Background:
The Executive Vice Chancellor has asked that current and future uses of the UCSF Library be examined what implications changes from traditional use would have on services, operations and space. If this were to result in less space to conduct library operations, one would assume some space could be released to meet other campus needs. The study could also result in reconfiguring space to better support existing or new library functions.

Consultant Requirements:
The UCSF campus seeks to retain a library planning consultant(s) to assist in evaluating the Library’s current utilization of space, finding ways to reconfigure space to better support current functions, and studying the possibility of operating the Library at Parnassus within reduced space. The Consultant should have considerable experience in both the management of libraries and planning of library space, with specific knowledge and expertise in health science library issues. Also a strong understanding of health sciences education issues would be essential. The Consultant will advise and meet with a number of individuals and groups including the University Librarian, the Academic Senate Library Committee, and the Executive Vice Chancellor’s planning committee.

Scope of Tasks:
The Consultant(s) shall:
1. Suggest specific methodologies for determining space utilization for library functions, including identification of appropriate drivers for calculating space needs. (Campus population? collection size? digital pages viewed per year?)
2. Visit the UCSF campus during one concentrated workshop period and meet with Library administration, the Advisory Committee on Library Space Planning and members of campus space planning committees. During the visit, the Consultant(s) shall:
   - Provide a general overview of recent and future trends in library/information use, instructional computing support, service delivery, operations, and facilities among Health Sciences libraries.
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- Describe the operations and space configurations at other health science libraries so that UCSF’s use of library space may be benchmarked against peer institutions.
- Review services and operations at other UCSF libraries (i.e. San Francisco General Hospital, Mt Zion Medical Center and Mission Bay) including visits to those sites.
- Review the Library’s current vision and service delivery/operational practices in light of new trends and best practices in the use of health sciences libraries.
- Evaluate from a fresh perspective the Library’s utilization of space at all UCSF campus sites.
- Recommend how current functions might be generally re-organized and/or redistributed to use space more effectively.

To assist the Consultant(s), the UCSF Library shall:

1. Document the current distribution of space by function throughout the Library system at all major UCSF campus sites (Parnassus, Mission Bay, Mount Zion, and Laurel Heights).
2. Supply the Consultant(s) with advance data on space and functions.
3. Working with suggestions from the consultant gather data from user community through methods such as focus groups and/structured interviews to assist in determining their expectations about changes in their use of library space.
4. Use tools suggested by the Consultant(s) and perform new space need projections for the various key library and information management functions.
5. Perform traditional projection of space need using existing U.C. library space standards for purposes of comparison.
6. Identify, if feasible, where space at the Parnassus library might be released from specifically library use without excessive harm to library services and operations, and recommend how such space might be transformed for compatibility with the Library.
7. Document the outcomes of this study.

**Period of Performance**

The consultation period should begin by late 2004 and be completed by the end of the first quarter of 2005.