Appendix

Project: University of Washington Tacoma  Library Master Plan  Project #: 0708.20
Subject: Kick-off Meeting  Date: July 15, 2008
Attendance: See below  Time: 3:00 pm, Library Rm 222A

Attendance
- UW
  - Serin Anderson
  - Tim Bostelle
  - Cecil Brower
  - Erica Cee
  - Beckie Etheridge
  - Dale Goodwin
  - Don Higgins
- Mithun
  - Brodie Bain
  - Elisabeth Goldstein
  - Charles Lord
  - Marcia Monroe
  - Anna Sather
  - Jennifer Sundheim
  - Carole Svensson
  - Justin Wadland

Library Master Plan Goals
- Provide a vision for the library’s future that acknowledges the changing nature of how information is collected and delivered
- Meet space and adjacency needs, so the library can serve its mission and manage change
- Incorporate design and beauty into practical applications
- Consider atmosphere and environment as well as management of operations
- Promote the library’s role as the intellectual heart of the university
  - Identify the existing and future relationships of the library to other departments on campus
  - Identify if the Teaching and Learning Center (TLC) should move to the library, creating a transition from library to “Learning Commons”
- Align library planning with the goals and framework of the Campus Master Plan
- Identify phasing for completing the library master plan
- Identify and plan for how changes affect logistics and operations
- Identify better ways to utilize existing spaces

UWT Library Mission
- Because UWT is a branch campus of the University of Washington in Seattle, the UWT library operates under the umbrella of the UW Library system, while still maintaining its own identity, serving its campus, the city of Tacoma, and the South Puget Sound region.
  - Collections are shared with SUMMIT, a library catalog that combines information from Pacific Northwest academic libraries into one database

Kick-Off Meeting
University of Washington Library Master Plan
07/15/08

- Foundation Center Collection utilized by nonprofit community
- Tacoma School of the Arts students are onsite and frequent the library
- Participant in Tacoma Art Museum artwalks
- The focus of the UWT Library is curricula support.

TLC Mission
- The TLC focuses primarily on supporting the academic success of UWT students

Concurrent Planning Efforts
- UWT Library Strategic Plan – 2008/3:
  - Developed a first draft with Phase 3/funding requests in mind
  - A longer strategic planning process will be implemented in the future
- Phase 3: Library expansion space will be built in a new building on Jefferson Ave, across the railroad right of way from the library
  - This space is viewed as ‘temporary’ until more space becomes available in future phases
  - The Jefferson building will also house classrooms, faculty and administrative offices
  - The amount of library space allotted for the Jefferson Building will not meet the library’s space needs and by being in a separate location will provide challenges for operations and management
  - Of the latest 3 schematic design options presented by Thomas Hacker Architects, Option B is the most reflective of space needs
- TLC relocation
  - TLC will be moving to GWP (Academic Building) the summer of 2009

Visioning Discussion
Identity
- It is important to maintain and promote the unique qualities that make it a “Library”
- Representative of the University
- Rich high-tech environment
- A “third place” to go beyond the office and classroom

Spaces
- Community/group spaces
  - People move in “social swarms” and shape their spaces as needed
- Multi-use spaces
- Collaborative spaces
- “Loud” and “Quiet” spaces
- ‘See and be seen’ spaces
- Retail/coffee/food
- Event space
- Spaces and resources for faculty
  - Offices
  - Faculty Development Center
- Graduate work spaces
- Resource centers
- Leisure reading and periodicals browsing areas
- Multiple electrical outlets and adequate lighting throughout
- Technical support space and infrastructure

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Kick-Off Meeting
University of Washington Library Master Plan
07/15/08

Adjacencies
- Focus on interaction and intellectual engagement
- Co-location of services
- Fast, easy access to Collections
- Strong connections to faculty and staff to influence curricula and instruction

Operations and Management
- 24 hour operation
- Sustainable with resources and operations
- Use resources to create new content and provide the appropriate spaces and staff for this to occur
- Data will become more proprietary, and libraries will need to plan accordingly
- Self-checkout system
- Cross-training
  - Possibly set up a central service desk to serve the whole library
- More technical staff
- Provide a user-friendly environment
- Provide more programming and special events

Appendix

Project: University of Washington Tacoma Library Master Plan
Project #: 07308.20
Subject: Library Administration
Date: July 18, 2008
Attendance: See below
Time: 10:00 am, Library Rm 222A

