

Library Project Committee Minutes, Monday, April 7, 2003

Present: Sidney Aster, Julian Binks, Cleo Boyd (guest), Paul Donoghue (guest), Shelley Hawrychuk (guest), Sol Kessler, Joe Lim, Mary Ann Mavrinac (Chair), Gail Milgrom (guest), Adil Mirza, Mark Overton (guest), John Percy, June Seel (Secretary), Elizabeth Sisam, David Smith, April Wong

Regrets: Lois Chan (undergraduate representative)

Agenda:

1) Introduction of new student members; introductory comments

M. Mavrinac introduced the new student members - April Wong, a graduate student (substituting for Michael Rennie) and Adil Mirza, president of ECSU.

2) Collections Space - modifications to monographic projections

Shelley Hawrychuk presented a modified Collections Space document. The journal projections from the original report have not changed. The journal collection will reach a no-growth point by 2011 because of the growth of e-journals collection at U of T. The monographic projections have changed in the last 18 months though. Originally it was thought that there would be a no-growth point for monographs but e-books have not been growing as originally projected and print is still the main format for scholarly books. The monographic collection is now expected to grow between 4,000 and 5,000 books each year until 2020/2021. The costs and problems of weeding were discussed and, since weeding is still very costly and labour intensive, it was noted that it will not have a significant impact on saving space in the collection. There was a discussion about secondary storage but it was noted that currently there was no solid plans for a storage library anywhere at U of T, although it continues to be investigated.

3) Study Space - recommended change in ratio of individual to group spaces - postponed until after Academic Skills Centre Brief.

4) Academic Skills Centre Brief

Cleo Boyd presented a Brief on the Academic Skills Centre. The main discussion was about the additional space that would be needed but it was noted that the "office space" estimates could match the original projections for Library staff that have since been adjusted. It was also decided that though it is desirable and would be convenient for the "designated" meeting room (Academic Skills) to be included in the Library such factors do not preclude that room being outside the Library (e.g. in existing space somewhere else on campus).

John Percy mentioned the need for a Teaching & Learning Centre for faculty and TAs at UTM. Cleo reiterated that this is already the mandate of the Academic Skills Centre.

After these discussions, the following recommendations were accepted by the committee:

That the Academic Skills Centre be physically resident within the new UTM Library, but remain administratively separate. That the following resources be allocated:

- Reception area
- Office for Director
- 5 offices (one of which is already designated in the Library Space Plan)
- 1 Peer Mentor Office
- Designated seminar room to accommodate up to 50 people for large group teaching and study groups.

3) Study Space

M Mavrinac presented a revised study space recommendation for the new Library. The increasing trend of students working collaboratively and the experience at the Gerstein Library where a higher percentage of group study space was assigned in their new addition led to a review of the ratio of study space by the Library's Core Planning Team who now recommend that this ratio be changed to 40% group and 60% individual spaces instead of the original 25% group and 75% individual spaces.

The study space types break out as follows:

Lounge Chairs 97

Quiet Study Carrels 294

Extended Use 100 (75 carrels and 25 PC workstations)

Group Study Rooms 96

Group Tables 334

Reserves 8

ALC 78

ALC Research, etc. 30

ALC Research, etc. 15

Serials Current 16 (Lounge)

Novelties 6 (Lounge)

TOTAL 1074 Study Spaces

This amounts to 644 individual stations (of which 148 have computers) and 430 group spaces. After a discussion about noise issues related to group study space occurred, with various suggestions on how to ensure quiet in the Library, the Committee accepted the proposed 40 - 60 ratio.

COU standards for study space look at the whole campus not just the Library. A discussion about the available study space on campus included the use of computer labs and the quality of the study space. J. Lim also mentioned the trend of instructors to ask for a particular software for a one-time use. This involves time to set up a lab by installing software and then time to delete the software or even just changing permissions in the lab. This means that the lab will be unavailable for 2 to 4 hours while staff is setting up the lab and then returning it to the normal state.

Another discussion covered the quality of study space in relation to our diverse population. M. Mavrinac reported that Muslim women will only study in an acceptable study space which they define as a library. It is not proper for them to study in an area with males except in the Library where it is supervised and considered safe and proper.

M. Mavrinac also noted as a result of enrolment growth, the overall percentage of study space on the UTM campus will not have increased even with a new library still at 60% of the COU standard.

5) Equipment Summary

J. Seel presented 2 revised New Library Equipment budget scenarios for information. She stated that with J. Lim's help software prices had been adjusted lower for considerable savings. In addition, numbers of computers had been adjusted to accommodate 60% growth and the changes in staffing. The first scenario is based on all new public computers being purchased for the new Library and the second scenario included reusing 75 recently purchased public computers. The second scenario saves almost \$300,000 from the new Library budget but would require an increase to base of our Automation budget. This second scenario is preferred since it would allow us to replace the computers on a regular upgrade schedule instead of trying to replace all 160 computers at once but it does depend on an increase to the Library Automation budget. P. Donoghue indicated a decision would be made on this before the project moves forward for governance approval.

J. Binks asked for the AV equipment to be removed from the New Library Equipment List and presented as a separate AV Equipment List. J. Seel will do this.

6) Overall Summary Library Building Programme

G. Milgrom presented a summary of the space within the new Library by COU category. She said the numbers will have to be fine tuned. The Academic Skills Centre will have to be added in a separate section along with changes to the Library Support Space once final staff figures are known. Also added to the list was 400 NASMs for the Link to the CCIT Building. The total space for the New Library is currently 11,074 NASMs which is slightly higher than the SuperBuild submission. G. Milgrom also stated that we would need to provide a list of existing space along with the proposed space for the final report.

7) Next Steps

M. Mavrinac asked what the next steps in the process were. The following steps need to be done:

1. Library to work on detailed Room Spec sheets to refine and update them within 10 days.

2. The updated Spec Sheets then have to be revised and co-ordinated with the space program by the Space and Facilities Planning Department. One week needed.

3. Then J. Binks needs about 3 weeks to cost everything. P. Donoghue and J. Binks will also have to look at the infrastructure costs.

4. Committee should meet around May 15 to look at the final report.

During the discussion, the Library was asked to provide examples Libraries that would give the Planning Office ideas of what was wanted. They wanted to make sure that the consultant

picked matched the image that the Library envisioned. M. Mavrinac gave several suggestions.

Next meeting: TBA