



Glendale College Library

Public Services Redesign
July 2014



LCS

Library Consulting Services
Will Baty, MLIS

Glendale College Library

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July 2014

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Introduction

In Spring 2014, Library Consulting Services was hired to do a space analysis and planning report for the Glendale College Library. The specific task was to review and analyze the public service areas of the library with a goal to refocus the facility to serve the modern student learner. As the consultant I have made a total of three site visits totaling 4 days, interviewing library staff, faculty, administrators and students. Throughout my visit I have been impressed with the concern for student learning by everyone associated with Glendale College. What follows is a comprehensive look at space and program areas, with a goal of creating a building program that can guide the College and the Library in moving forward.

It is important to note that this report utilizes a combination of collected data, current best practices in college libraries, and recognized library standards as the basis for its recommendations. In all cases, **the goal is to focus on the learner first, with a goal to making facilities and services more transparent and available to the user.** I have employed a format that allows for the Library and the College to make specific choices, and to work in stages, rather than an inflexible set of recommendations. In short there are many ways to provide library facilities and services and I want to be sure that Glendale College Library could implement various recommendations based on the resources available.

The report itself has five sections with an executive summary that contains the key findings and conclusions; a space-by-space analysis with comments and recommendations; the physical inventory and program data sheets by area; student focus group input; and the project vision statement.

Finally it should be noted that the Library is an active learning space that is clearly of importance to student success at Glendale College. The library as currently configured has numerous strengths and weaknesses, all of which can be improved through the thoughtful and careful focus on library user needs. I have no doubt the GC Library and college staff will be able to improve their facilities and services by actively engaging and implementing the various recommendations included in the report.

Will Baty
Library Facilities Consultant

Glendale College Library - Executive Summary

This space analysis report provides both general and specific recommendations for the improvement of the public spaces in the Glendale College Library. In making these recommendations, the consultant recognizes that there are fiscal and organizational constraints that will determine which of the recommendations get implemented. I have also included a General Recommendations section that addresses issues that relate to the entire library facility.

During the planning process general themes and specific issues arose that were voiced consistently throughout the data gathering phase. These can be summarized in terms of the following broad themes:

- Building Organization
- Collections
- Technology
- Collaboration
- Instruction
- Environment

Within these broad themes specific issues were identified in the various focus groups and staff meetings. Many of these broad themes are relevant to multiple sections and will be addressed in the physical inventory and documentation section. I will address each of the public spaces and provide more detail with regard to specific options and solutions.

General Recommendations:

These recommendations relate to the overall building and the need for a well-planned transition to a more contemporary and flexible learning environment for the students.

The building should be reorganized to directly support student learning and studying. A careful rezoning of the public spaces will provide better transparency, flexibility, quiet and direct support to the learner.

The lack of collaborative workspaces is a glaring need and something requested by all of the focus groups. Some of these spaces may need to be mediated and acoustically separated.

Instructional collections (Reference, Periodicals and Books) need to be evaluated in terms of usage, space requirements and location. It is recommended that the Library establish a collection size target and actively begin a collection management process that frees up space for the student learner.

A comprehensive plan for integrating and accessing technology in the Library should be a high priority. Emphasize zoning particular spaces, main and upper floor study areas, and clustering learning technologies and infrastructure.

Emphasis on providing charging stations and integrating electrical infrastructure with furniture should be a high priority.

The College should select a furniture vendor, (Steelcase, KI, Agati) that provides a flexible and more contemporary line of furniture to complement and support a variety of learning spaces and technologies.

The building environment suffers from a variety of issues from lack of day lighting, need for better air quality, better zoning controls, and lighting. Some of these issues are already being addressed and more improvements should be made.

A signage consultant should be hired to establish signage standards and wayfinding devices to enhance the legibility and transparency of the spaces for the users.

Acoustic issues can be addressed through a space-by-space approach. Removal of old carpet and replacement with acoustic carpet tiles is recommended. Use of white noise generators in specific spaces will prove a cost effective solution to quiet study.

Finally the Library and the College would find it money well spent to hire an architectural firm to address the issues raised in this report and develop schematic design and working drawings to guide the College through the majority of these recommendations.

Physical Inventory & Documentation

Library exterior entrance & foyer

Comments:

Exterior entrance lacks clear identification. Exterior entrance cluttered with portable signage boards. Foyer feels like no one “owns it, foyer lacks clear directional guidance.

Recommendations:

- *Needs building directory, illuminated would be best, requires power*
- *Wall mounted library display cases*
- *Add wall-mounted task lighting*
- *Consider mural or artwork above entrance in foyer*
- *Potential location for small coffee cart*
- *An architectural solution to exterior entrance should be studied*

Library entrance (interior)

Comments:

Cramped, dark and narrow entrance, congested entrance with security gates and far too many signs (lots of Don'ts), students queue at various times in front of circulation desk, printing and copying functions adjacent as well. Lack of clear signage presents a wayfinding issue for users.

Recommendations:

- *Open entrance by moving Circulation Desk (see Circulation Desk section)*
- *Consolidate multiple signs into one sign (area and location information)*
- *Merge Printing/Copying rooms and provide new entrance away from Library entrance (see Copy/print section)*
- *Move student queuing space to new location (see Circulation Desk section)*

Circulation Desk

Comments:

Heavily used service desk, oversized lacking clarity of service points, student queuing can be a problem, location near entrance creates a constriction for foot traffic.