Attendance
- UWT
  - Serin Anderson
  - Tim Bostelle
  - Dale Goodvin
  - Don Higgins
  - Marcia Monroe
  - Jennifer Sundheim
  - Carole Svensson
- Mithun
  - Brodie Bain
  - Elisabeth Goldstein

Library Administration Organization

Existing
- Director
  - Oversees whole UWT Library operation
  - Also Associate Dean of UW Libraries
- Administrative Assistant
  - Supports budget
  - Filing, mailing, scheduling

Future
- Growth of the library will require growth of staff
  - Need to tie enrollment numbers to services library provides
  - The comparable institution analysis should look at the amount of space relative to student population and hours of operation
  - 16 people provide services for 2,000 FTEs – will staff numbers need to multiply by 5 to serve a campus with 10,000 students?
  - Overall organization of the library could change in response to campus growth
- University will need to break away from UW Seattle in terms of copy services, printing services, IT services and handle its own maintenance and repair
- The library should continue to be a destination for University residents and visitors

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Spaces
Existing - Administration
- 2 offices - the director and administrative assistant each have an enclosed office
- Work/supply/mail area
  - Fax, printers, files, supplies, copier, mail, staff common area
  - Used to be media services space
  - This space was modified with temporary walls to fit 2 staff offices
  - Needs a foyer or entry space
- Storage
  - The darkroom originally designed for media services now serves as a supply closet

Future - Administration
- Staff room with kitchen, mail
- Offices or workstations for additional staff

Existing – General Library
- 2 study rooms have been converted to offices
- Open study carrels are the least favorite among library patrons
- Snoqualmie reading room is under-utilized
  - Not quiet, echoes too much, chairs are heavy
  - Not a comfortable space
- 140 seats for 2,000 students – not enough (need at least 300-400)
  - UW Bothell currently has 800 seats for 3,000 students
- One instruction space – not enough

Future – General Library
- Need multi-purpose spaces – incorporate flexibility into space needs
- Dedicated instruction spaces – not classified as ‘classrooms’
  - A ‘classroom’ designation makes it available for scheduling by the greater campus community
  - Larger instruction spaces to accommodate a class
  - Smaller instruction spaces for impromptu or scheduled consultations
- Don’t need private offices for staff – provide open workstations for most
- Staff meeting areas need to be available for each library function
- More robust infrastructure – space for servicing equipment
- Need periodical and reading spaces
- Need study spaces
  - Soft seating, computers, tables and chairs
  - Need a range of quiet study space and loud active space
    - A quiet place or sanctuary should be available as a place of contemplation and refuge
    - Need 40 individual group study rooms where students can ‘park’ and feel comfortable leaving their belongings if they need to leave the room for a few minutes
    - Key card access and reservation system
- Provide seats at minimum for 20% FTEs
- 10+ tables/chairs - Big tables are preferred, students like to spread out materials
- 20 cluster carrels
- Need more presentation rooms
- Sound and acoustical properties should be considered in the design of the library
  - No lofts, concrete floors, or metal roofs
- Gallery space - minimum of 300 sf (to accommodate traveling exhibits)
- A fireplace would be a nice element to promote a sense of gathering
- Display spaces to communicate information to patrons and highlight faculty publications and research
- Need event/reception space

Adjacencies
Existing - Administration
- Work/supply/mail area
  - Currently located on the 2nd floor behind a locked door
  - Not ideal for staff interaction
  - Needs to be more central, open, and accessible
  - Mail and copy/print area could possibly be placed in a different location – must be secure

Existing – General Library
- 2 staff are located in offices outside of the library (in Cherry Parkes)
- Media and print/copy services are located in the Mattress Factory
  - It is difficult to direct people to these locations, especially for people who need ADA-compliant access
- Safety
  - Offices in isolated areas – have to keep offices locked
  - Staff sometimes work alone
  - Currently have 1 camera
  - Loading dock area does not feel safe at night

Future
- Promote connections between people - business occurs through spontaneous interactions
- Library functions should be close together
- Staff need to be located more closely for collaboration, but cannot be far from service points
- Access Services needs to be on the front line
- Media and print/copy services could be part of the library
  - Existing loading dock would be useful for these additional services
  - Co-location will make these services more accessible to the campus community
  - “Loud” study spaces should be located in places that are active and energized by people
  - Instruction spaces should be located so that they do not disturb quiet areas
  - Designated quiet spaces should not be located near the loud, active spaces
  - It would be ideal to locate quiet, contemplative areas near green space and/or maximize views to the outdoors
  - Include artwork
  - Gallery space will promote relationships with the community
  - Display space needs to be located in a central location as well as throughout the library
- Safety
  - Campus Safety advocacy would be helpful, since the library will increase its hours to a 24 hour operation
  - Reserved parking adjacent to the library for night staff
  - All entries/exits should feel safe
  - Students and staff need a safe place to leave their belongings
  - Implement a key card system
  - Provide good visual access to all areas of the library
  - Layers of security are important
Teaching & Learning Center
University of Washington Tacoma Library Master Plan
07/18/08

