

**Report of the
UCSF Working Group on Library Space Planning**

**Recommendations to Repurpose
University of California, San Francisco Library
530 Parnassus Avenue**

Prepared for Executive Vice Chancellor A. Eugene Washington, M.D.

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In early 2005 the Executive Vice Chancellor's office convened the Advisory Group on Library Space Planning as part of the review of Parnassus Space. The Advisory Group submitted a set of twelve general recommendations to guide long term space allocation/planning for the UCSF Library on Parnassus.

Following a discussion with the Parnassus Space Planning Group, chaired by EVC Washington, a Working Group was formed to:

- Review the previous report and recommendations as background information
- Identify specific areas including number of square feet in the Parnassus Library that could be used for other purposes including an analysis of space occupied by current non-library tenants
- Develop detailed plans for materials displaced as a result of repurposing of space and service implications in relocating library functions
- Investigate the impact on library operations in locating new functions in the building

While the Working Group was not charged with programming library space, there were a number of discussions around this issue. For members of the Working Group the highest priority is classroom space: two schools expect accreditation visits within the next 3-4 years and lack of adequate classrooms was mentioned both accrediting bodies mentioned in their previous visits. At the same time new programs such as the Academic Information Systems office, CTSI and a Clinical Skills Training Center have indicated an interest in space in the library.

As the need to house growing collections of library books and journals diminishes there are opportunities to look at academic functions that compliment library programs. At the same time the following issues must be recognized.

- A significant portion of the library collection will not be in digital format for many years.
- There is no long-term preservation plan for digital materials.
- Study space is still a valuable for students, faculty and staff.

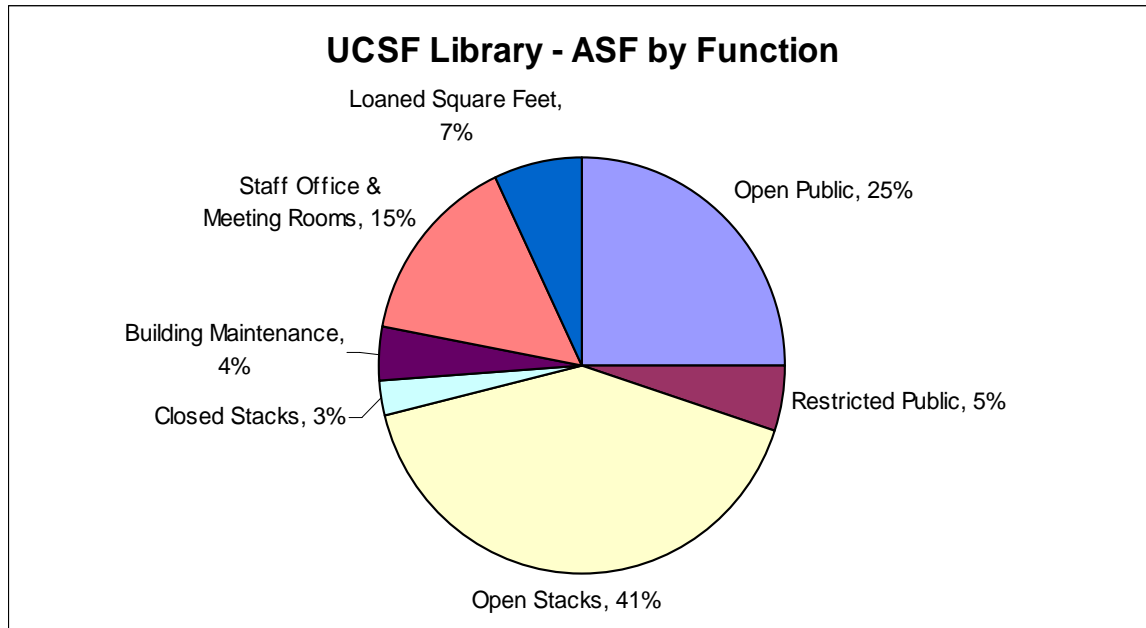
The Working Group held three meetings to review the findings of the previous Advisory Group, assess library space, discuss space re-use issues, and develop its recommendations.

We thank the Executive Vice Chancellor Washington for an opportunity to respond to the issues.

DESCRIPTION OF THE UCSF LIBRARY SPACE

In August 1990 the new UCSF Library opened on Parnassus Avenue. In its original design, 60% of the 88,000 assignable square feet was allocated to library collections, 26% was allocated to user functions, 13% was set aside for library functions and 1% was dedicated to non-library programs.

The following chart describes the allocation of functions in 2006.



Functions within the Library are distributed on five floors.