Recommendations:

- *Move the location of circulation desk back four feet from entrance*
- *Change configuration of Circulation desk to accommodate student queuing in different part of the desk*
- *Improved signage indicating functions (Circulation, Reserves, etc.)*
- *Consider area for self-checkout of materials.*
- *Analyze space utilization and effectiveness of Circulation work area.*

Copy/Print Rooms

Comments:

Heavily used service area, split between two rooms with an additional printing area elsewhere on same floor, No printing access on upper floor. Configuration could be improved to support function and storage of supplies.

Recommendations:

- *Consolidate two rooms into one with new entrance away from Library entrance.*
- *Check actual copy volume to determine appropriate number of machines*
- *Review current copy/printing spaces to determine best solution*
- *Provide support for this function on upper floor.*

Reference Desk

Comments:

Current location should be examined, current configuration does not support collaborative learning, reference appointments and technology. Desk could be moved to integrate more closely with proposed computing commons.

Recommendations:

- *Relocate Reference Desk adjacent to proposed computing commons*
- *Reconfigure Reference Desk to support collaboration*
- *Reconfigure Desk to support variety of learning technologies*

Reference Collection

Comments:

Reference collection is not well used relative to amount of physical space it occupies, shift to electronic resources has impacted these collections at all libraries. Far too much space is occupied.

Recommendations:

- *Reduce collection size to only most essential titles*
- *Shift remaining titles to shelving space within circulating collection*
- *Rezone this space for student learning via computer stations*

Student Seating/Study Spaces

Comments:

Emphasis on tall study carrels has negative impacts on space, collaboration, space organization, transparency and day lighting issues. Lack of variety of seating types and flexibility impacted

Recommendations:

- *Eliminate the study carrels and replace with a mixture of seating tables and chairs*

- *Develop a seating complement that enhances student learning*
- *Place comfortable seating adjacent to windows*
- *Place comfortable seating around central stairway on upper floor*
- *Give careful consideration to integration of power /network access within furniture*

Computing Research Commons

Comments:

There are not enough computer workstations in the library currently. Students would benefit greatly from better access to computers to conduct research.

Recommendations:

- *Create a computing commons in area vacated by reference shelving*
- *Design commons to support individual and collaborative learning*
- *Study the concept of placing Reference Desk adjacent to commons*

Groups Study Rooms

Comments:

There is a need for additional groups study spaces in the Library; existing rooms could be improved by adding glass doors to increase transparency/security. Collaboration could be improved through addition of network and media technologies. There are problems with temperature controls.

Recommendations:

- *Increase transparency through the addition of glass doors or glass inserts in existing solid doors*
- *Identify at least four rooms that could be outfitted with media technology to foster collaboration.*

- *Explore the improvement of acoustic isolation of these spaces*
- *Identify location for the addition of at least six new group study spaces*

Instructional Classrooms

Comments:

There is currently just one library teaching classroom (27 stations) and there is demand from both library and teaching faculty for an additional space that could support larger number of students and collaborative work.

Recommendations:

- *Identify the location of an additional teaching lab within the library or library building.*
- *Plan for a larger facility to support 40 students*
- *Design a teaching spacey to support collaborative work and small groups*

Instructional Collections - Books

Comments:

Analysis of existing collection indicates declining usage with a significant amount of space dedicated to the book collection, Aisle spacing of book stacks is overly generous at 48” plus, current ADA standards require a minimum of 36” spacing. Significant space can be gained through an aggressive collection management strategy, changing of the physical aisle spacing and possible use of compact shelving.

Recommendations:

- *Establish a smaller collection target size and begin collection management procedures.*
- *Study the stack layout to reduce aisle spacing and recapture that space, recommend 42” spacing between stacks*
- *Explore possibility of utilizing compact shelving*

Instructional Collections – Periodicals

Comments:

Periodical shelving for back issues is currently occupying a large amount of space that could be better utilized to support student study space. The number of titles held should be examined relative to electronic access and actual usage, the holding period for the majority of titles should be reduced (best practices currently call for current year plus two for most titles) Remaining titles could be placed in either the circulating book stacks or in storage within Technical Services and accessed upon request.

Recommendations:

- Review and establish new holding decisions for all titles*
- Remove shelving units and add furniture to support additional student study space.*

Building - Overall Look and Feel

Comments:

The overall building feels dark, gloomy, congested, lacks visual excitement and transparency. The student and faculty focus groups made numerous comments and suggestions from skylights, to new paint color schemes, displays, art work, a cafe and better lighting. The College is in the process of upgrading the lighting, which should help immediately. The other suggestions would be best dealt with as a unified group by a design professional.

Recommendations:

- The College should hire an architect with library design experience to assist in the implementation of these concepts, particularly opportunities for day lighting.*
- Identify spaces for displays where library and faculty/departments can partner on exhibits.*

- *Develop a new color scheme that integrates finishes, furniture and the overall environment.*

General Considerations

In performing the space analysis, there is always the opportunity for comments/observations that are important but not directly related to the actual project scope. I have captured a number of these that may want to be considered as the project moves forward.

- The condition of existing public bathrooms was consistently mentioned as a problem.
- The inclusion of a café should be studied. The location presents a number of possibilities for collaboration and improvement of existing spaces.
- A more robust wireless network will need to be implemented.
- A comfortable and inviting staff lounge should be created.
- A technology plan for the Library should be created and implemented in conjunction with a revitalized facility.
- Building controls that relate to HVAC and air flow need to be implemented.
- A cursory look at Technical Services and non-public spaces revealed further need for space analysis to achieve a higher level of efficiency.

Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION SQ. FT.	Percent of Total
LIB-Circulation Services	1,103	5%
LIB-Entrance	N/A	0%
LIB-New Acquisitions & Display	266	1%
LIB-Reference Services	2,622	12%
LIB-Stacks & Readers	16,004	72%
LIB-Staff Services	296	1%
LIB-Teaching Lab #1 (40)	967	4%
LIB-Teaching Lab #2 (30)	971	4%
Net Assignable Square Footage:		22,229
Non-Assignable Square Footage (@ 20% of Gross):		5,557
Gross Square Footage:		27,786



Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>LIB-Circulation Services</u>		<u>1,103</u>
Circulation Desk/Workarea	725	
Copy Center 1	378	
<u>LIB-Entrance</u>		<u>N/A</u>
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>LIB-New Acquisitions & Display</u>		<u>266</u>
New Acquisitions Display	266	
<u>LIB-Reference Services</u>		<u>2,622</u>
Computer Commons (Reference)	1,966	
Reference Desk (enhanced)	656	
<u>LIB-Stacks & Readers</u>		<u>16,004</u>
Group Study Room 1	143	
Group Study Room 2	143	
Group Study Room 3	143	
Group Study Room 4	143	
Group Study Room 5	153	
Group Study Room 6	153	
Student Study Stations (both Floors)	15,126	
<u>LIB-Staff Services</u>		<u>296</u>
LIB-Staff Lounge/Kitchenette	296	
<u>LIB-Teaching Lab #1 (40)</u>		<u>967</u>
Library Teaching Lab #1	967	
<u>LIB-Teaching Lab #2 (30)</u>		<u>971</u>
Library Teaching Lab #2 (Collaborative-30)	971	



LIBRARY DIVISION

Space Name

**SPACE
SQ. FT.**

**DIVISION
SQ. FT.**

Net Assignable Square Footage:

22,229

Non-Assignable Square Footage (@ 20% of Gross):

5,557

Gross Square Footage:

27,786



Library Space Sq. Ft. Summary with Furniture and Equipment

LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT
QTY

UNIT
SQ. FT.

EXTENDED
SQ. FT.

SPACE
SQ. FT.

DIVISION
SQ. FT.

LIB-CIRCULATION SERVICES

1,103

CIRCULATION DESK/WORKAREA

725

Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	1	0	0
Book Truck	6	10	60
Cabinets, Below Counter (Lockable)	8	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	3	0	0
File Cabinet, Lateral (Four Drawer)	1	20	20
Laptop Cart/Charging Station	1	15	15
Printer, Laser (B&W)	1	0	0
Printer, Receipt	1	0	0
Queuing Space (Per Person)	8	6	48
Recycling Bin	1	10	10
Security System Book & Media Resensitizer	2	0	0
Security System Book Desensitizer	2	0	0
Security System Gates, Inventory Control	1	75	75
Table, Work	1	145	145
Telephone Handset	3	0	0
Waste Basket	3	4	12
Workstation, Circulation Check-Out Desk	3	90	270
Workstation, Clerical Office System	2	35	70

COPY CENTER 1

378

Book Truck	1	10	10
Cabinets, Above Counter (Lockable)	6	0	0
Cabinets, Below Counter (Lockable)	6	0	0
Change Machine (Bill & Coin)	1	10	10
Collator	1	0	0
Copier, B&W Freestanding	3	50	150
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop Coin-Operated	1	0	0
Preparation Counter	4	35	140
Recycling Bin	1	10	10
Stapler, Electronic Binding	1	0	0
Waste Basket	2	4	8



LIBRARY DIVISION
LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED **SPACE** **DIVISION**
 QTY SQ. FT. SQ. FT. **SQ. FT.** **SQ. FT.**

LIB-ENTRANCE

N/A

PUBLIC ENTRANCE & LOBBY

N/A

Bench, Lobby (3 Person)	2	0	0
Case, In-Wall Display	2	0	0
Chair, Lounge	4	0	0
Clock	1	0	0
Directory	1	0	0
Drinking Fountain	2	0	0
Kiosk, Electronic	1	0	0
Sign, Announcement	1	0	0

PUBLIC REST ROOMS

N/A

Commode	9	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	6	0	0
Soap Dispenser	6	0	0
Stall	9	0	0
Urinal	3	0	0

LIB-NEW ACQUISITIONS & DISPLAY

266

NEW ACQUISITIONS DISPLAY

266

Bench (2 Person)	2	20	40
Chair, Lounge	4	15	60
Lamp, Table	2	0	0
Rack, Literature Display Handout	1	0	0
Shelving, DF 58"h Bookstore Display	1	27	27
Table, End	2	12	24
Waste Basket	1	4	4
36" Aisle SF 58"H Bookstore Display Shelving 140 New Books	2	21	42
42" Aisle SF 58"H Bookstore Display Shelving 35 New Books (Face Out)	3	23	69

LIB-REFERENCE SERVICES

2,622

COMPUTER COMMONS (REFERENCE)

1,966

Chair, Technology Workstation	50	0	0
Computer, OPAC Desktop	40	0	0
Printer, Laser (B&W)	2	0	0



LIBRARY DIVISIONLIBRARY SPACE NAME
Furniture and EquipmentUNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.**COMPUTER COMMONS (REFERENCE)****1,966**