Future
- Verbal
  * Staff needs will need to grow in proportion with the growth of the campus
  * Will need to be open on weekends, with students living on campus
- Math
  * Will need 5 tutors continuously available
- Testing
  * Expand general education testing
  * Offer GRE, GMAT, etc. with potential to expand service to community
- Offer more online services
- More computer-assisted learning

Spaces
- General
  * Current configuration of TLC in the Keystone building is an irregular shape and has “wasted” space
  * TLC will move to CWP - summer 2009
  * Disadvantage in that there is only one entry – shape is difficult
  * Security is a concern for short-staffed times
  * Classroom across entry hall may be used by TLC as well

Existing - General
- Mix of ‘quiet’ spaces and ‘loud’ spaces
- More spaces for group work
- Tables, soft seating, comfortable chairs
- Electrical outlets for students to plug-in laptops
- Storage closet
- Dedicated lounge/break area for tutors
- Copy/room work
- Secure shelving and storage for textbooks (each for verbal and math)
- Dedicated Faculty Development Center
- Spaces should be inviting, bright, and pleasant

Existing - Verbal
- 7 computer stations
- KEY 216 widely used

Future - Verbal
- 5 additional computer stations
- Dedicated Reading Lab
- 1-2 additional rooms like KEY 216
  - 16 occupants
  - Projectors, whiteboards, flip charts, electrical outlets
- 2-4 group study rooms (possibly shared with the library)
  - 6 occupants
  - Projectors, whiteboards, flip charts, electrical outlets
- Need more tables
- Sound-proof booths for multilingual services

Existing - Math
- Difficult to predict space needs, since drop-in format varies the number of students who use the TLC at one time - peak times are before midterms and finals
Appendix

Teaching & Learning Center
University of Washington Tacoma Library Master Plan
07/18/08

- The number of students seeking math support is continuously growing
- A converted office is widely preferred for group study
- 4 computer stations

Future - Math
- Classrooms for group instruction
- Range of study spaces
  - Individual study space
  - Groups of 3-4
  - Groups of 7-8
- Whiteboards are important
- 3 additional computer stations

Adjacencies
Existing
- Bathrooms located within the TLC are noisy – preferable to have them available immediately outside of the suite
- TLC markets their services through faculty, presentations to classes, and online
- “Learning Cave” in library to facilitate group work – opens Fall 2008
  - Based on CP103 as a test for future TLC growth
  - ‘Learning pods’ with movable dividers, tables, chairs, and big screen TV

Future
- A central location that is easily accessible to students is important (near academic spaces is an advantage)
- Math spaces need to be located where they can be loud and not disturb others
- ADA station needs privacy for talking to computer
- Confidentiality is not as much of an issue – not a remedial program
- Bookshelves
  - Need to be located as appropriate to various subjects
  - Need to be more accessible and visible
- A nearby location for food and lounging – it is not appropriate for food to be brought into the TLC, but since students stay at the TLC for many hours, they need a nearby place they can take a break and eat
- Math and Verbal function separately, but should remain under the TLC organizational structure
- Testing could be located separately from the rest of the TLC – could require access to computer lab
- TLC as part of the library
  - Pros
    - A more accessible location will increase traffic and use
    - “One stop shop” is an advantage for students
    - Increased collaboration opportunities
  - Cons
    - Concern about losing identity (having own entrance is important)
    - Loud, interactive spaces for instruction and tutorial may be counter to a library environment, which traditionally provides spaces for quiet, solitary research and study

Handouts received at meeting:
Space Needs – Verbal, 1 Year and 5 Years Out: Think Progression
UWT Teaching and Learning Center (TLC) Space Needs Assessment: Math Center

Project:
University of Washington Tacoma
Library Master Plan
Subject:
Access Services & Media
Project #: 07308.20
Date: July 22, 2008
Attendance: See below
Time: 12:30 pm, Library Rm 239

Attendance
- UWF
  - Marcia Monroe
  - Cecil Brower
  - Dan Mandeville
  - Megan Watson
  - Dale Goodvin
  - Justin Wadland
- Mithun
  - Brodie Bain
  - Elisabeth Goldstein

