This memo is an analysis of the allocation of space on the 4th and 5th floors of the Campus Library and issues that must be considered if the space was re-purposed.

The new library opened its doors in 1990 replacing a 60,000 sq. ft. facility in Medical Sciences where 50% of the collection was in storage, shelving was fragmented over many floors in any available space, and the library had only 66% of the minimum space requirement.

Today’s library is more than a place to shelve materials, answer reference questions, circulate books, and teach readers to navigate the databases for information. Designing space that supports student learning and teaching is a critical feature and one that is a strength of the UCSF Library. Space is essential for individual and group study as well as other areas that support and encourage social interaction. The active learning that is integral to the professional school curricula requires space where students can readily collaborate to facilitate social exchanges and where technology is an essential aspect of the learning and teaching process.

In planning the UCSF Library space allocations were determined using standard academic formulae based upon collection size and student enrollment from the 1980’s.

ACCREDITATION:

The Western Association of Schools and Colleges (WASC) is one of the organizations that accredits UCSF academic programs. WASC evaluates an institution based upon its commitment to educational effectiveness – how services are designed and organized to meet the learning needs for various types of students and programs. One of the comments from the 1999 Site Visit Team was a commendation for the “construction of the extraordinary library facility and the leadership for development of electronic access to library holdings and journals.” It is expected that downsizing the library would have an impact on its ability to serve diverse learning styles.

The LCME accredits medical schools. As part of the process it collects detailed information about the library facility, including user seating, numbers of computers, public computer labs and workstations, and the amount and type of library study space.

LCME requires that:

- the medical school have a well-maintained library, sufficient in size and breadth to support the educational programs offered by the institution
- the library should also be a community resource in support of continuing medical education
• a hospital that provides a base for the education of both medical students and residents must have adequate library resources, not only for clinical staff, but also for the faculty and the students. Ready access to areas for individual study, for conferences, and for lectures is necessary.

In its 2002 review the LCME recognize the library building as a strength ‘providing an exemplary level of resources for medical education’. A concern of the site team was the limited size of the computer classroom.

CURRENT SPACE ALLOCATIONS:

The following functional areas are located on the 4th and 5th floors of the Campus Library:

4th Floor
150,000 volumes of books in open stacks– 1970 to present
12 Individual faculty study rooms
6 6-person group study rooms
Seating for 225 in combination of study tables, carrels, chairs

5th Floor
16,000 volumes of East Asian books and journals in open stacks
30,000 volumes of History of Health Sciences books and journals in open stacks
Special Collections Reading Room/staff offices/closed stacks
15,000 volumes of rare books
Historical photographs, realia, artwork
Lange Room for campus special events
Microforms/Microfilm
School of Medicine Office of Educational Technology
Seating for 47 in combination of study tables, carrels, chairs

LIBRARY SPACE ANALYSIS:

In 2001 the library conducted a ten-year space projection for campus planning. That study resulted in a deficit of 7,000 sq. ft. for collections that could be accommodated through storage in the regional facility and newly installed compact shelving. Of more concern is the 4,000 sq. ft. deficit in user seating based upon projected increases in student enrollment.

BUILDING USE:

A common assumption is that the digital library has reduced use of the physical building. Building use data does not support this idea. In fact use has been constant over the past five years at more than 550,000 entrances per year. Additionally, there is steady, and in some cases increasing, demand for the library as study space, for access to public computers and printers, workstations that support UCSF courses, and for a larger computer classroom.
Changing the functions on the 4th and 5th floors would alter the use of the building, including greater need for building maintenance, increased food in the building, and the associated likely impact on the book and journal collection.

A basic principle of library building design is to avoid placing water pipes over library collections to reduce damage. If the building were modified with other functions on top floors we would expect possible damage to print books and journals. Occasionally, damaged books can be restored but at some expense. Clearly, there are additional resource and staffing costs in restoration.

**Implications**
- Building use has not decreased
- Changing demands for new types of space in the library
- Changing the use of the 4th and 5th floors will require an analysis of the impact on the remaining library functions, services and collections
- Possibility of greater pest damage to the collection

**LIBRARY COLLECTIONS**

Over the past year the Library has reduced the number of print journal subscriptions in lieu of online access. This trend will continue as journals are available in digital formats (assuming fair prices and acceptable license terms and conditions). While a number of publishers are moving to digitize older materials only a handful plan to convert their entire retrospective collection. Additionally, digitization lags in some disciplines even for the health sciences. For example, a good percentage of the nursing and clinical literature are not online. Nor are there assurances of well-planned digital preservation for much of the material now in electronic format so that elimination of print journal backfiles is not yet possible. Additionally, none of the book collections, the material on the 4th and 5th floors, is in digital format so that print is essential.

Shelving space for journals on the 2nd floor will reach capacity within the next five years even with the cancellations of print subscriptions. A shift of the journal collection will require using some of the empty shelf space on the 1st floor.