1st Floor – staff offices, compact shelving, computer network/server room, School of Medicine Laboratory for Radiological Informatics

2nd Floor – current journal stacks, study carrels, tables, Interactive Learning Center (63 seat computer lab), Center for Instructional Technology, computer classroom (20 seat), copy center and cashier, staff offices

3rd Floor – building entrance, circulation desk, information and reference desk, current unbound journals, reference books/abstracts, course reserves, GALEN workstations, group study rooms (9), School of Medicine Center for Tobacco Control Education and Research, study tables and carrels, exhibit cases, staff offices

4th Floor – group study rooms (6), faculty carrels (12), browsing room, study tables, study carrels

5th Floor – Lange Reading Room, East Asian Room, Special Collections office and reading room, rare book collection and archives, history of health sciences books/journals/indexes, staff offices, School of Medicine Office of Educational Technology.

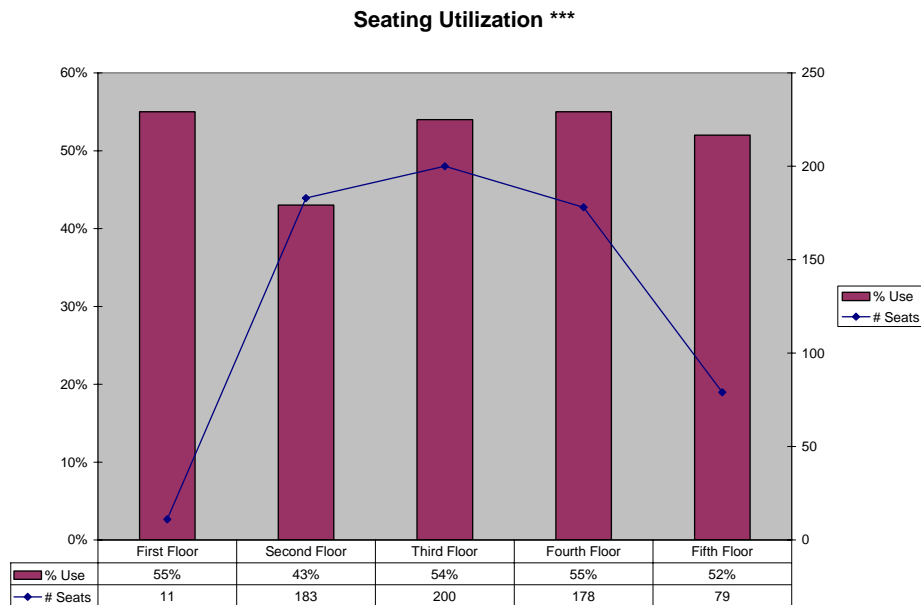
Three non-library programs occupy 6,838 square feet of loaned space originally assigned to library collections and services. These programs are:

- 1) Laboratory for Radiological Informatics - 1st floor
- 2) Center for Tobacco Control and Education - 3rd floor
- 3) School of Medicine Office of Educational Technology - 5th floor.

RECOMMENDATIONS

- The Working Group recommends repurposing 10,000 assignable square feet (asf) on the second floor of the building east of the main hallway in space currently occupied by 125,000 bound journal volumes and study carrels. Use data collected by library staff indicate the desirable study spaces are on the 4th and 5th floors and group study rooms on the 3rd and 4th floors. Additionally, the Interactive Learning Center on the 2nd floor receives heavy use from students.

The following chart summarizes a survey of library study space use conducted in 2005.



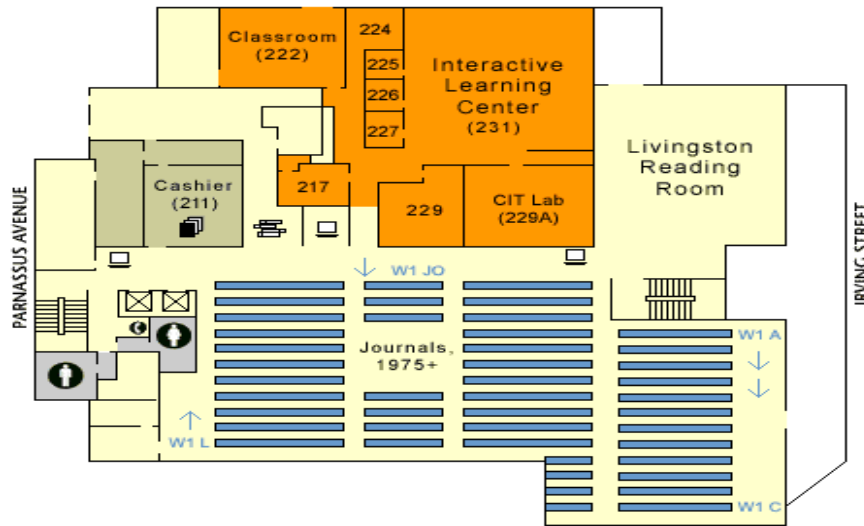
*** Based upon seats occupied during random sample during 6 1-week periods in 2005