Organization
Existing
- Access Services (includes circulation, reserves, serials, and media)
  - Provides resources and materials to serve patrons
  - Manages day-to-day maintenance of the stacks – make sure everything is in order and visually appealing
  - 6 staff, plus 3-10 student assistants
- Circulation
  - First encounter for patrons as they enter the building – acts as an information desk and main line of contact for asking questions and reporting problems
  - Checks out books
  - Processes inter-library loans
    - Prepares electronic requests from Seattle, Bothell, etc.
    - Student assistants pull items for electronic requests
    - 5 to 10 student assistants a day (3 at a time)
    - Items compiled for shipping out
  - Handles shipping and receiving, processing of mail
  - Printing/copying support
  - Shifts books from active stacks to auxiliary stacks (6,000 books a year)
- Reserves
  - Make course materials available to students
  - Processing - labeling, bar coding, scanning
- Serials
  - Receives 30-50 serials daily on a hand truck through campus mail

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Serials
- Stores 3 months of newspapers at loading dock – inconvenient, not accessible, clumsy
- Periodicals had to close, not enough room
- No microfilm subscriptions
- Shelving is not user-friendly

Media
- Media collection is in heavy demand and will continue to grow
- Uses compact shelving
- All of the media processing happens at one work desk in the circulation processing room – needs more dedicated space
- Need to advertise that collection is available since there is no browsing area
- Need space for equipment ideally in sound-proof booths (currently have 4 televisions)
- Separate media checkout from the main circulation desk is ok but needs to be staffed same hours as library
- Ideal to have a public service desk associated with a Media and Visual Resource Center so that it stays integrated with the library

Visual Resources
- Need workspace for student assistants
- Ideal to have a visual resources center with media combined (both UW Seattle and UW Bothell have them)
- Need space for ADA access

Adjacencies
- Need strong adjacency among all groups in Access Services
  - Near public
  - Near loading dock
  - Near elevator for 2nd floor
- Circulation
  - Need constant staff at circulation desk
  - Need to be near fax, copiers, and printers
  - Location is congested at entry, interrupts traffic flow
  - Noisy because of carts, and inner workings of library (should be hidden)
  - Near copy/mail would be an advantage - they could handle shipping and receiving
  - Processing area should not be integrated with offices and work stations. Processing area should be dedicated to processing.
- Reserves
  - Reserves staff is currently not located together – 1 is located near a scanner
  - Scanning should be available close to access services
  - Reserves staff should be near media and near the circulation desk
  - Potential for faculty interaction – not currently in high demand
- Serials
  - Head of Serials’ office does not have to be near the Serials collection
- Media
  - Head of Media office is located in Cherry Parkes, which separates him from the library and more specifically, media staff and collections
- Campus
  - Will need more book drops around campus
  - The campus should have an information center, so the circulation desk does not have to provide this function
Appendix

Project: University of Washington Tacoma Library Master Plan
Project #: 07308.20
Subject: Reference/Community Outreach/Instruction
Date: July 23, 2008
Attendance: See below
Time: 1:00pm, Library Rm 222A

Attendance
- UWT
  - Anna Salter
  - Carole Svensson
  - Justin Wadland
  - Jennifer Sundheim
  - Beckie Etheridge
  - Suzanne Klinger
  - Erica Cee
  - Michelle Massero
- Mithun
  - Brodie Bain
  - Elisabeth Goldstein

Organization
- Staff
  - 7 librarians each with dedicated subject area for instruction
- Reference
  - Manage the Reference stacks – move materials as needed, as programs grow, and new programs are brought in
  - Materials are becoming more available in electronic format but are more expensive
  - UWT will retain 50% of their print reference materials (5 year projection) but will fill space with growth of materials
- Community Outreach
  - Manages nonprofit collection
  - Manages displays and events
  - Coordinates docent program with student volunteers
  - Marketing and PR for the library
- Instruction
  - Teaches people how to use the library and its resources
  - Teaches research techniques and critical thinking skills
  - Classes

Reference/Community Outreach/Instruction
University of Washington Tacoma Library Master Plan
07/23/08
- Instruction occurs in the library and in campus classrooms and computer labs
  - 25-30 per class
- Schedule consultations with individual students – need computer access
- Students are referred back and forth between the library and TLC
- Workshops are open to the community
  - Nonprofit
    - Summer camp (math, science, leadership)
    - High school groups
  - Puget Sound Writing Group – 18 teachers in class at the library for several weeks
- Supports online learning through professional associations

