Key Considerations in Library Planning

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The key to a successful library building project is good strategic planning every step of the way.
Topics

- Objectives guided by research
- Design choices guided by objectives
- Bring in multiple stakeholders
- Define planning process
- Planning team
Topics

- Diverse opportunities for learning
- Deal with change and managing outcomes
- Communication strategies
- Engage your community
- Library under construction
Objectives Guided By Research

- **Response to** what users want and need
- **Open meetings** and ongoing dialogue during planning phase
- **Evaluate user’s responses**
Bring in Multiple Stakeholders

- Listen to community by involving them
- Hear from and involve everyone
- Provide an opportunity for dialogue

Rezoning OK’d for K-College library plan

City commissioners urge the college and residents near the library expansion to reconcile.

Kalamazoo Gazette, October 17, 2000
Define Planning Process

- Broad representation
- General contractor or construction manager
- Use existing committees or task forces, if possible
- Open meetings
Planning Team

- Broad representation from constituencies
- Constituencies appoint or elect members
- Identify project champion
- Small executive planning team serves as project leadership
Planning Team

- **External members**
  - Architect
  - Library planners
  - Technology planners
  - Contractor rep
  - Library movers
  - Legal counsel
  - Interior designer
Set Objectives

- Objectives based on what criteria?

- Do project objectives support mission of institution and library?

- Is it truly student-centered?
Energize Program Plan

- 24 hour spaces
- Café
- Extended hours
- Compact shelving options
- Merge library with computing
- Offsite storage

The Book Club, Upjohn Library Commons
Energize Program Plan

- RFID
- Classrooms and technology
- Receiving facilities and service access
- HVAC issues
- Digital Media
- Collaborative workstations

Production Studio, Upjohn Library Commons
Being Green

- Levels of green building design
  - LEED certification
- What commitment means in long-term operation
- Marketing
Diverse Opportunities for Learning

- Program statement provides multiple modes of learning
- Collaborative study spaces
Diverse Opportunities for Learning

- Sufficient technology integration
- Learning impaired provisions
- Classrooms
Deal with Change and Manage Outcomes

- Manage community expectations
- Staff readiness
- Identify where and when major changes will take place
- Professional help
- Deal with resistance
Communication Strategies

YES... THERE REALLY IS A ‘K’ COLLEGE LIBRARY!

MYTH VS. REALITY

MYTH #1: I can’t get any books.
FACT: Yes, you may request books from our on campus storage facility by using the blue Request button in Ariadne.

MYTH #2: The Library is slashing services during renovation.
FACT: All Library services will be available during renovation.

MYTH #3: I can’t get books from Interlibrary Loan or InMICH.
FACT: Yes, you still can get books through InMICH and Interlibrary Loan during the Library renovation period. And the charge for Interlibrary Loan requests has been waived; now you can request items at no cost to you!

MYTH #4: There will be no Library for two years. I can’t get any books or services during that time.
FACT: All Library services are available during the Library renovation period. The Library will be located in the Quad Stop area of Hicks Center. Other departments of Information Services will be located in the upper and lower levels of Hicks Center and in the Carriage House.

FACT: The new Library Commons building will open January 2006. Information Services will be back in the building at that time. All collections and services will be available.

- Who will be in charge of each element
  - Web
  - Email
  - Meetings
  - Blogs or vlogs
  - Photography
  - Newsletters
Communication Strategies

- Communication should be open and ubiquitous
- No surprises
- Make it fun!
  - Web cam
  - Mascot
Ownership

- Executive team on board?
- Use library dedication to build community
- Architects and library planners can help build buy-in
Library Under Construction

- Stay or move out
- Establish process
  - Costs
  - Location
  - Structure
  - Storage
  - Book retrieval
- Decision impacted by building plan?