**NCCU SLIS Spring, 2005**
**5160 The Academic Library**
**Floor Plan and Capital Budget**

A chance to renovate and draw your dream academic library department! Let your imagination soar as you develop a floor plan.
You need to start NOW in thinking about this project. Steps to consider:

1. Choose an academic library department (e. g. Access Services, Reference, "Computer Commons," Cataloging, Preservation, Administration, Public Documents, Special Collections, Current Periodicals, Systems) and begin to consider what you will do to make the department you choose into a better functioning space.

2. Talk with people regularly using a space like you choose and listen to what they would do with their space if money was no object. Be certain that you understand the purpose/mission of the department you are renovating.

3. Look at the ALA building tip sheet, to see if they apply to your department, and at academic library building books.

4. Begin to look at space: how much is needed when you pull out a chair from a desk or table, how are people using the department you are renovating? Do not draw, but do list out contiguous services/spaces to your space.

5. Use large graph paper with quarter inch squares for your drawing. Our scale is 1/4" = 1 foot and each square foot of floor space will cost $200. Items fixed in place, like floors, walls, carpets, ceilings, electrical wiring are covered by the $200 including labor. For example a space measuring 50 feet by 50 feet equals 2500 square feet and will cost, at $200 per square foot, $500,000 to renovate.

6. However, your furnishings budget: desks, chairs, computers, special furniture, shelving, etc need to be detailed, priced and submitted separately. This amount is to be added to the square foot cost for a total renovation cost. For example if I spend $200, 000 on furnishings for the example in item 5 above, my total cost will be $700,000.

7. Consult library vendor and office supply catalogs for prices.

8. Give considerable thought to the presentation of your floor plan drawing and furnishings budget to give it the best possible chance of getting the "go-ahead". Remember you will be seeking to influence a group (your fellow students and instructors). You will want them to see your plans, comprehend them, and have them make an enlightened decision about funding your renovation:

Thumbs Up or Thumbs Down or Back to the Drawing Board?

## Preliminary “bubble” drawing Due February 26.

## Final presentation and budget Due March 12.

Architectural gallery tour. Each person will have 5 minutes to explain to the class and answer questions about their posted drawing.

**APPENDIX: From the ALA website:**

**Building Libraries and Library Additions: A Selected Annotated Bibliography**

**ALA Library Fact Sheet Number 11**

Building new libraries, additions, and even remodeling can be a daunting task, and one that most librarians do not undertake frequently. This fact sheet provides references to the tools, resources, and advice to help you manage your library building project, whether large or small. Although this list has been segmented by type of library, materials listed for one type may have useful information for planning other types of buildings.

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**FOR PLANNING ACADEMIC LIBRARIES**

Association of College and Research Librarians (ACRL). **"ACRL Standards and Guidelines."** This page contains links to the various standards and guidelines that have been established by the ACRL. Many of them pertain indirectly to library buildings. Two in particular relate directly to library buildings: "Standards for Community, Junior and Technical College Learning Resource Programs" and "Standards for College Libraries, 2000 ed." Standard Seven under "Standards for Community, Junior and Technical College Learning Resource Programs" contains formulas for figuring space specifications per student for each type of library. While there is not a similar standard for University Libraries, the "Guidelines for University Undergraduate Libraries" does discuss library facilities.

Bazillion, Richard J. and Connie Braun. *Academic Libraries as High-Tech Gateways: A Guide to Design & Space Decisions*. 2nd ed. Chicago: American Library Association, 2000.
Bazillion and Braun help the academic library planner face the challenge of creating a flexible but technologically sound building that will be ready for the future. While they do discuss furnishing and equipping the building, the authors spend a majority of the text focusing on the design features required to make effective uses of new technology. Using pictures and floor plans, this book expertly laces theory with first-hand examples of technology in action.

Collins, Boyd, et al. *Building a Scholarly Communications Center: Modeling the Rutgers Experience*. Chicago: American Library Association, 1999.
This text uses the authors’ experiences at Rutgers to demonstrate how to establish a facility that employs new technology to bring together a multitude of information formats. This type of facility provides users with access to resources within and beyond the library walls. The authors describe the building process, examine potential problems, and provide solutions to ensure success. They focus on how facility design, funding, and technology considerations will impact quality research and instruction.

Hawthorne, Pat and Ron G. Martin, eds. *Planning Additions to Academic Library Buildings: A Seamless Approach*. Chicago: American Library Association, 1995.
This text presents three case studies about successful library additions. These additions followed a "seamless approach," that blends the new addition into the existing library. Each case study presents detailed floor plans, decision methodology, and words of advice. They explore real-world examples of how library additions can transform and reinvigorate an existing library.

Leighton, Philip D. and David C. Weber. *Planning Academic and Research Library Buildings*, 3rd ed. Chicago: American Library Association, 1999.
Leighton and Weber have updated their classic text on planning and building academic and research libraries. This highly detailed book works through the building process and tries to show the reader how to solve potential problems before they occur. Leighton and Weber discuss design theory, the planning process, working with architects, policy decisions, staff preparation, fund-raising, space requirements, seating accommodations, budgeting, additions and renovations, technological considerations, and much more. This 800-page reference work covers these subjects by using the authors' first hand knowledge, floor plans, and illustrations.

**National Clearinghouse for Educational Facilities: Libraries -- Higher Education**.
The National Clearinghouse for Educational Facilities (NCEF) provides links to a wide range of resources, including references to reports, books, and journal articles, on the planning, design, construction, and operation of libraries in higher education institutions.