Getting it together for libraries:

Designing a collaborative learning centre
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Challenges facing Library designers

Libraries today need to be:

- Flexible;
- Multifunctional;
- Powered and cabled to be robust and extendable;
- Open and spacious;
- Designed with the appropriate infrastructure.
Role of Libraries

- Places of learning and knowledge pursuit;
- Repositories for published material;
- Provide access to electronic resources;
- Place for people to meet;
- Place to study
Increased demands on Library buildings

- Quiet study places;
- Access to electronic resources
- Social places;
- Teaching spaces;
- Access to variety of equipment;
  - Photocopiers;
  - Scanners;
  - Computers
Managing Library Space

- Lack of space a perennial problem;
- Large investment required for library buildings;
- Calculating space requirements.
- Preserving the past;
- Planning for the future;
- Flexibility is the key.
Creating an intelligent library design for the 21st century

- 13 steps to Library design;
- Large or small projects;
- No matter what size budget;
- New building or refurbishment.
1. Look at the big picture:

- Having a long-term view of the required outcome while developing the design brief.
- Clearly define the vision of what is required before the project commences.
- Have a clear conception of the purpose of the space being designed.
- Visit other libraries to see how others have redesigned and refurbished their space.
2. Develop the design brief:

- Define the purpose of the space and all the functions that will be performed in it.
- Identify all the stakeholder groups and take their needs into consideration.
- Define client numbers, develop a user profile on who uses the space, the times of the day and year when numbers increase or decrease.
- Investigate traffic patterns and workflow issues relevant to staff.
- Calculate space and size requirements.
3. Consultation with user groups:

- Critical to consult with all relevant stakeholders during this process,
  - key customer groups,
  - senior staff,
  - suppliers, etc.

- Involve staff as much as possible in the design process; encourage them to contribute their ideas.
4. Architect and designer consultations:

- Consult with the architect or an interior designer and provide a design brief.
- Develop more detailed plans based on the design brief.
- Specifications will be drawn up, enabling the project to be costed by a quantity surveyor.
5. Role of the project team:

- Assemble a building project team, consisting of library staff, building project manager, architect, and interior designer if required.
- The library representative liaises with the library staff and the building project team.
- Decide how services will continue whilst building works are going on.
- Keep track of the collection if it is relocated.
- A staged building program will be developed to enable service to continue.
6. Plans available:

- Initial plans should be shown to staff; layout of furniture, etc. can be discussed at this stage.
- Communicate to staff and other stakeholders on the progress of the project.
- Make plans available for viewing by staff and other stakeholders.
- Feedback to the building project team any suggestions for changes to the plans from staff and stakeholders.
7. Final version of plan:

- Agreement on the final version of the plan should be reached.
- Ensure it is signed off and agreed to by all stakeholders.
- The architect will prepare the documentation to enable a quantity surveyor to cost the project.
8. Costing provided:

- The quantity surveyor will provide a detailed costing report to the architect.
- The building project team will review the costing to see if any changes are to be made if there is not adequate funding.
- The architect will then complete the documentation to enable tender documents to be prepared.
9. Tender documents:

- Tender documentation will be prepared and the project will go out to tender.
- When a tender is agreed on the building project team will meet so the client can be informed who the builder is.
- The selected tenderer is informed and awarded the tender.
- The architect and the building project manager will meet with representatives from the building company.
10. Responsibilities of library staff:

- A library staff member will oversee and contribute to the project, and make decisions on the Library’s behalf.
- The library representative should be invited to all building site meetings.
- Communicate the key project dates to all stakeholders, especially customers.
- Regular building project team meetings are held throughout the project.
- The library person will have regular contact with the architect and the building project manager.
11. Quality control:

- It is important to monitor and check that everything is being done as requested all through the project.
- If there are problems identify them early.
- Refer them to the architect or the building project manager to deal with.
12. Hand over of building site back to the library:

- Ensure the architect does a final inspection.
- The builder will be expected to deal with any items that are identified as defects before the final handover.
- Ensure the builder has left the site clean and tidy.
- Library can take over the space and move collections, furniture, staff, etc into the space.
- Celebrate the opening of this new space with your staff, customers, and key stakeholder groups.
13. Defect period

- There is generally a period of 52 weeks allowed for identifying building defects, so ensure that you notify the architect of any defects during this period so the builder can rectify them.
Case Study:

- The Percy Baxter Collaborative Learning Centre in the Baillieu Library.
- Funding allocated August 1999.
- To be completed March 2000.
- $666,000 for the building refurbishment
- Funding from library budget for hardware and software.
- A one stop shop
The process

- Building Project Team set up to develop timelines.
- Set up an Information Commons Advisory Team to plan the project.
- Develop a design brief for the space.
- Develop new concept in service delivery.
- Identify and meet with key stakeholder groups.
Design issues

- Number of workstations
- Training facilities.
- Services to be offered.
- Flexibility.
- Power and data robust and extendable.
- Identify customer segments.
- Look and feel of the space.
- Environmental conditions.
Programs and Services

Venn Diagram of services developed
Selection of equipment and software

- Funding a limiting factor
- Identify the key software required.
- High end Pcs
- Some IMACS
- Scanners
- CD Burners
- Zip drives
- Specialist area for people with disabilities
Open for business

- 56 workstations in public area.
- 2 training rooms for up to 16 people.
- 2 rooms for people with disabilities.
- Consultation room.
- Study tables.
- Staff facilities.
Before we started!
Completed project
Workstation setup