Spaces
General
- Need space for student assistants to keep personal belongings
- The library building is noisy
- The seating is heavy and uncomfortable
- Lighting
  - Need effective task lighting
  - Better lighting at entry
  - Glare is an issue, as is heat gain
- Signage should reflect what people do as opposed to organizational structure (it is not clear to patrons what each group does)
  - Could be incorporated into furniture with phrases such as, “Check out books” and “Research help”
  - Ideal to have a “creation station” – technology-heavy and will need staff support
- Potential for Learning Commons – will require more staffing
- Larger library will need onsite maintenance of equipment
- Need flexible space for growth

Reference
- Create a user-friendly environment for asking questions
- Reference Desk
  - Computer use is one-sided - the students should be able to easily view on a computer display what a Reference Librarian wants to show them
  - A circle would be a good desk configuration
  - ADA-compliant
  - Stools are not user-friendly or comfortable
  - Flexibility is important
  - A reference desk is important to have – King County experiment to remove desk does not work
- Seating
  - Students should have enough space to spread out and feel a sense of privacy
  - Soft seating, computer stations, tables
  - Need ADA-compliant/universal design for spaces and furnishings
  - Current seating is full at peak times (between 1-2pm)

Community Outreach
- Currently hold events in the Snoqualmie Room for 30-40 people
  - Disrupts study
  - Can only be held at a time when the library is not busy
  - Need event space for 75-100 people
- Ideal to have a minimum of 5,000 sf for traveling exhibits to be displayed in the library
- Need work space and storage for putting together displays, exhibits - processing currently takes place on library shelves and tables

Instruction
- Need consultation rooms with 2-3 computers
- Need dedicated classrooms not scheduled by rest of campus
  - Need at least 1 classroom, potentially 2
  - Sized for 40-50 people
  - Could be flexible to allow for group study, presentation development, and meeting room functions
- Need technology to accommodate online training and video-conferencing

### Adjacencies

**General**
- Need communication between all service desks
- Student assistants currently have workstations in the loading dock area – need to be located closer to reference area and in a better working environment
- Loading Dock is not an important adjacency (currently located near Reference)
- Need more IT support

**Reference**
- Visibility is a big issue
  - Possible joint desk with the Circulation desks?
- Don't like having students sitting behind desk (can't be seen)
- Public, visible, collections, computers, librarians, Instruction

**Community Outreach**
- Event spaces could be shared with other library functions
- Head of Community Outreach office is located in Cherry Parkes

**Instruction**
- Consultation rooms should allow for privacy, and not disrupt adjacent areas
- Classroom(s) should be near collections for easy access to resources
- Collaborates with the TLC to give instruction to Nursing students

### Reference/Community Outreach/Instruction
University of Washington Tacoma Library Master Plan
07/23/08

### Meeting Notes

**Project:** University of Washington Tacoma Library Master Plan
**Project #:** 07308.20
**Subject:** Collections
**Date:** July 25, 2008
**Attendance:** See below
**Time:** 10:00 am Library Rm 222A

#### Attendance
- UFW
  - Serin Anderson
  - Jennifer Sundheim
  - Dale Goodwin
  - Carole Svensson
  - Charles Lord
  - Dan Mandeville
  - Justin Waddell
  - Cecil Brower
  - Marcia Monroe
- Mithun
  - Brodie Bain
  - Elisabeth Goldstein

#### Organization
- Collections are driven by the library’s curricula-support mission
  - Adding freshmen and sophomores to campus will significantly grow collections
  - Class sizes are growing as well – influences the amount of circulating materials needed
  - Need to expand collections for general studies and introduction classes
  - Need to expand collections to support Master level students and thesis collection
  - Faculty need research support for tenure
  - Program needs
    - Arts & Sciences, Humanities - monograph-based
    - Clinical Nursing – journal-based, will require more online access
    - Engineering – will need more handbooks and journals
    - New creative writing program – will need access to journals (not available electronically due to industry standard)
    - Body Image courses – references popular media
  - With students living on campus there may be demand for popular serials and media
  - Volumes
    - 90,000 volumes
    - 378 serials (physical)
    - 701 serials subscriptions
  - Media
    - Growing exponentially

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Collections Meeting
University of Washington Tacoma Library Master Plan
07/25/08

• Very expensive due to copyright limits
• Equipment-based – need to provide as an archive, even though the technology has been phased out
• Streaming video quality based on infrastructure – costly to update

Microfilm
• UW will not increase its subscriptions
• Growing trend for digitizing microfilm – very expensive

