

Information Services Facilities Planning Summary (03-06-03 IS Meeting)

The following questions were posed to the group —

- In what way are the current facilities inadequate?
- What program developments are limited or restrained by the current facilities?
- What qualities are essential to enhancing the facilities?
- What specific changes in facilities should be undertaken to address these inadequacies?

These questions were then addressed in four smaller groups. Following the small group breakout sessions, the group reconvened and discussed our responses and how we might move forward. Below you will find a summary, to the best of my ability, of the notes taken in each of the groups. I have shortened the questions into headings, created sub-categories based on one group's outline format, and tried to apply as much of the content as possible from the discussion notes into the following outline:

I. Current Inadequacies

1. Sufficient Space
 - a. ECS and IT&M lack sufficient office, systems set-up and storage space
 - b. Barrett Hoskins (BH) is the only room in Lilly for a meeting “this size”
 - c. Machine room is too small for safety, security, cable management
 - d. New department space
 - e. Web Team offices in two buildings, lack space and systems for students
 - f. Danger of water damage to high-value documents/equipment located in the basement (check to see where item is in case of floods)
 - g. Student collaboration (with or without technology)—not enough spaces.
 - h. Inadequate 24hr study space with technology
 - i. Stack space for print materials—causing problems for organization and maintenance
 - j. Quaker – Friends collection archives IS FULL
 - k. Ergonomic areas for students and faculty...lighting, air flow, space
 - l. Better use of areas/space
 - m. Public space versus office workspace
 - n. Making space for scientists integration of technology and collaboration
2. Handicapped Accessibility
 - a. Lilly men's bathroom upstairs not wheel-chair accessible,
 - b. Lilly has lack of space in computer lab for wheel chairs.
 - c. Wildman has no way to get to after-hours space.
 - d. Wildman lacks internal means to get to lower level.
 - e. Disabled students (SWD) have NO 24 hour access
 - f. (CAE) Writing Lab space; group study spaces, technology or not
 - g. Physical handicap access issues (Lilly, Runyan and Wildman)
 - h. Handicap button on front door does not work most times.

3. HVAC Problems
 - a. HVAC in machine room is bad
 - b. Ventilation poor on lower level. Humidity/heat problems throughout
 - c. Electrical capacity is at limit in machine room (servers).
 - d. Quality or lack thereof of the HVAC system in IS areas, no control of temp, specifically Friends/Archives climate control not working as well as it should.
 - e. Flooding in basement areas; Water comes into microforms room after heavy rains. Other areas have flooded also
 - f. Mold problems, bad lighting, lack of natural light
 - g. ECS needs windows. Claustrophobic environment.

4. Security Issues
 - a. Security and vandalism are problems with 24-hour access
 - b. The Archives and the Computing Server room are both only protected by one door from the 24-hour accessible lab. Not enough, considering positions of valuable materials/equipment and doors.
 - c. Security for library materials (inventory re keys and who has which key and to what)
 - d. Alarm on outside door in lower level is faulty.

5. Configuration Concerns
 - a. Layout of library lab is not good -- back to instructor/screen
 - b. Use of computers has increased, not enough workstations for a class
 - c. Office and storage space is spread out across campus, contributing to a fragmentation and overlap of services due to location and space issues (physical) Specifically IT & M and Web Team
 - d. IT & M has rooms in various places, mostly within Lilly (equipment belongs in other buildings for ease of access)
 - e. Labs all around campus have diluted the quality of immediate support.
 - f. The pillars are a problem for nearly all basement areas
 - g. Can't combine teaching lab and student computer lab (different uses), teaching lab doesn't have 24 hour restroom access
 - h. Media lab area is outdated; language use is minimal - video DVD CD is used, carrels are designed for older equipment

6. Aesthetics
 - a. Used to have staff lounge, gone at least 7 years
 - b. Bad lighting, no control of temp, etc.; Need more natural light
 - c. Dated furniture, Lilly especially, could use a decorating update.
 - d. Need separate eating and drinking facilities within libraries.

