Communication from the Task Force Reviewing the Final Report on Library Space Planning
Thomas B. Newman, MD, MPH, Chair

June 18, 2006

Deborah Greenspan, DSc, BDS
Chair, UCSF Academic Senate
Campus Box 0764

Dear Chair Greenspan:

During its meeting of June 6, 2006, the Task Force Reviewing the Final Report on Library Space Planning met to formally review the Report of the UCSF Working Group on Library Space Planning’s Recommendations to Repurpose University of California, San Francisco Library. The Task Force consisted of one member from each school’s Faculty Council, one member from Academic Planning and Budget, one member from the Committee on Educational Policy, and the University Librarian. Thomas B. Newman, Chair of the Committee on Library, served as Chair of the Task Force.

RECOMMENDATIONS FOR REPURPOSING LIBRARY SPACE

1. The Task Force strongly supports the use of the library for small group spaces which comfortably seat between 15-20 people. These spaces should include state-of-the-art technology and be larger in size and more inviting than the classrooms currently in the basement of the Medical Sciences Building, which are viewed as cramped and undesirable.

2. The Task Force supports creating improved faculty “touch-down space,” with computers, internet connectivity, and telephone connections, possibly on the fifth floor.

3. There is support for the creation of a “UCSF only” quiet study area which would be restricted to members of the UCSF campus, perhaps in the Blumenthal Room (currently housing the Asian collection, but not actively maintained) on the fifth floor.

4. While there was some skepticism over the addition of a café, most members felt that more spaces for meeting and interacting on campus add to a more positive campus environment.

The Task Force supports the use of some space for art exhibits, especially rare collections belonging to UCSF, but not occupying so much space that these exhibits displace other potential valuable library functions.
SUMMARY OF REPORTS ON SPACE PLANNING REVIEWED BY THE TASK FORCE

There have been a number of previously written reports addressing the issue of library space. We have listed all of these reports, which are also posted on the Library’s website at: http://www.library.ucsf.edu/space and note that the Task Force was specifically asked to review Report Number 3 (below) – Final Report, Working Group on Library Space Planning – March 2006.

1. **Final Report, Advisory Committee on Library Space Planning** (July 2005): This initial Advisory Committee, upon which Chair Newman served, focused primarily on the “big picture” i.e. in what direction are the world’s leading health sciences libraries moving and what general principles should guide decisions with respect to reallocation of space within the Kalmanovitz Library. The report also includes specific suggestions for improvements that would be consistent with these principles, e.g., preserving seating areas, providing new meeting spaces, “touch down” space for faculty, and videoconferencing capability. This first Advisory Committee formally consulted with librarians from three leading health sciences libraries (as noted in number 2. below) as well as with the architect for the Kalmanovitz library.

2. **Consultants' Report on Library Space** (July 2005): This is the report from the consultants retained to educate and advise the Advisory Committee on Library Space Planning. The consultants (James Curtis, University of Nevada School of Medicine; Carol Jenkins, University of North Carolina, Chapel Hill; Judith Messerle, Harvard Medical School) met with stakeholders, toured the library and reviewed its operations. They provided recommendations and strategies largely reflected in the advisory committee’s report.

3. **Final Report, Working Group on Library Space Planning** (March 2006): This is the report the Task Force was specifically asked to review; however, as background, Task Force members were invited to review the two previous reports as well. The Working Group report recommends that about 10,000 assignable square feet on the second floor be repurposed for classrooms and other educational functions, and that this be accomplished by (among other things) moving recent journals to the fourth floor and books to the first floor.

In addition, the Task Force also reviewed a document provided by University Librarian Karen Butter and created by Gail Persily, Director, Education and Public Services; Associate Director, CIT on June 4, 2006 titled “Parnassus Library Space Improvements,” which diagrams current and proposed locations for library materials and functions.

REVIEW OF CURRENT LIBRARY TENANTS AND PRINCIPLES REGARDING SPACE USE

1. The Task Force was supportive of the plan to make space on the second floor by moving journals to the fourth floor and books to the first floor, with some older journals and books potentially going off site. The need for copiers to be on the same floor as the journals was also noted.

2. The Task Force agreed that any "repurposing” of space needs to be done in a way that enhances the library and benefits all schools.
3. Some space could possibly be opened up by devoting less space to current year’s journals (currently unbound on special shelves on the west side of the third (main) floor).

4. The Library should consider reclaiming space currently used by non-library tenants.

   a) The **Laboratory for Radiologic Informatics**, which currently occupies about 3200 square feet on the first floor seemed least related to the library’s mission and there was no support from the Task Force for keeping it in the library.

   b) The **School of Medicine Office of Educational Technology** has more overlap with the library’s mission. However, the Task Force believes that library space should be used for all schools, not just the School of Medicine. We suggest that this Office might either move to another location or find a way of merging or collaborating with offices performing similar functions for the other three schools.

   c) The **Center for Tobacco Control and Education** could also be relocated, although we acknowledged that there has been more collaboration between it and the Library with respect to technology for cataloging and digitizing documents. Furthermore, most members of the Task Force expressed support for using the library location as a way to showcase, with pride, the important historical role that UCSF has had in efforts to decrease tobacco-related morbidity and mortality.

The Task Force appreciates the opportunity to provide feedback and recommendations on the proposed repurposing of the Kalmanovitz Library.

Sincerely,

**THE TASK FORCE REVIEWING THE FINAL REPORT ON LIBRARY SPACE PLANNING**

Thomas Newman, MD, MPH Committee on Library (Chair)
Barbara Burgel, RN, MS, COHN-S, FAAN, School of Nursing Faculty Council
Cathi Dennehy, PharmD, School of Pharmacy Faculty Council
Paul Green, PhD, Academic Planning and Budget
Rebecca Jackson, MD, School of Medicine Faculty Council
Peter Loomer, DDS, PhD, School of Dentistry Faculty Council
Art Miller, PhD, Committee on Educational Policy
Karen Butter, University Librarian