Special collections
• Community histories project
• Children’s literature
• Historic newspapers – too expensive to buy digital collection

Archives
• UW does not have its own archives – will need dedicated staff and space
• The growing alumni base will result in donations and gifts
• Community members also donate items

UW Libraries
• Cost of licensing material is based on the size of the institution – being part of the UW library system makes the cost very high since it accounts for the size of the UW Seattle as well as Bothell and Tacoma
• UW Seattle is the archival institution – UW is not planning to become a stand-alone library
  • Interlibrary loan will continue to be very important
    ◦ Timing needs to improve – takes 3 working days on average (no weekend delivery)
    ◦ Need to keep a proportionate number of duplicates available relative to the demand of the interlibrary loan, so resources are available to locals as well
    ◦ Faster turnaround time of interlibrary loan can help reduce need for duplicates
  • UW benefits from having access to UW Seattle’s collection
  • UW sends out more resources than it takes in – the technology collection is very good

Summit – regional library system (online catalog)

Spaces
• Need significantly more space for collections
  ◦ Open stacks
    ▪ Open stacks are important – browseability is important
    ▪ Media should not be in browseable stacks unless the space allowed for security measures
    ▪ Digital libraries with Amazon-like (retail) format are nice add-on but doesn’t replace the need for physically browsing stacks
  ◦ Shifting of collections to auxiliary stacks is a problem
    ▪ Limited space in the library requires shifting of collections to auxiliary stacks every year
    ▪ Limited space makes process of shifting the stacks difficult and inefficient - takes a few months to process and each book is ‘touched’ many times

• Need more archival space
• Need more space for special collections
• Serials – need a browseable display area
• Maps/atlas/folio items – need special shelving
• Art, Architectural books and other oversized items need special shelving
### UWT Library

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<th>Existing</th>
<th>Existing Need</th>
<th>Notes</th>
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<tr>
<td>student FTES</td>
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<td>2,511</td>
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<tr>
<td>Professional &amp; Classified Library Staff</td>
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<td>Student Assistant FTEs</td>
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<td>Seats</td>
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<td>seating provided for 15% of student FTEs*</td>
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<td>Monographs</td>
<td>97,150</td>
<td>97,150</td>
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<td>Staff/Admin ASF</td>
<td>3,670</td>
<td>4,228</td>
<td>addition of 2 staff offices currently located outside the library; 1 small meeting room; lockers for student assistants</td>
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<td>Operations/Processing ASF</td>
<td>15,075</td>
<td>3,510</td>
<td>addition of processing space for UMT, serials, reserves, circulation, media, outreach; small consultation room; 40 seat lab</td>
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<tr>
<td>Common Seating ASF</td>
<td>11,300</td>
<td>30 sf per seat*</td>
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<tr>
<td>Collections ASF</td>
<td>9,811</td>
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<td>includes auxiliary stacks</td>
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| Monographs | 7,000   |
| Reference  | 1,271   |
| Serials    | 775     |
| Media      | 90      |
| Microfilm  | 225     |
| Nonprofit  | 100     |
| Special Collections | 300 |
| Maps       | 50      |

**Total Library ASF**

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<th>18,745</th>
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Jefferson Bldg - Phase 3

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<td>Total</td>
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*Planning Academic and Research Library Buildings, 3rd Edition*
## Appendix

### UWT Library

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<th>Existing Need</th>
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<td>2,511</td>
<td>2,511</td>
<td>4,468</td>
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<tr>
<td>Professional &amp; Classified Library Staff</td>
<td>16</td>
<td>16</td>
<td>28</td>
<td>seating provided for 15% of student FTEs*</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>Seats</td>
<td>215</td>
<td>377</td>
<td>670</td>
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<tr>
<td>Monographs</td>
<td>97,150</td>
<td>97,150</td>
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<td>Staff/Admin ASF</td>
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<tr>
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<tr>
<td>Maps</td>
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*Planning Academic and Research Library Buildings, 3rd Edition*
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<th>Existing Need</th>
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<tr>
<td>Seats</td>
<td>215</td>
<td>377</td>
<td>670</td>
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<td>seating provided for 15% of student FTEs*</td>
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Jefferson Bldg - Phase 3

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*Planning Academic and Research Library Buildings, 3rd Edition*
## UWT Library Comparables

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<th>SCUP*</th>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seats</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Monographs</td>
<td>135,700</td>
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## Central Washington University

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<tr>
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<th>SCUP**</th>
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<tr>
<td>Monographs</td>
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<tr>
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<td>102,789</td>
<td>118,056</td>
<td>98,418</td>
<td>112,000</td>
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</table>

