

# Space Inventory

Ellis Space and Facilities Advisory Committee (ESFAC) reviewed all the rooms in Ellis Library as possible offices and work spaces. The inventory lists only rooms large enough to be used as offices. A number of rooms, like those used for faculty studies on 2 East and 3 East, are unsuitable and do not appear in the inventory. The Recorded Sound Center was not included on the inventory because it is the future site of the Disability Testing Center.

A number of rooms currently used for storage are also not on the inventory. These rooms are all windowless. A more pressing problem is where to move their contents. ESFAC does not think staff or materials should be moved from one room to another room unless there is an obvious benefit.

This document contains only an inventory of available, suitable spaces and does not include recommendations for space utilization. Recommendations and proposals will follow based on input from LMT, division heads, and department heads.

Library space fell into three categories:

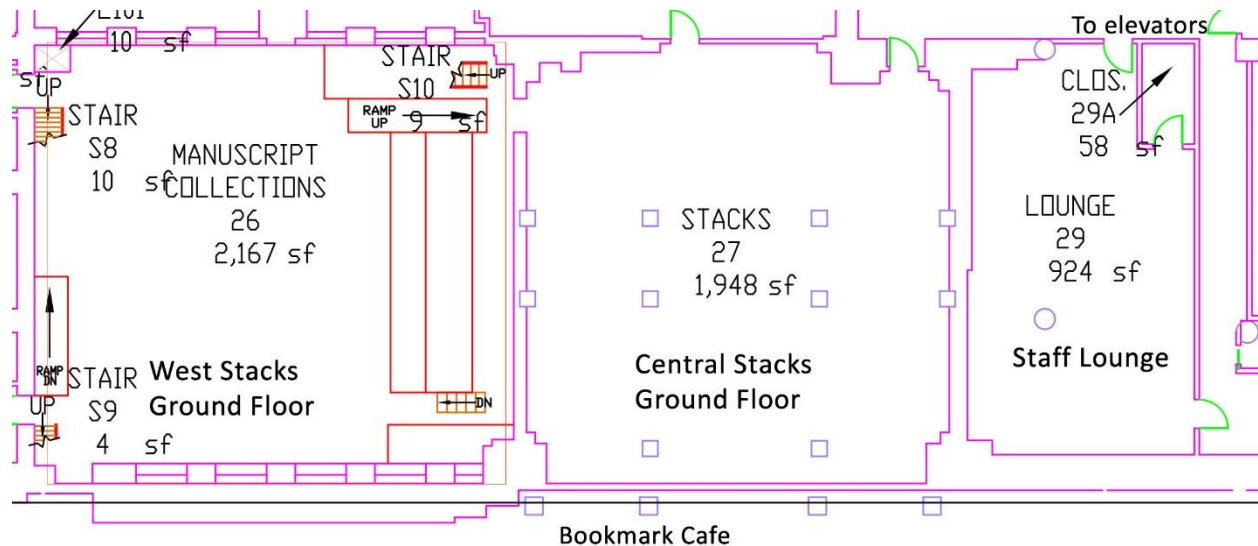
- 1) Currently available spaces that are usable without major modifications. Some rooms might need to be reconfigured.
- 2) Space that would require major modifications. ESFAC identified several spaces where walls could be erected. Student space may be impacted.
- 3) Space not assigned to the library, but which ESFAC believes the library should request.

# 1. Available spaces, no modifications needed

Ground Floor:

Available: Stacks 26 (West ground floor) 2167 sf

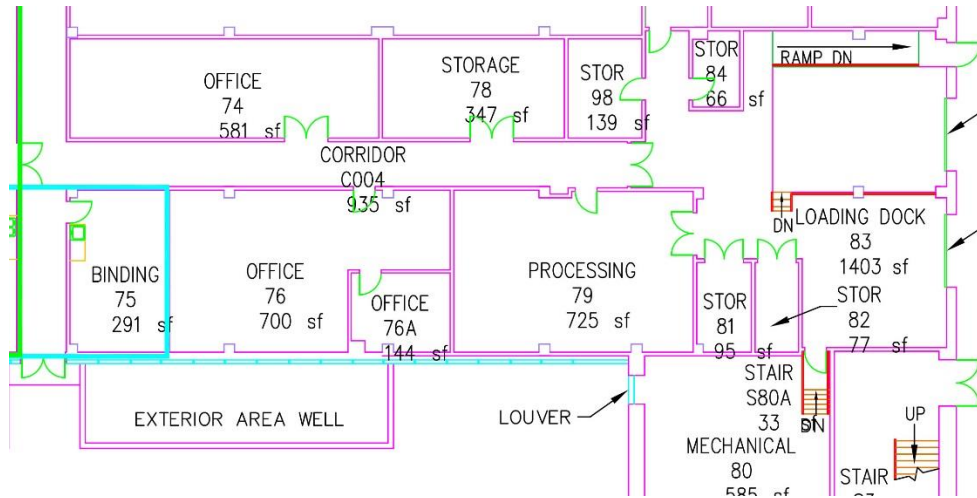
Stacks 27 (Central ground floor) 1948 sf