Technology Carrel	10	60	600
Technology Carrel, Adjustable (Electrical) Height	2	45	90
Technology Station, Systems Furniture	28	45	1,260
Waste Basket	4	4	16

REFERENCE DESK (ENHANCED)**656**

Book Truck	2	10	20
Cabinets, Below Counter	8	0	0
Chair, Task	3	0	0
Chair, Visitor's	6	15	90
Computer, Public Desktop 2	4	0	0
Computer, Reference Desk	3	0	0
File Cabinet, Vertical (Four Drawer)	2	14	28
Lamp, Desk	3	0	0
Queuing Space (Per Person)	5	6	30
Shelving, SF 60"H Steel W/ 5 Shelves	2	10	20
Telephone Handset	2	0	0
Waste Basket	2	4	8
Workstation, Reference Counter	2	60	120
Workstation, Reference Desk	4	80	320
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	10	20

100 Ready Reference

LIB-STACKS & READERS**16,004****GROUP STUDY ROOM 1****143**

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Reader's	4	0	0
Table, Group Study	1	135	135
Waste Basket	1	4	4
White Board	1	0	0

GROUP STUDY ROOM 2**143**

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Group Study	4	0	0
Table, Group Study	1	135	135
Waste Basket	1	4	4
White Board	1	0	0

GROUP STUDY ROOM 3**143**

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Reader's	8	0	0
Table, Group Study	1	135	135

Glendale College 1



LIBRARY DIVISIONLIBRARY SPACE NAME
Furniture and EquipmentUNIT UNIT EXTENDED SPACE DIVISION
QTY SQ. FT. SQ. FT. SQ. FT. SQ. FT.**GROUP STUDY ROOM 3 143**

Waste Basket	1	4	4
White Board	1	0	0

GROUP STUDY ROOM 4 143

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Reader's	6	0	0
Table, Group Study	1	135	135
Waste Basket	1	4	4
White Board	1	0	0

GROUP STUDY ROOM 5 153

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Group Study	4	0	0
Table, Group Study	1	145	145
Waste Basket	1	4	4
White Board	1	0	0

GROUP STUDY ROOM 6 153

AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4
Chair, Group Study	4	0	0
Table, Group Study	1	145	145
Waste Basket	1	4	4
White Board	1	0	0

STUDENT STUDY STATIONS (BOTH FLOORS) 15,126

Carrel, Reader's Wood	25	40	1,000
Chair, Lounge	30	35	1,050
Chair, Reader's	325	0	0
Table, End	8	12	96
Table, Reader's	75	100	7,500
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	274	20	5,480

78,825 Non-Fiction

LIB-STAFF SERVICES**296****LIB-STAFF LOUNGE/KITCHENETTE 296**

Cabinets, Above Counter	5	0	0
Cabinets, Below Counter	5	0	0
Chair, Group Study	8	0	0
Coffee Maker/Urn	1	0	0
Coffee Thermos	2	0	0
Cutting Board, Kitchen	1	0	0
First Aid Kit	1	0	0
Garbage Bin, Interior	1	10	10

Glendale College 1



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.	SPACE SQ. FT.	DIVISION SQ. FT.
LIB-STAFF LOUNGE/KITCHENETTE				296	
Hot Water Urn	1	0	0		
Microwave Oven	1	0	0		
Paper Towel Dispenser	1	0	0		
Recycling Bin	1	10	10		
Refrigerator	1	20	20		
Sink	1	16	16		
Soap Dispenser	1	0	0		
Table, Group Study	2	120	240		
Telephone Handset	1	0	0		
Toaster Oven	1	0	0		

LIB-TEACHING LAB #1 (40)**967**

LIBRARY TEACHING LAB #1	967				
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	4	4		
Chair, Task	41	0	0		
Computer, Public Desktop	40	0	0		
Computer, Staff Desktop	1	0	0		
Copy Stand XGA 1 Digital	1	0	0		
Credenza	1	25	25		
Printer Stand	1	15	15		
Printer, Laser (B&W)	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Speakers, Pair Powered W/Amp	1	0	0		
Technology Training Table, Computer Lab	20	45	900		
Waste Basket	2	4	8		
White Board	1	0	0		
Workstation, Instructor	1	15	15		

LIB-TEACHING LAB #2 (30)**971**

LIBRARY TEACHING LAB #2 (COLLABORATIVE-30)	971				
Chair, Task	31	0	0		
Computer, Public Desktop	30	0	0		
Computer, Staff Desktop 2	1	0	0		
Headphone, AV	30	0	0		
Preparation Counter	1	55	55		
Printer, Laser (Color)	1	0	0		
Recycle Bin	2	4	8		
Table, Accessible - Adjustable Height (Electrical)	2	30	60		
Technology Training Table, Systems Furniture	28	30	840		



LIBRARY DIVISION

LIBRARY SPACE NAME
Furniture and Equipment

UNIT UNIT EXTENDED **SPACE** **DIVISION**
QTY SQ. FT. SQ. FT. **SQ. FT.** **SQ. FT.**

LIBRARY TEACHING LAB #2 (COLLABORATIVE-30) 971

Waste Basket 2 4 8

Net Assignable Square Footage: 22,229

Non-Assignable Square Footage (@ 20% of Gross): 5,557

Gross Square Footage: 27,786



Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>100.00%</u>	<u>80,784</u>	<u>2.08%</u>	<u>79,100</u>	<u>5.75</u>
Book Collections-Circulating					
Non-Fiction	99.57%	80,434	2.00%	78,825	8
New Acquisitions					
New Books	0.25%	200	30.00%	140	8
New Books (Face Out)	0.06%	50	30.00%	35	1
Ready Reference					
Ready Reference	0.12%	100	0.00%	100	6
Totals:	<u>100.00%</u>	<u>80,784</u>	<u>2.08%</u>	<u>79,100</u>	<u>5.75</u>



