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Submitted by user: co522

Request: 40

Request Date: October 26, 2019

Request Name: Library Dean's Office

Request Contact Name: Cyril Oberlander

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Request Contact Phone: 707-826-3441

Department Submitting Request: Office of the Dean of the Library

Nature of Request: Requesting a change to an existing space

Is this change expected to be temporary: No

Preferred Allocation Date: November 9, 2019

Request Funding

Has Funding for this Request Already Been Identified? Yes

Proposed Funding:

Funding for removing walls and new carpet are available from Library Trust, if necessary. However, funding may come from funds we are awaiting from the Budget Office, a significant funding return from a prepayment of funding from the last project with Facilities Management (CTL & Special Collections, finished March 2018). Happy to confirm the Chartfield string once we have confirmation funds returned.

Has the Chartfield String Already Been Identified? No

Space Allocation Details

Change Existing Space

Building Location Library

Room Number(s) 109

Current Use, Square Footage, & Capacity

Current use of room is a backup instruction classroom for Library 121, which too often is too noisy to hold a class. The original plan for this space was to reconfigure the Dean's Offices, and to add a 25Live shared conference room (107) for everyone in the library; much needed these days where more offices are moving into the library. 109 is 987 SF that has a peculiar L shape, with doors connected to library administrative personnel; George Wrenn and Keelye Wilson. In fact, access to Library 109A, George's office, must enter 109. Previous designation was: Interlibrary Loan, however, the space was temporary office space for OIE, Academic Programs, and most recently ITS during the Gist abatement. During OIE temporary relocation, Facilities Management coded the room incorrectly, and I did mention that during a meeting with Facilities months ago.

Proposed Use, Square Footage, & Capacity

Library Dean's Open Office will provide sufficient space for personnel, conference rooms, and free up a conference room (107) in 25Live. In concept, 109 becomes an open office for Dean, Budget Analyst, ASC, Student Assistants, and Head of IRM (109A), 108 and 108B become the reception area, and 108A becomes a Conference Room. This new configuration will be incredibly important to various student team projects such as Citing Insights. Please see attached diagram for details

Request Importance - Needs Analysis:

As the library is the home to more offices, which removed all but 1 group study rooms, we (Campus, Academic Affairs, and Library) have the need for reserve-able conference rooms that have technology appropriate for web conferencing, white boarding, etc. According to 25Live for 17/18, there were 2,652 event/occurrences scheduled in the library, and total attendance was roughly 41,998. As we see more offices added to the basement and hosting new programs (Y.E.S. and A.C.A.C.) we are likely to see increased conflicts to an already busy schedule. Moving the Library Administration office suite into 109, allows the 107 Conference room to be 25Live available to all library occupants, and the Dean's office becomes an additional Conference Room. The Library administration office has a mix of small offices that are insufficient for Administrative Support and student employee, the Budget Analyst office doesn't have a window or a functional door, but has two extra doors and windows into Library 109. Perhaps most important is the need for more space in one office to accommodate an electric scooter, which makes accessibility very difficult to navigate and turn around in the office space afforded. Lastly, Head of IRM is in office 109A, which directly connects to the 109 suite.

Recent History: Workload Increase

Recent History Details:

The Library significant renovations has created welcoming spaces and has seen significant increased average use, freed approximately 13 offices on campus, and welcomed hosting new programs and services that require conference rooms. According to 25Live for 17/18, there were 2,652 event/occurrences scheduled in the library, and total attendance was roughly 41,998. As we see more offices added to the basement and hosting new programs (Y.E.S. and A.C.A.C.) we are likely to see increased requests to an already busy schedule. In addition, as a result of recent budget cuts, the Library saw a reduction of two temporary library faculty positions, and the reduction of ITS staff supporting the Library's technology, the library has had re-organize roles and duties in order to support digital media and scholarship, and to provide support to enrollment management tours, etc.

Department Outcomes and Objectives Related to this Request:

HSU Library provides inspiring opportunities to empower learning, research, teaching, collaboration and creativity by curating engaging learning, resources, services, spaces and teaching. Curating a healthy and vibrant learning environment is about connecting people and ideas, however, it also requires intentional design. HSU Library is a leader in academic space analysis (see attached article in Chronicle), with our seating use analysis, and library renovation designs that have led to significant increased average use, despite construction noise for 2 years and declining enrollments. Making the library resources and spaces open to all, and not restricted, helps make the library the most widely used spaces for all students, and serving their needs is our priority. It also makes our space much valued, and I wish more folks would lessen the restrictions on their spaces and resources.

While this space request appears about the Dean, this project was delayed because we prioritize renovating student learning spaces. The importance of this space, is to free up another conference room, given that so many folks across the library and campus are requesting our spaces, and we are seeing more offices moving into the library. Lastly, making an open Dean's Office suite will model a collaborative working environment, which is what I negotiated for in 5 ½ years ago, and it will provide sufficient space for staffing and accommodation needs, including student team projects, such as Citing Insights.

Additional Document Upload [deans_open_office.jpg](#)

Additional Document Upload
[how_data_improved_our_library_space_-_the_chronicle_of_higher_education.pdf](#)

Additional Document Upload
[inquiry_into_quarterly_review_of_active_space_requests.pdf](#)

Additional Relevant Information Not Previously Addressed:

Library 109 was not confirmed vacated by building manager, it is allocated and in use by the library. Facilities Management was in error that 109 was allocated to OIE, that was a temporary housing, as was hosting other guests; Academic Programs and ITS

The space is currently being used for an alternative classroom, as the Seismic Retrofit jack hammer and construction noises makes the classroom, Library 121, unusable at random times each day. Please see attached additional document, an explanation to Holly and Mike about the situation.

Routed for Review

University Library Cyril Oberlander - Dean