**Implications:**
- Eliminate the ready browsing of older journal volumes and a delay in the ability to review volumes.
- Reduction in the size of the book collection stored onsite eliminating the browsing capabilities
- Possible leasing of offsite storage space offsite to house collections
- Increase in staff and resources to provide scan and delivery service from offsite facility

The Library’s SPECIAL COLLECTIONS, located on the 5th floor, are very valuable and irreplaceable. The appraisal value of that collection alone was $15 million five years ago. The options are to relocate this function into another 3,000 sq. ft. in the library or to sell the collection to another UC campus which has space and staff to perform the function. Some an important function in this area is to preserve the history of UCSF it is not reasonable to expect that another campus would undertake this responsibility.
The fifth floor houses a specially designed stack area for the 15,000 volumes of rare and valuable books, photographs, art work and other realia along with an adjacent reading room for use of the materials. The estimated value for that collection alone is approximately $15 M. Upon request most of the items in this collection may be used in the Special Collections Reading Room under close supervision by staff. To protect the materials the room was designed with a Halon gas fire suppression system and special temperature and humidity controls.

**Implications:**
- Renovate 3,500 asf on the remaining floors to relocate rare materials
- New stacks must include a gas fire suppression system, controlled temperature and humidity, and high security
- Option to sell rare materials and eliminate function

**OFFSITE STORAGE**

The University of California manages two regional storage facilities for lesser used but valuable material. UCSF transfers 6,000 volumes yearly to the Northern Regional Storage Facility in Richmond. With this transfer the current collection is manageable within available space. While it is possible to negotiate some increase in deposits it would not be possible to store even half of the 250,000 volumes located on the 4th and 5th floors in the facility due to capacity limitations.

One option would be to identify offsite storage for portions of the library collection. Beyond the cost for the facility staff would be necessary to manage access and delivery. Although faculty and students would be able to obtain individual articles upon request or to arrange for delivery of physical volumes the browsing function would be lost. This would require new funding to manage the space and the facility.

**Implications**
- Loss in the ability to browse portions of the collection
- Identify space for offsite shelving of 50,000 – 100,000 volumes
- Added staff to process requests for material in the collection

**STUDY SPACE:**

Currently, 21,000 asf is set aside for student seating throughout the five floors. It is worth noting that the seating space formula only considers student numbers even though library seating is used by faculty, staff, clinical faculty and members of the community.

An advantage of the current library configuration is the diversity of individual and group study space. Eliminating the 4th and 5th floors would result not only in a loss of study space on the 4th and 5th floors but also a reduction in study space in other areas to accommodate displaced functions and staff. A severe impact would be the loss of the 12 faculty rooms and 6 student group study rooms. The group study rooms are one of the most heavily used areas. And the faculty rooms are increasingly popular as drop-in areas for faculty traveling from other campuses. Removing the 4th and 5th floors would result in a loss of 225 study seats.

**Implications:**
• Elimination of 6 group study rooms and all 12 faculty rooms
• Reduction in numbers and variety of library study space

LANGÉ ROOM:

The Lange Room is a major campus space for meetings and social events. In 2003/04 the room was booked for 130 events by campus and medical center departments. Frequently, it is used for prestigious visitors, to honor staff, for retirement events, and for academic symposia and meetings. Eliminating this room as a shared campus space would be a significant loss.

Implications
• Loss of meeting room and campus showcase for social functions

OFFICE OF EDUCATIONAL TECHNOLOGY:

The School of Medicine occupies 600 sq. ft. on the 5th floor for staff supporting the professional school curriculum. The close collaborations between the staff in the OET and the Library’s Center for Instructional Technology creates optimal interaction between staff working in similar areas. This function would not be relocated in remaining Library space.

Implications
• Relocate space outside the library

OTHER CONSIDERATIONS:

The Library building was designed to take maximum advantage of the dramatic views of the ocean, city and bay. The large windows, well designed reading areas, and terraces provide a feeling of open space and inviting areas for study, research, contemplation and meeting with colleagues. Eliminating the 4th and 5th floors would add significant congestion to the remaining floors returning the library to the same size as its previous facility in Medical Sciences. It would significantly detract from the library as a place. On Parnassus students, faculty and staff look for areas to escape from their busy lives and the continual interruption for brief periods – this sense of spaciousness would be lost in this proposed massive redesign.

If this plan were to go forward difficult decisions would need to be made about what functions should remain in the library space. With the reduced size it is suggested that the library reclaim all available footage that has been given to other departments. There are now three non-library departments that occupy space in the building. These should be relocated to other campus space reclaiming 6,000 sq. ft. for library purposes.

As part of long term campus space planning a recommended action step is to assemble a representative campuswide committee to conduct an assessment of library space use. The committee would work with a consultant to conduct a detailed analysis of the current use of all the library space. The analysis would also consider new initiatives. For example, the IT Governance Committee, requested the library to develop a proposal to expand the space and services within the 2nd floor Center for Instructional Technology to serve campus administrative, research and medical center programs. Suggestions have
also arisen about the need for a larger computer classroom and there are ongoing
demands to cater larger events with meals in the Lange Room. This analysis would
result in an understanding of current uses of library space, identify areas that might be
re-purposed, assess the need for new library-related functions, and identify available
space for other campus functions.

Karen Butter
University Librarian
Assistant Vice Chancellor, Library Services and Instructional Technology