Shelving the Library's Collections

TYPE

<u>CATEGORY</u>	Projected Volumes on Shelf	Volumes/ Linear Foot	<u>SHELVING</u>		TOTAL SqFt
Volume Type Shelving Type			UNIT QTY	SqFt/ UNIT	

Book

<u>ADULT/YOUNG ADULT</u>	<u>79,100</u>	<u>5.75</u>	--	--	<u>5,611</u>
New Books					
36" Aisle SF 58"H Bookstore Display Shelving	140	8	2	21	42
New Books (Face Out)					
42" Aisle SF 58"H Bookstore Display Shelving	35	1	3	23	69
Non-Fiction					
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	78,825	8	274	20	5,480
Ready Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	100	6	2	10	20
<u>Totals for Book:</u>	<u>79,100</u>	<u>5.75</u>	--	--	<u>5,611</u>



Division Furniture and Equipment Cost Summary

LIBRARY DIVISION	DIVISION Cost	Percent of Total
LIB-Circulation Services	\$101,625	8%
LIB-Entrance	\$12,305	1%
LIB-New Acquisitions & Display	\$9,638	1%
LIB-Reference Services	\$239,771	19%
LIB-Stacks & Readers	\$562,434	46%
LIB-Staff Services	\$11,695	1%
LIB-Teaching Lab #1 (40)	\$147,395	12%
LIB-Teaching Lab #2 (30)	\$148,625	12%
Total Furniture & Equipment Costs:	\$1,233,488	100%



Detailed Space Cost Summary with Detailed Furniture and Equipment

LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT QTY	UNIT Cost	EXTENDED Cost	SPACE Cost	DIVISION Cost
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Furniture and Equipment

LIB-Circulation Services

\$101,625

Circulation Desk/Workarea	\$66,135
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Bar Code Reader, Fixed Mount	3	\$1,000	\$3,000
Book Bin, Depressible	1	\$1,000	\$1,000
Book Truck	6	\$500	\$3,000
Cabinets, Below Counter (Lockable)	8	\$475	\$3,800
Chair, Task	4	\$425	\$1,700
Clock	1	\$150	\$150
Computer, Staff Desktop	3	\$2,300	\$6,900
File Cabinet, Lateral (Four Drawer)	1	\$900	\$900
Laptop Cart/Charging Station	1	\$1,200	\$1,200
Printer, Laser (B&W)	1	\$600	\$600
Printer, Receipt	1	\$500	\$500
Queuing Space (Per Person)	8	\$0	\$0
Recycling Bin	1	\$75	\$75
Security System Book & Media Resensitizer	2	\$1,200	\$2,400
Security System Book Desensitizer	2	\$275	\$550
Security System Gates, Inventory Control	1	\$14,000	\$14,000
Table, Work	1	\$600	\$600
Telephone Handset	3	\$300	\$900
Waste Basket	3	\$20	\$60
Workstation, Circulation Check-Out Desk	3	\$5,600	\$16,800
Workstation, Clerical Office System	2	\$4,000	\$8,000

Copy Center 1	\$35,490
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Book Truck	1	\$500	\$500
Cabinets, Above Counter (Lockable)	6	\$375	\$2,250
Cabinets, Below Counter (Lockable)	6	\$475	\$2,850
Change Machine (Bill & Coin)	1	\$2,500	\$2,500
Collator	1	\$700	\$700
Copier, B&W Freestanding	3	\$4,500	\$13,500
Copier, Color Freestanding	1	\$5,600	\$5,600
FAX Machine, Desktop Coin-Operated	1	\$1,025	\$1,025
Preparation Counter	4	\$1,500	\$6,000
Recycling Bin	1	\$75	\$75
Stapler, Electronic Binding	1	\$450	\$450
Waste Basket	2	\$20	\$40

Glendale College 1



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT UNIT EXTENDED SPACE DIVISION
QTY Cost Cost Cost Cost

LIB-Entrance

\$12,305

Public Entrance & Lobby \$12,305

Bench, Lobby (3 Person)	2	\$750	\$1,500
Case, In-Wall Display	2	\$2,500	\$5,000
Chair, Lounge	4	\$400	\$1,600
Clock	1	\$150	\$150
Directory	1	\$900	\$900
Drinking Fountain	2	\$0	\$0
Kiosk, Electronic	1	\$3,000	\$3,000
Sign, Announcement	1	\$155	\$155

Public Rest Rooms N/A

Commode	9	\$0	\$0
Diaper Changing Counter	2	\$0	\$0
Hand Dryer	2	\$0	\$0
Mirror, With Shelf	2	\$0	\$0
Paper Towel Dispenser	4	\$0	\$0
Sink And Counter	6	\$0	\$0
Soap Dispenser	6	\$0	\$0
Stall	9	\$0	\$0
Urinal	3	\$0	\$0

