



MEETING REPORT – LIBRARY, OFFICE OF LEARNING SERVICES, AND EDUCATION OPPORTUNITY PROGRAM

REPORT DATE 18 February 2019
REPORT BY Sarah Mojzer
PROJECT SUNY Oswego
Facilities Master Plan Update
PROJECT NUMBER 1827
MEETING DATE 8 February 2019, 11:00 to 12:00 AM
MEETING LOCATION Park Hall 301
DISTRIBUTION Attendees

ATTENDING	OF
Sarah Weisman	Library Director
Chris Hebblethwaite	Library Assistant Director
Lynn Rhys	Library Associate Director
Joey Tse	Educational Opportunity Program Director
Mitch Fields	Associate Vice President for Facilities Services
Brittany Wallace	Junior Project Coordinator
John Inman	State University Construction Fund
Jean Stark	JMZ Architects and Planners
Sarah Mojzer	JMZ Architects and Planners

SUMMARY

Summary of Discussion

Sarah's Vision for the Library

- Sarah has been in her position for 2-1/2 years. She was previously at Corning Community College where she took part in the transformation of their library.
- The Library should be a student-focused environment where everyone is welcome.
- The first thing students should see when entering the Library to be a smiling staff member. Having a welcoming environment is extremely important. Make the Library an engaging space, a destination. Services should be visible and accessible.
- More programming space would be ideal: space for faculty lectures, receptions, art events, performances.
- The Library considers its collocated departments to be learning partners, not tenants. Non-associated departments (like WRVO, the radio station) do not contribute to the success of the Library. The Office of Learning Services (OLS) and the Educational Opportunity Program offices (EOP) that are moving to the Library offer a collaborative approach to learning, which is a good fit for the Library.
- There will be need for additional multipurpose space.

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Instructional Space and Computers

- When the computer classroom and general use classrooms are not scheduled for library instruction, faculty can reserve them. They should be scheduled by the Library.
- The Computer Lab (113) is too small; it will be moving to 101 where there will be 20 computers. This room is used to accommodate faculty when they need access to a computer lab for an occasional class session.
- The additional computers throughout the Library are not needed.
- Thirty laptops are available for checkout within the Library. Secure storage is needed.
- Use of the Maker Space is increasing; Sarah would like to enlarge the Maker Space.

Points of Service

- Staff and service areas should be designed with flexibility in mind. Changes in services should not necessitate changes to layout. The planners were advised to be cautious about planning fixed features that could be abandoned in the future, such as the existing old-fashioned circulation desks that are not staffed.
- Students should have access to printing, scanning, and copying.

Collections

- The physical collection could be reduced by up to 50%. What remains could be housed in high-density shelving.
- Additional space will be required to hold the growing reserve textbook collection. It should be in a secure area near the front service desk.
- Special Collections will grow, but it is difficult to quantify how much or how quickly. The College is not actively pursuing additional items for the collection. If use of the Special Collections increases substantially, additional staff would be required. Currently there is one librarian at 50 percent time, one library assistant at 50 percent time, and one CSEA employee at 50 percent.
- Special Collections has very limited hours (Monday afternoon or by appointment). The Collections don't need to be front-and-center, but the current basement location is not appropriate. A library's special collections help differentiate the institution and should be visible.
- Special Collections should be in a contiguous, climate-controlled space for protection of the materials.

Seating and Open Study Areas

- Soft seating is not frequently used.
- Four-seat study tables are most popular.
- Large groups of students sit close to one another, but they don't necessarily talk and collaborate. This is especially true of the 24-hour study room.
- Students are always asking for more quiet study space.
- Small round tables for one or two in the lobby get used frequently.

24-Hour Study Room and Group Study Rooms

- Sarah would like students to be able to reserve group study rooms on line and within the Library.
- The 24-Hour Study Room is reportedly either too crowded or too loud. It should be expanded, and a quiet zone and group study rooms should be created within the 24-Hour area.



- There are not enough group study rooms. Some of the rooms do not have doors because the original doors did not have view panels that allowed supervision. Study room walls and/or doors should have glass panels to provide visibility into the space, presentation and collaboration technology, and white boards. There are currently:
 - Five group study rooms with doors, technology, and white boards
 - Twelve low-tech group study rooms without doors
 - Two multimedia production rooms
 - 143 enclosed single-user study carrels
- The idea of a restricted-access graduate student study area/lounge is not appealing to Library staff. It doesn't fit with the open, welcoming, student-focused vision of the Library.

Staff Space

- The staff spaces are poorly organized. The overall square footage may be sufficient, but the rooms are not functional.
- There is not a good break room available; staff need a retreat during their breaks.

General Issues

- More daylight is needed throughout the Library.
- Access to power outlets is insufficient. Outlets are needed everywhere a student will sit to work.
- Student clubs are welcome to reserve rooms for functions and meetings, but space in the Library should not be dedicated to student clubs.
- Traveling exhibitions come to the Library. Ways to display them securely should be explored.
- Exhibition space for student work is needed.
- The food/clothing pantry is in a good location in the basement.

Action Items

Tasks to be Completed	Responsible	Status
Provide general collection circulation data and the linear footage of the general collection.	Sarah Weisman	Pending

Functions within the Library

- Library Collection
- 24-hour study room
- One open computer lab
- One computer classroom (15 stations, but need at least 20)
- Two Library instruction classrooms
- The Writing Center
- Lake Effect Café
- 17 group study rooms (total of 149 seats) and 143 individual study rooms
- 2 multimedia production rooms
- 155 casual seating units
- Special collections
- Students Helping Oswego Peers (SHOP), a food pantry in the basement



- WRVO (College radio station)
- Education Opportunity Program (EOP)
- Office of Learning Services (OLS)
- Reference Desk, Circulation Desk, CTS Computing Help Desk
- Staff offices and service spaces

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.