*Society for College and University Planning  2006 Campus Facilities Inventory Report - Public 4-Year Institutions [2,500-5,000 FTEs]*

**Society for College and University Planning  2006 Campus Facilities Inventory Report - Public 4-Year Institutions [5,000-10,000 FTEs]
### UWT Teaching & Learning Center

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Existing Need</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>student FTES</td>
<td>2,511</td>
<td>2,511</td>
<td></td>
</tr>
<tr>
<td>Professional TLC Staff</td>
<td></td>
<td></td>
<td>addition of 1 multilingual consultant, 1 faculty development consultant</td>
</tr>
<tr>
<td>Student Assistant FTEs</td>
<td></td>
<td></td>
<td>approx. 1 student assistant fte per 15 seats</td>
</tr>
<tr>
<td>Seats</td>
<td></td>
<td></td>
<td>addition of 3 computer stations, 6 study tables, 4 consultation tables, and 3 group study rooms (80% increase in seating)</td>
</tr>
<tr>
<td>Staff/Admin ASF</td>
<td>939</td>
<td>1,566</td>
<td>addition of 2 professional offices, tutor work area (2 workstations), storage closet, and staff break area (separate from print/copy room)</td>
</tr>
<tr>
<td>Open Lab ASF</td>
<td>2,080</td>
<td>4,320</td>
<td>30 sf per seat</td>
</tr>
<tr>
<td><strong>Teaching &amp; Learning Center ASF Keystone</strong></td>
<td>3,019</td>
<td>5,886</td>
<td>Includes Math &amp; Science Lab, Writing &amp; Instructional Center, Reading Lab, and Faculty Development Office</td>
</tr>
<tr>
<td>GWP 102</td>
<td>3,469</td>
<td></td>
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</tr>
<tr>
<td>GWP 101 Classroom</td>
<td>743</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BB 102</td>
<td>958</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total in Academic Building</strong></td>
<td>5,170</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*space needs could be reduced by providing staff with open workstations in an office suite instead of individual enclosed offices*
# Appendix

## UWT Teaching & Learning Center

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Existing Need</th>
<th>Phase 4</th>
<th>Notes</th>
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<tr>
<td>student FTES</td>
<td>2,511</td>
<td>2,511</td>
<td>4,468</td>
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</tr>
<tr>
<td>Professional TLC Staff</td>
<td>6</td>
<td>8</td>
<td>12</td>
<td>1 Director, 1 Assistant Director, 1 administrative coordinator, 1 learning strategies consultant, 1 online services consultant, 1 multilingual consultant, 2 writing consultants, 1 reading consultant, 2 math consultants, 1 science consultant approx. 1 student assistant fte per 15 seats</td>
</tr>
<tr>
<td>Student Assistant FTES</td>
<td>4</td>
<td>9</td>
<td>17</td>
<td>2 workshop rooms, 8 group study rooms, 10 study tables, 21 consultation tables, 32 computer stations, 3 ADA stations, (80% increase in seating)</td>
</tr>
<tr>
<td>Seats</td>
<td>79</td>
<td>144</td>
<td>265</td>
<td></td>
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</table>

| Staff/Admin ASF    | 939      | 1,566         | 2,578   | addition of 4 staff offices, 2 workstations in tutor work area; proportional increase in admin space |
| Open Lab ASF        | 2,080    | 4,320         | 7,950   | 30 sf per seat                                                        |

### Teaching & Learning Center ASF Keystone

- **GWP 102**: 3,469
- **GWP 101 Classroom**: 743
- **BB 102**: 958

**Total in Academic Building**: 5,170

Includes Math & Science Lab, Writing & Instructional Center, Reading Lab, and Computerized Support Lab

### Faculty Development Center

- **GWP 102**: 484

484 1 Director, 1 Office Support, resource shelving/storage, meeting area

*Faculty Dev. Center can be located in a separate location from the TLC*
### UWT Teaching & Learning Center