LIB-New Acquisitions & Display

\$9,638

New Acquisitions Display \$9,638

Bench (2 Person)	2	\$600	\$1,200
Chair, Lounge	4	\$400	\$1,600
Lamp, Table	2	\$700	\$1,400
Rack, Literature Display Handout	1	\$150	\$150
Shelving, DF 58"h Bookstore Display	1	\$750	\$750
Table, End	2	\$600	\$1,200
Waste Basket	1	\$20	\$20
36" Aisle SF 58"H Bookstore Display Shelving 140 New Books	2	\$669	\$1,338
42" Aisle SF 58"H Bookstore Display Shelving 35 New Books (Face Out)	3	\$660	\$1,980

LIB-Reference Services

\$239,771

Computer Commons (Reference) \$180,480

Chair, Technology Workstation	50	\$400	\$20,000
Computer, OPAC Desktop	40	\$1,500	\$60,000
Printer, Laser (B&W)	2	\$600	\$1,200

Glendale College 1



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Cost	EXTENDED Cost	SPACE Cost	DIVISION Cost
Computer Commons (Reference)				\$180,480	
Technology Carrel	10	\$4,000	\$40,000		
Technology Carrel, Adjustable (Electrical) Height	2	\$3,000	\$6,000		
Technology Station, Systems Furniture	28	\$1,900	\$53,200		
Waste Basket	4	\$20	\$80		
Reference Desk (enhanced)				\$59,291	
Book Truck	2	\$500	\$1,000		
Cabinets, Below Counter	8	\$450	\$3,600		
Chair, Task	3	\$425	\$1,275		
Chair, Visitor's	6	\$500	\$3,000		
Computer, Public Desktop 2	4	\$3,000	\$12,000		
Computer, Reference Desk	3	\$2,500	\$7,500		
File Cabinet, Vertical (Four Drawer)	2	\$850	\$1,700		
Lamp, Desk	3	\$200	\$600		
Queuing Space (Per Person)	5	\$0	\$0		
Shelving, SF 60"h Steel W/ 5 Shelves	2	\$318	\$636		
Telephone Handset	2	\$300	\$600		
Waste Basket	2	\$20	\$40		
Workstation, Reference Counter	2	\$3,800	\$7,600		
Workstation, Reference Desk	4	\$4,800	\$19,200		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 100 Ready Reference	2	\$270	\$540		

LIB-Stacks & Readers

\$562,434

Group Study Room 1				\$6,320	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Reader's	4	\$450	\$1,800		
Table, Group Study	1	\$1,200	\$1,200		
Waste Basket	1	\$20	\$20		
White Board	1	\$300	\$300		
Group Study Room 2				\$6,220	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Group Study	4	\$425	\$1,700		
Table, Group Study	1	\$1,200	\$1,200		
Waste Basket	1	\$20	\$20		
White Board	1	\$300	\$300		
Group Study Room 3				\$8,320	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Reader's	8	\$450	\$3,600		
Table, Group Study	1	\$1,200	\$1,200		

Glendale College 1



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Cost	EXTENDED Cost	SPACE Cost	DIVISION Cost
Group Study Room 3				\$8,320	
Waste Basket	1	\$20	\$20		
White Board	1	\$500	\$500		
Group Study Room 4				\$7,420	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Reader's	6	\$450	\$2,700		
Table, Group Study	1	\$1,200	\$1,200		
Waste Basket	1	\$20	\$20		
White Board	1	\$500	\$500		
Group Study Room 5				\$6,420	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Group Study	4	\$425	\$1,700		
Table, Group Study	1	\$1,300	\$1,300		
Waste Basket	1	\$20	\$20		
White Board	1	\$400	\$400		
Group Study Room 6				\$6,420	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Group Study	4	\$425	\$1,700		
Table, Group Study	1	\$1,300	\$1,300		
Waste Basket	1	\$20	\$20		
White Board	1	\$400	\$400		
Student Study Stations (both Floors)				\$521,314	
Carrel, Reader's Wood	25	\$1,900	\$47,500		
Chair, Lounge	30	\$1,200	\$36,000		
Chair, Reader's	325	\$450	\$146,250		
Table, End	8	\$600	\$4,800		
Table, Reader's	75	\$1,500	\$112,500		
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves 78,825 Non-Fiction	274	\$636	\$174,264		
LIB-Staff Services				\$11,695	
LIB-Staff Lounge/Kitchenette				\$11,695	
Cabinets, Above Counter	5	\$350	\$1,750		
Cabinets, Below Counter	5	\$450	\$2,250		
Chair, Group Study	8	\$425	\$3,400		
Coffee Maker/Urn	1	\$150	\$150		
Coffee Thermos	2	\$50	\$100		
Cutting Board, Kitchen	1	\$20	\$20		
First Aid Kit	1	\$50	\$50		
Garbage Bin, Interior	1	\$50	\$50		

Glendale College 1



LIBRARY DIVISION

<u>LIBRARY SPACE NAME</u> Furniture and Equipment	<u>UNIT</u> QTY	<u>UNIT</u> Cost	<u>EXTENDED</u> Cost	<u>SPACE</u> Cost	<u>DIVISION</u> Cost
LIB-Staff Lounge/Kitchenette				\$11,695	
Hot Water Urn	1	\$150	\$150		
Microwave Oven	1	\$300	\$300		
Paper Towel Dispenser	1	\$0	\$0		
Recycling Bin	1	\$75	\$75		
Refrigerator	1	\$1,200	\$1,200		
Sink	1	\$0	\$0		
Soap Dispenser	1	\$0	\$0		
Table, Group Study	2	\$900	\$1,800		
Telephone Handset	1	\$300	\$300		
Toaster Oven	1	\$100	\$100		