II. Associated Limits and Restraints

1. Sufficient Space
 - a. Efficiency of staff, productivity hindered
 - b. Utilization of space inadequate
 - c. Opportunities for collaborative pedagogical group learning limited
 - d. Any barrier or hindrance creates an impression of lack of capability
 - e. Group study (student) space limited (computer availability)
 - f. Increased, improved support could be available to faculty and community by using more students, but there is not enough space to work if hired.
 - g. Lack of lab stations.
 - h. If we go toward “BlackBoard,” more computing lab space will be required for students, at least, on a 24-hour basis.
 - i. Archives are at 80% of storage capacity. What to do with offers of major collections coming our way? No room to scan
 - j. Much collaboration around software in sciences - with more space and support, they could do more.
2. Handicapped Accessibility
 - a. *Minimal immediate impact, but could be a problem at any time*
3. HVAC Problems
 - a. *HVAC and Aesthetic constraints cause reduced efficiency, morale, effectiveness*
4. Security Issues
 - a. *Uncertainty of already limited resource availability – Anything we have could be gone tomorrow*
 - b. Bolling is not available 24 hours or weekends.
5. Configuration Concerns
 - a. We need more computers in classrooms—big scramble.
 - b. No place to feed people in library during programming.
 - c. Need projection equipment for Faculty Development Lab.
 - d. Enhancement of computer support services due to scattered locales
6. Aesthetics (see 3. HVAC)

III. Essential Enhancements

1. Sufficient Space
 - a. We need to adjust as our needs change, therefore new space must provide flexibility of configuration
 - b. Integrated facilities with room to expand and grow as needed (expected).
 - c. ECS needs to separate public computer lab from their office spaces—cross-purposes.

2. Handicapped Accessibility
 - a. *Prioritize; fix known, immediately solvable issues*
Example: Handicap button on front door does not work most times.
3. HVAC Problems
 - a. *Prioritize; fix known, immediately solvable issues*
Examples: Friends Archives climate control not working as it should
Server room is at electrical capacity and has bad HVAC
4. Security Issues
 - a. *Prioritize; fix known, immediately solvable issues*
Example: Alarm on outside door in lower level is faulty.
5. Configuration Concerns
 - a. Signage that adequately indicates the location of these fragmentary spaces across campus; within buildings also useful –foreign languages on signage
 - b. USABILITY: Don't cut corners. Examples of snafus:
 1. Barrett-Hoskins great for showing films, but no soundproofing!
 2. Storage closet on lower level built with water pipe right in the middle or doorway.
 - c. User-friendly rooms: Have written instructions for computer set-up in each connected room.
6. Aesthetics
 - a. Comfort and natural light

IV. Specific Changes Addressing Inadequacies

1. Sufficient Space
 - a. Take rolling shelves and put into receiving, cuts storage but increases office space
 - b. Take out wall on BH and turn it into a lab
 1. This is a possibility with the addition of Bolling, but an evening space for watching videos is needed;
 2. Bolling must be scheduled through Runyan and cannot be set-up by IT & M students
 3. BH is scheduled thru IT & M, student workers can set up BH easily; less computer use in BH and more video;
 - c. New fine arts building may solve Tom's archive storage problems.
 - d. If BH and conf room is combined into lab, ECS can reconfigure its lab
 - e. Bolling will relieve other use of BH as reception area; large study rooms upstairs could be used for meetings (are currently scheduled for classes)
 - f. Consolidation of periodicals –compact shelving; put with 1980 and newer
 - g. Expansion of building; need more space, more computers, software, etc.

- h. Improvement of infrastructure
 - i. Improved use of Ronald Gallery
 - j. Add 3rd floor to Wildman. Need windows in main floor.
 - k. Plan areas with good wireless, enough power outlets, and tables.
2. Handicapped Accessibility
- a. Handicapped accessible men's restroom
 - b. Not enough room--new wing for: Information technology, Donna's support services, centralized labs, environmentally adequate room for computers and wheelchair access to them..
 - c. Help increase faculty awareness of accessibility issues
3. HVAC Problems
- a. Make spaces better for human habitation (HVAC, humidity control)
 - b. Install dehumidifiers
4. Security Issues
- a. Better locks between library and 24 hour area would help, but not with books wandering into 24 hour area during the day
 - b. *Card swipe access, cameras*
5. Configuration Concerns
- a. Separate labs from workspaces
 - b. Expanding reference computer lab/consolidating with computer lab in basement -- need single space; need larger areas
 - c. Need integrated help desk
 - d. Consider what services are provided, make analysis of what services are duplicated or could be moved; relocate services and reorganize space accordingly
 - e. Centralize services
 - f. Education for faculty, staff and students as to where to locate services
 - g. Adopt principles of universal design...who will use the space and what will be done there?
 - h. Not enough room--new wing for: Information technology, Donna's support services, centralized labs, environmentally adequate room for computers.
 - i. More loaner laptops, perhaps lent by library, would mean more potential workspaces.
6. Aesthetics
- a. Newer equipment, furniture, layouts, interior design can go a long way to making staff feel better about known inadequacies