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Existing Need</th>
<th>Phase 4</th>
<th>Full Build Out</th>
<th>Notes</th>
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<tr>
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<td>2,511</td>
<td>2,511</td>
<td>4,468</td>
<td>10,000</td>
<td>1 Director and 1 Assistant Director; 1 Admin Coordinator; 1 Office Assistant; 2 Reading Lab staff; 2 Online services staff; 1 Learning Strategies staff; 1 Multilingual staff; 6 Verbal Staff; 4 Math Staff; 2 Science staff</td>
</tr>
<tr>
<td>Professional TLC Staff</td>
<td>6</td>
<td>8</td>
<td>12</td>
<td>22</td>
<td>approx. 1 student assistant FTE per 15 seats</td>
</tr>
<tr>
<td>Student Assistant FTEs</td>
<td>4</td>
<td>9</td>
<td>17</td>
<td>25</td>
<td>40% increase in seating</td>
</tr>
<tr>
<td>Seats</td>
<td>79</td>
<td>144</td>
<td>265</td>
<td>380</td>
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</tr>
</tbody>
</table>

| Staff/Admin ASF      | 939      | 1,566         | 2,578   | 4,602          | Addition of 10 professional staff offices, 2 workstations in tutor work area, and proportional increase of admin space |
| Open Lab ASF         | 2,080    | 4,320         | 7,950   | 11,400         | 30 sf per seat                                                                      |

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<th>5,886</th>
<th>10,528</th>
<th>16,002</th>
<th>Includes Math &amp; Science Lab, Writing &amp; Instructional Center, Reading Lab, and Computerized Support Lab</th>
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<tbody>
<tr>
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<td>3,469</td>
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<td>GWP 101 Classroom</td>
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<td>BB 102</td>
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</tr>
<tr>
<td>Total in Academic Building</td>
<td>5,170</td>
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</table>

**484 Faculty Development Center***

484 1 Director, 1 Office Support, resource shelving/storage, meeting area

*Faculty Dev. Center can be located in a separate location from the TLC
## Appendix

### UWT Teaching & Learning Center Comparables

<table>
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<tr>
<th></th>
<th>UWT Phase 4</th>
<th>UWT Full Build Out</th>
<th>Central Wash. Univ. Existing</th>
<th>Central Wash. Univ. Need</th>
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<td>7,567</td>
<td>12,979</td>
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*Math Lab, Writing Lab, Reading Lab, Computerized Support*
# Appendix

## UWT Library & TLC

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<th>Library Phase 4</th>
<th>TLC Phase 4</th>
<th>Library &amp; TLC shared Phase 4</th>
<th>Space Savings</th>
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<td>17</td>
<td>33</td>
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<td><strong>Seats</strong></td>
<td>670</td>
<td>265</td>
<td>869</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>25% of TLC seating shared</td>
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<td>50% of TLC seating shared</td>
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<td>50% of seating shared</td>
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## Library & TLC

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<th>Library &amp; TLC shared Full Build out</th>
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<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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<tr>
<td><strong>Professional Staff</strong></td>
<td>54</td>
<td>22</td>
<td>76</td>
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</tr>
<tr>
<td><strong>Student Assistants</strong></td>
<td>32</td>
<td>25</td>
<td>57</td>
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<tr>
<td><strong>Seats</strong></td>
<td>1,500</td>
<td>380</td>
<td>1,785</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25% of TLC seating shared</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>50% of TLC seating shared</td>
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<tr>
<td><strong>Staff/Admin ASF</strong></td>
<td>15,196</td>
<td>4,602</td>
<td>18,877</td>
<td>920</td>
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<tr>
<td><strong>Operations/Processing ASF</strong></td>
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<td>17,519</td>
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<tr>
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<td>45,000</td>
<td>11,400</td>
<td>53,550</td>
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<td><strong>Collections ASF</strong></td>
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<td>25,074</td>
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<tr>
<td><strong>Total ASF</strong></td>
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<td>16,002</td>
<td>115,020</td>
<td>3,770</td>
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<td></td>
<td></td>
<td>25% of seating shared</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50% of seating shared</td>
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</tbody>
</table>

TLC needs dedicated office space and reception area but could share other library admin spaces.
## GSF Calculations

<table>
<thead>
<tr>
<th></th>
<th>Phase 4</th>
<th>UWT Full Build Out</th>
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<tbody>
<tr>
<td>student FTEs</td>
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<td>Monographs</td>
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<table>
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<tbody>
<tr>
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<tr>
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<tr>
<td>Collections ASF</td>
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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Library ASF</td>
<td>49,534</td>
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</tr>
<tr>
<td>Total Library GSF (.6 efficiency) plus loading dock</td>
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<td>171,814</td>
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<tr>
<td>Total Library ASF w/ TLC</td>
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<td>115,020</td>
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<tr>
<td>Total Library GSF (.6 efficiency) plus loading dock w/ TLC</td>
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<td>192,200</td>
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<td>Total Library ASF w/ TLC</td>
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<td>93,118</td>
<td>187,450</td>
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