LIB-Teaching Lab #1 (40)

\$147,395

Library Teaching Lab #1				\$147,395	
AV Room Rack (DVD/VHS/CPU/Switch Panel)	1	\$3,000	\$3,000		
Chair, Task	41	\$425	\$17,425		
Computer, Public Desktop	40	\$2,300	\$92,000		
Computer, Staff Desktop	1	\$2,300	\$2,300		
Copy Stand XGA 1 Digital	1	\$2,480	\$2,480		
Credenza	1	\$2,200	\$2,200		
Printer Stand	1	\$300	\$300		
Printer, Laser (B&W)	1	\$600	\$600		
Projection Screen, Motorized Ceiling	1	\$1,050	\$1,050		
Projector, Ceiling Mounted	1	\$10,000	\$10,000		
Speakers, Pair Powered W/Amp	1	\$500	\$500		
Technology Training Table, Computer Lab	20	\$600	\$12,000		
Waste Basket	2	\$20	\$40		
White Board	1	\$1,000	\$1,000		
Workstation, Instructor	1	\$2,500	\$2,500		

LIB-Teaching Lab #2 (30)

\$148,625

Library Teaching Lab #2 (Collaborative-30)				\$148,625	
Chair, Task	31	\$425	\$13,175		
Computer, Public Desktop	30	\$2,500	\$75,000		
Computer, Staff Desktop 2	1	\$3,000	\$3,000		
Headphone, AV	30	\$60	\$1,800		
Preparation Counter	1	\$2,400	\$2,400		
Printer, Laser (Color)	1	\$2,300	\$2,300		
Recycle Bin	2	\$55	\$110		
Table, Accessible - Adjustable Height (Electrical)	2	\$1,600	\$3,200		



LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT QTY	UNIT Cost	EXTENDED Cost	SPACE Cost	DIVISION Cost
Furniture and Equipment					
Library Teaching Lab #2 (Collaborative-30)				\$148,625	
Technology Training Table, Systems Furniture	28	\$1,700	\$47,600		
Waste Basket	2	\$20	\$40		

Total Furniture & Equipment Costs: \$1,233,488



Glendale College – Vision Statement

Project Vision

The Glendale College Library occupies a primary place for intellectual discovery, knowledge dissemination, and academic learning at the College. The Library through its instructional collections, variety of services, and well-trained staff directly supports the College's mission to provide an excellent educational environment for the community of learners at Glendale College.

Critical to this vision is a facility capable of providing the learning infrastructure and physical spaces required for higher education in the 21st Century. The Library facility must encompass yesterday's knowledge and today's information in a building designed around the nexus of knowledge-based collections, access technologies, and services that support learning.

Academic libraries have traditionally been viewed symbolically and physically as the heart of the institution. Recognition of its centrality to the educational endeavor at Glendale College requires a project that is informed by both the College's traditions and its promise to the future.

In an effort to identify and articulate the key elements that guide our planning efforts, the campus community was invited to participate in a visioning session and matrix exercise focusing on the library facility project. Common ideas, concerns and themes emerged which will guide the planning efforts from here forward. These efforts are summarized below into thematic categories for the entire campus community to view and respond to.

***Bold face indicates multiple people chose this as a critical project value.**

Project Core values:

Student Learning

Collaboration

“The Hub”

Quiet Space

Research Center

Welcoming and comfortable

Support Curriculum & Instruction

Strong Collections

Building Community

Message/Image to the Community

Flexible spaces

Welcoming, comfortable

Flexible furniture

Adequate Seating

Instruction/Collaboration

Floor Seating

Technology

Electrical outlets/charging stations

Support Tablets/mobile technology

Computer commons

Digital collections

Digital signage

Security Cameras

Campus

Multipurpose/Community room

Cafe

Off-site access 24/7

Functional bathrooms

Avoid duplication of Services

Analyze occupancy in Library

Integrate LCSB and Library

Sustainability

Energy Efficiency

Daylighting

Recycling program

Glendale College - Faculty Focus Group Sessions

Prompt:

What word or phrase comes to mind regarding the Library?

Dark
Cramped
Wasted Space
Closed in
Low ceiling entrance
Poor color scheme
Learning is not encouraged by the facility
No support for collaboration
Instructional
Isolating

What features/space would you want to see in a revitalized space?

Public meeting space
Event space
Art Display
Serendipity
Flexibility (space & maintenance)
Cell Phone booths
Transparency throughout
Convenient restrooms
Adequate Wi-Fi
Views
Space for adjunct instructors
Displays

Glendale College - Student Focus Group Sessions

Core values:

Comfortable study
Quiet study
Comfortable chairs w arm tablets
Larger workspaces
Better bandwidth
More computers
Better layout
Program/event space

Spaces:

Better zoning
Acoustic treatments
Water element
Day lighting
Long counter @ windows
Napping spaces
Not enough seating
Charging Stations
Cafe/coffee house
Study Rooms available
Subject signage
Student bulletin Board
Display spaces

Technology:

More computers
Better bandwidth
Campus e-Forum
Message Board (Tutorial)
Graphics and drawing software
Different usage zones

Library Technology - Focus Group Session

Library Technology (hardware/software):

WMS-OCLC
E-Reserves
eBooks
Laptops/tablets (personal & library)
Printing
Self-checkout
Scanners/copiers
Web 2.0 software (Facebook, twitter,)
RefChat/webchat
Instructional stations in Reference
Display monitors for students
1 to 1 appointments
Compact shelving
Library servers (EZ-proxy)

Collaboration:

Social Media
Virtualization
Streaming Media
Group Study

Facility related:

Keycard access
Room Lighting controls
Digital signage
White noise generators
Day lighting/harvesting
Better wireless
Charging stations
HVAC –controls

GC – Library Redesign

Acoustic issues
Server Rooms
Better public bathrooms

Instructional Technologies:

Mediated group study rooms
Collaborative layouts
Document cameras
Workstations (shared)
Classroom assessment software
Media viewing
Tablet support
Projection technologies

Glendale College - Program Data Sheet

Program element name: Reference Desk & Services

Function: To support student learning, answer reference inquiries, provide instruction in use of library resources.

