

## UCSF LIBRARY POLICY ON USE OF SPACE

The mission of the Library and Center for Knowledge Management is to advance science, foster excellence in teaching and learning, and promote health through the collection, development, organization, preservation, and dissemination of the world's health sciences knowledge base. The Library serves as the physical and digital portal to the health sciences knowledge base. Today, libraries are in a period of rapid and profound change in the delivery of service and the configuration of space. They are no longer just print repositories with services built around paper collections but must also deliver information electronically regardless of physical location. In this new digital era the library continues to have a central role as a learning environment that fosters inquiry, exploration and scientific communication. While we expect that this change may affect the utilization of physical space it does not diminish the demand for study, research and learning space. The campus LRDP, developed in the early 1980's, determined a library size allowance of 88,000 ASF allowing for continued growth through 2000. Of this 60% was allocated to collections, 26% to users; 13% to library staff functions; and 1% to the Department of History. The university formula for user space is derived from student enrollment. Since a primary purpose of library space is for education any change in space allocation should consider its impact on students. The space resources assigned to the Library are necessarily limited and need to be carefully managed. The following principles will guide decisions on how Campus Library space (not departmental) will be utilized.

1. The first priority for use of Library space is for tasks/programs/units that are supervised by library staff and directly meet the library's mission.
2. If programs are proposed to be housed in library space and are not supervised or managed by library staff, then the following criteria must be met:
  - a. The work to be done in those units must be linked in substantive and meaningful ways to the Library's mission. This implies a focus on the health sciences knowledge base.
  - b. Changes in the allocation of library space require review and approval of the Academic Senate Committee on the Library.
  - c. Space will be assigned only if propinquity with the physical resources, collections or staff of the library enhances the mission of the program in meaningful ways.
  - d. Units/programs that occupy space in the library will report annually to the University Librarian on the nature of their work and the type and level of contribution to the library's mission. These reports will be brief, but must reflect continuing fit with criteria (a) and (c) above. The University Librarian will forward the reports the Academic Senate Committee on the Library.
3. The University Librarian will report annually to the Committee regarding library space requirements, including considerations of: changes in numbers, locations and composition of student/faculty populations; impact of digital storage and online databases

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to the current allocation of space; and, new campus programs that could impact library space allocation.

4. The Academic Senate Committee on the Library shall review and reexamine this policy every five years and make such modifications as necessary.