Room 26 currently holds SHS materials. It cannot be reconfigured for offices because of the stacks that hold up the ceiling, but the stack area can and should be used.

Room 27 currently holds SHS materials. The stacks in the room could be removed. The area is quite large and is located in the middle of the building. Its main door is in a hallway that is close to the elevators.

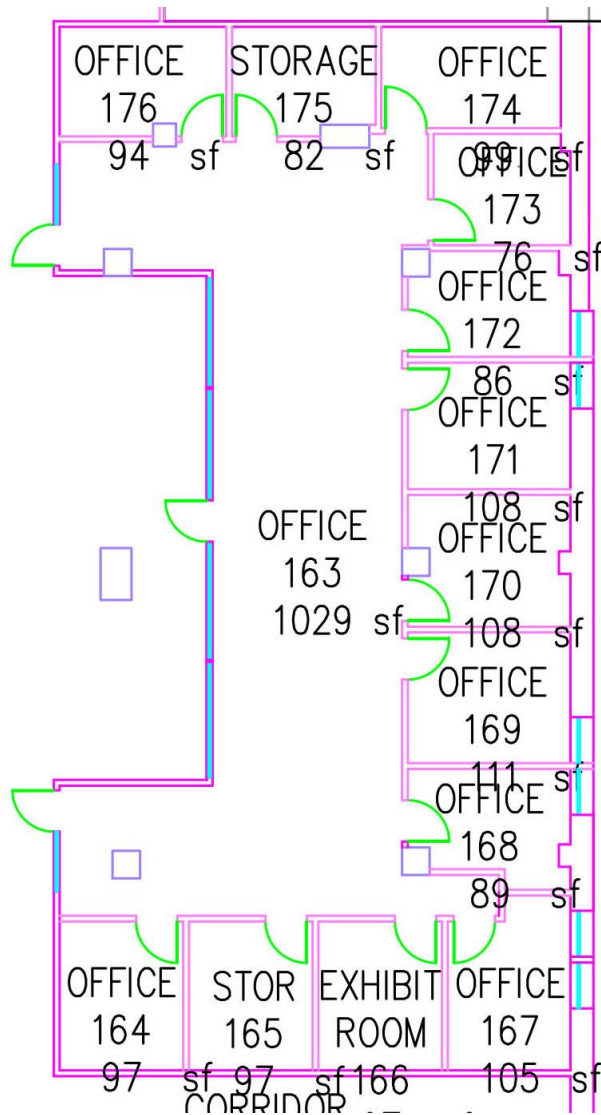
Possible: Room 74, 76, 76A, 78



LTS currently occupies rooms 76, 76A, and 74, and uses room 78 for storage. Some or all of these rooms could be used, but that would entail finding another space for LTS staff and equipment.