Adjacency/Proximity Requirements: Reference Collection, computer commons

Square Feet: TBD	Acoustical requirements: normal, white noise generator in area
Lighting/Illumination: Ambient lighting, task lighting at desk	HVAC requirements: good airflow
Occupancy: 2 reference librarians	Plumbing: n/a
Power/Data/Telecomm: 4 quad boxes	Floor/wall/window treatment: acoustic carpet tiles, sound deadening
Shelving requirements: wall shelving adjacent to desk, mounted on wall, ready ref	Filing cabinets/storage: 2 pedestal files (movable)
Equipment: 2 computers at desk, three additional for group work, 2 telephones, 1 printer	Tables/Seats: 2 chairs for librarians, 7 chairs for students (desk & group seating)
Workstations: counter/sitting/group sitting stations, two book trucks	Signage requirements: area and desk
Security requirements: locking drawer cabinets, swinging doors, panic button	Miscellaneous: desk needs to support 1 to 1 reference, collaboration, group work

Glendale College - Program Data Sheet

Program element name: Circulation Work area

Function: Support function of Circulation and Reserves

Adjacency/Proximity Requirements: Adj. to Circulation Desk

Square Feet: TBD	Acoustical requirements: treat walls
Lighting/Illumination: ambient	HVAC requirements: normal, increase airflow
Occupancy : 2	Plumbing: access to sink, refrigerator, microwave
Power/Data/Telecomm: 1 quad boxes, 1 telephone	Floor/wall/window treatment: acoustic carpet
Shelving requirements: Reserves shelving	Filing cabinets/storage:
Equipment: 2 sensitizers, 2 desensitizers, ID printer	Tables/Seats: 2 desks/work tables w attached file space
Workstations 2	Signage requirements: desk/area
Security requirements: safe (freestanding)	Miscellaneous: weed shelving, location of staff bathroom issue, “occupied” lock on bathroom, could use a designated staff room.

Glendale College - Program Data Sheet

Program element name: Computer Commons

Function: provide access to library and online resources

Adjacency/Proximity Requirements: Adj to Reference

Square Feet: TBD	Acoustical requirements: treat walls
Lighting/Illumination: ambient	HVAC requirements: normal, increase airflow
Occupancy : 40 maximum	Plumbing: n/a
Power/Data/Telecomm: 40 quad boxes	Floor/wall/window treatment: acoustic carpet
Shelving requirements: n/a	Filing cabinets/storage: N/a
Equipment: 40 computer workstations	Tables/Seats: 40 computer tables, 40 task chairs
Workstations: 40 computer workstations	Signage requirements: area

Glendale College - Program Data Sheet

Program element name: Student study space/seating – (First Floor)

Function: Provide study space for student research

Adjacency/Proximity Requirements: LOS to reference desk

Square Feet: TBD	Acoustical requirements: treat walls, acoustic carpet, white noise generator
Lighting/Illumination: ambient/table light mix	HVAC requirements: normal, increase airflow
Occupancy: TBD	Plumbing: n/a
Power/Data/Telecomm: need power at most tables	Floor/wall/window treatment: acoustic carpet
Shelving requirements: n/a	Filing cabinets/storage: N/A
Equipment: Printing function support on both floors	Tables/Seats: TBD
Workstations: Mix of tables/lounge chairs	Signage requirements: n/a
Security requirements: cluster seating and service points to provide oversight & security.	Miscellaneous: Acoustic issues need to be addressed, white noise generator for this floor.

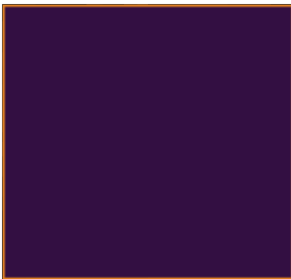
Glendale College - Program Data Sheet

Program element name: Student study space/seating – (Second Floor)

Function: Provide quiet study space for student research

Adjacency/Proximity Requirements: LOS to reference desk

Square Feet: TBD	Acoustical requirements: treat walls, acoustic carpet, white noise generator
Lighting/Illumination: ambient/table light mix	HVAC requirements: normal, increase airflow
Occupancy : TBD	Plumbing: n/a
Power/Data/Telecomm: need power at most tables/	Floor/wall/window treatment: acoustic carpet
Shelving requirements: n/a	Filing cabinets/storage: N/a
Equipment: Printing function support on both floors	Tables/Seats: TBD
Workstations: Mix of tables/lounge chairs	Signage requirements: n/a
Security requirements: cluster seating and service points to provide oversight & security.	Miscellaneous: Acoustic issues need to be addressed, white noise generator for this floor.



LCS

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