,540 lineal ft.</td>
<td>92%</td>
<td>8,900 Sq. Ft.</td>
<td>$890,000.00</td>
<td>$422,895.00 (Zero Force)</td>
</tr>
<tr>
<td>4. Zimmerman Library Basement Two</td>
<td>14,670 lineal ft.</td>
<td>28,334 lineal ft.</td>
<td>93%</td>
<td>8,900 Sq. Ft.</td>
<td>$890,000.00</td>
<td>$656,414.00 (Zero Force)</td>
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<tr>
<td>5. Zimmerman Library Basement Three (Manuscript Archives)</td>
<td>7,668 lineal ft.</td>
<td>14,712 lineal ft.</td>
<td>92%</td>
<td>8,900 Sq. Ft.</td>
<td>$890,000.00</td>
<td>$242,324.00 (Power Assist)</td>
</tr>
</tbody>
</table>

**Notes:**
- Does not include long term expenses of maintenance and operations. Building cost calculated @ $100.00 per square foot.
- Does not include floor covering, or electrical junction boxes.
- Plus 25% of Spacesaver compact shelving cost for additional shelving required.

Annex Planning Group does not recommend compact shelving in Parish at this time. Recommendation for Zimmerman Periodicals may be less than capacity shown here.
APPENDIX I.

Discussion of Just-in-Time Purchasing Option

This cannot be implemented during approval plan and firm order contract periods. (It must be done at contracts ending date; book contracts generally run four years with one four-year renewable period.)

The average length of time from order to receipt of books is 6-8 weeks; therefore, the patron will have a longer wait than for an ILL request. There will be an increase in "rush" cataloging workload.

Previous evaluations of ILL requests indicate most request are for out-of-print books or materials peripheral to our collecting strengths so they would not be available/appropriate for purchase. This suggestion could undermine systematic collection development.

Savings will depend on number of books not purchased as part of our existing systematic collection development plan; if books were only ordered on a just-in-time basis, savings could be high.

Impact on morale will be very negative for collection development and public services staff; and will be potentially negative for ILL staff if request greatly increase while their staffing level does not. Potentially will have a high negative impact on public relations if patron cannot get books in a short period of time.

Long range impact on services and collections will be very destructive. If we purchase the same number of books as before, will have no impact on ARL ranking. If we purchase fewer books, there could be a decline in our ranking.