Repurposing the second floor allows co-locating educational functions (assuming that some of the space will be classrooms) and creates the opportunity to add complimentary functions, rather than removing functions. Additionally, the 2nd floor is the largest in size making more space available thus minimizing the disruption for library users and functions. Functions remaining on the 2nd floor include the 63-seat *Instructional Computer Lab* where students access email and work on assignments between and after class and the *Center for Instructional Technology* used by faculty to develop online instructional material. This creates a campus resource focused on teaching and learning.

Also on the 2nd floor is a 20-seat computer classroom that could potentially serve additional purposes and the Copy Services facility which could be relocated but would be difficult due to structural issues.

It should be noted that the Working Group did not evaluate all library space but took the recommendations of the Advisory Group on Library Space Planning and focused its review on the 2nd floor.

Floorplan – Second Floor



2. The Working Group recommends that the Library segregate material by format when relocating material from the second floor. The plan below is optimal for the following reasons:

- For those who use library services and collections it reduces the need to travel between floors and assists staff in directing library users to the correct area.
- It is the best use of space since it maximizes existing shelving and organizes material in a logical sequence.
- It keeps the most material together by format (i.e. books and journals) making it easier for users to find items.

PROPOSED CONFIGURATION FOR LIBRARY MATERIALS:

- 1st Floor: Books – Pre-1995 (Books moved from the 4th floor)
Journals – Pre-1975 (Older journals relocated from the 2nd floor)
- 3rd Floor: Books – 1995 to present (Newer books relocated from the 4th floor)
Core Reference Material
New Journals This Week
- 4th Floor: Journals – 1975 – Present (Journals relocated from the 2nd floor)
- 5th Floor: History of Medicine Books

Additionally the material located in the 5th floor East Asian Collection would be integrated with the general collection (see recommendation 4) and History of Medicine journals integrated with the other journal collections.

3. The Working Group considered the functions together as a group. Thus, additional changes to the 2nd floor would extend infrastructure improvements to areas mentioned below and maximize the functionality on this floor:

- Extend raised flooring and add informal, moveable seating to the Livingston Reading Room, in the northwest corner of the 2nd floor, which can serve as a collaboration space for students and an area to congregate before and after class.
- Extend raised flooring, new wiring for faster data transmission and new furniture to the Interactive Learning Center (ILC) on the 2nd floor.

4. To replace a portion of the seating lost from the second floor, space in the 5th floor East Asian room should be converted to UCSF-only study. Books currently in the East Asian room would be removed and integrated the books into the general collection or relocated to the Northern Regional Library Facility in Richmond. Access to the room will be restricted through an easy-to-administer door access system.

6. A small staff office (300 asf), in the southeast corner of the 2nd floor should be constructed on another floor.

7. The redesign will bring significant additional traffic is expected in the building. The following issues must be addressed:

- Security
- Building access
- Management of the space
- Adequacy of restroom facilities
- Technical infrastructure - location of servers, the network configuration/management
- Building improvements – carpets, HVAC, etc

8. The following changes to library services are an essential part of this plan. Other recommendations may emerge during the process to develop the program for this area.

- Photocopy services on the 4th floor
- Study seating on the 1st floor adjacent to large sections of books/journals
- Access to public workstations and networks on the 4th floor:
- Building signage
- Security system for books/journals

9. Space loaned to non-library tenants should be reviewed for requirements for utilization, need for space on Parnassus and relevancy to library programs.

NEXT STEPS:

1. EVC Washington should distribute these recommendations along with the Report of the Advisory Committee on Library Space Planning, July 2005 to campus groups, including the Executive Committee and the Academic Senate and its committees, for comment and review by May 15th.
2. A Planning Oversight Committee should be appointed by EVC Washington soon to begin programming the space and determine appropriateness of use. Three years is a typical timeline for a project such as this and this project is complicated since library operations must continue during planning and construction.
3. CPFM should be asked to review the 2nd floor space to identify its suitability for other purposes and infrastructure issues that might arise with increased traffic and repurposing the space for classroom functions (utilities, stairs, elevators, etc).
4. The Library should identify and begin to develop and plans and budgets for relocating the book and journal collection. These changes will require moving most of the journals and books in the library.
5. As programming for the space is developed the Library will be charged with further investigation of service and security issues.
6. The Development Office should address the issue of donor plaques and named spaces.