

Cataloging & Metadata Center Meeting, 4/26/06

Prospective move to Kinross—things to be considered

The Workspace itself

Why not move the library school to Kinross and give us the library school space? That space was supposed to be used for YRL expansion.

What is the condition of the Kinross buildings? Plumbing, air conditioning, etc. We believe that the buildings are somewhere between new and 15 years old.

We need elevators in the buildings suitable for frequent use and for heavy book trucks.

We need to have staircases easily available, not just for emergencies, but for staff who prefer not to use elevators unless absolutely necessary.

How will the area be divided? Will we all be in the same area? On different floors? In different buildings?

What other library services will move to Kinross?

We have approximately 15,000 ASF right now, will we have as much or more in Kinross? Are there really 28,000 ASF in the two buildings? We need at least as much space as we have now ... we need to keep spaces for open positions and interns.

Can we get good, expert, space planning assistance from some one with library space planning knowledge?

We need space for all the equipment that we currently use, including, for example, the map cataloging table.

Need to have network installation so that we have access at current speed to all the tools that we need to use—*not* wireless.

Need building access and security for those who work early, late, and on weekends.

Need reference area for our non-electronic tools—need to keep all our current tools (and maybe even more as we will no longer have relatively easy access to the tools in CRIS and the YRL stacks)

Need to have a place for, and access to, the shelf-lists

Need a good training room with workstations

Need one or more separate conference/meeting rooms(separate from the training room)

Need soundproof room with telephone for confidential phone calls.

Need office for Joan

Want good web/video conferencing technology

Want carpeted floors desired if they can be maintained

Want a telephone at each workstation, since we will need to use phones more to consult with our colleagues on campus.

Want to keep our current telephone numbers.

Want all work stations to have some natural light (if areas that lack natural light exist, they could be used for training and meeting rooms).

Want new, ergonomic workstations; modular and adjustable; need furniture designed for libraries (not for offices). One size does not fit all.

Need adequate space in individual work areas for shelving and book-trucks

Need nice staff lounge with kitchen, patio, grill

Need clean bathrooms

Need to have emergency procedures, etc.

Questions/comments about getting the work done

How will we check on materials in the YRL stacks? Right now someone can just run up and check when necessary for problem resolution.

We need to use materials in YRL (CRIS, stacks) as reference tools when cataloging. How will we be able to do that?

Workflow (getting materials to the shelves) will take longer when we are more remote

Rush items will take extra time

Maintain 'field office' in YRL?

Keep Physical Prep here in YRL?

- What would happen to the sense of community if we did so? Would Physical Prep be a step-child?
- Students in Physical Prep already have difficulty showing up on time; they need to fit the work in between classes; being remote from the rest of campus will make it more difficult to recruit and keep student workers

Questions/comments about transportation of staff and materials; also communication

There will be an increased cost of transporting materials—many materials are now delivered initially to YRL and never leave. Under the new configuration, they will be delivered to Kinross and then will need to be delivered to YRL. This will mean a significant increase in volume of materials transported, not simply a change in where materials are delivered.

Being remote adds to commute time for people who carpool with someone who parks near YRL (for example, in Lot 3). From Lot 3 to Kinross is a long way and will add significant time to the commute.

Expand Lib-Ex to transport staff and materials?

Reconfigure campus shuttle routes?

Consider more direct, specialized shuttle service, designed to support staff working in Kinross; maybe a dedicated library van

Need to figure out a method for Chicano Studies, etc., to get materials to and from us, right now they use students to deliver and pick-up

What happens to cataloger-bibliographer consultation?

What about the added time needed to get to and from committee meetings, training, and reference work? At a minimum, it takes 20 minutes each way to get between Kinross to YRL.

Parking

Need to have guaranteed, covered parking close to the workplace (i.e., in Lot 32)

Would like to have Blue parking permits at Yellow prices

*There are *some* potential advantages:*

Closer to Westwood activities and resources

Closer to more (expensive) food and coffee choices

No ants?