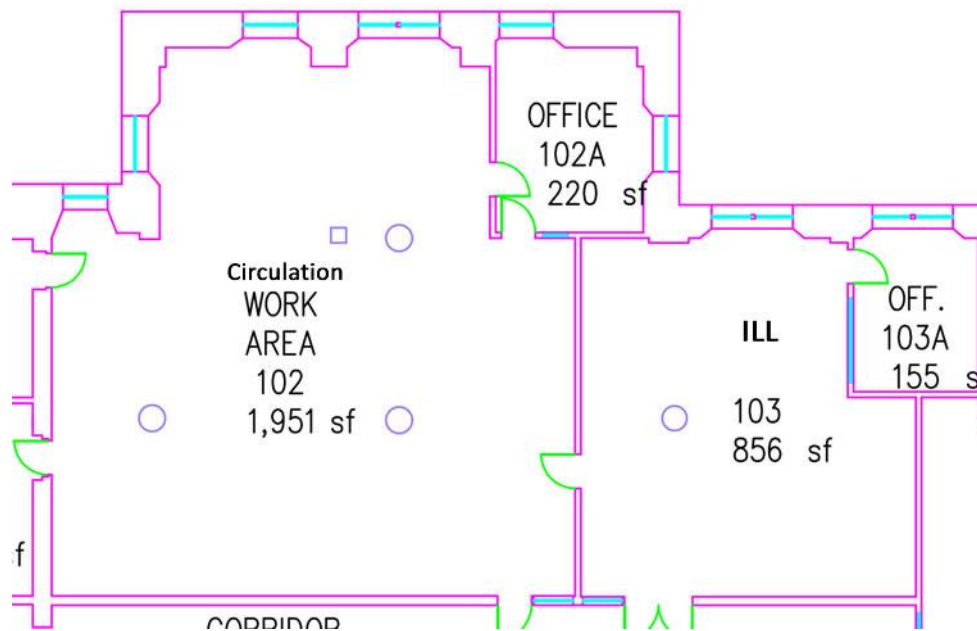
## First Floor:

Available: Rooms 165, 166, 174, 175, 176 (East Reference) 830 sf



Five offices in East Reference are currently vacant and could be used by staff from other departments. The walls of the offices do not reach to the ceilings, so the rooms would not be suitable for staff whose jobs require them to be on the phone all the time.

Possible: Rooms 102, 103, and 103A



The Circulation and Interlibrary Loan staff are in these rooms. Workspaces could be reconfigured to accommodate more staff.

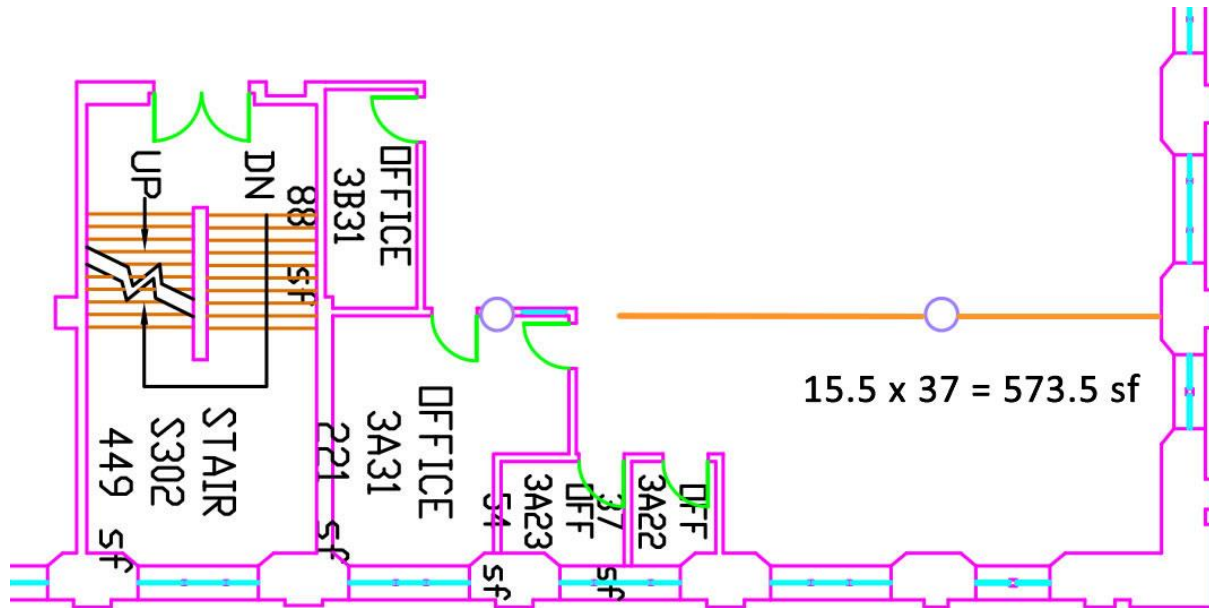
Office 103A is currently used as a darkroom for scanners by Interlibrary Loan and the east end of Room 103 is filled with a table and materials for boxing and unboxing Interlibrary Books.

Second Floor:

Available: None

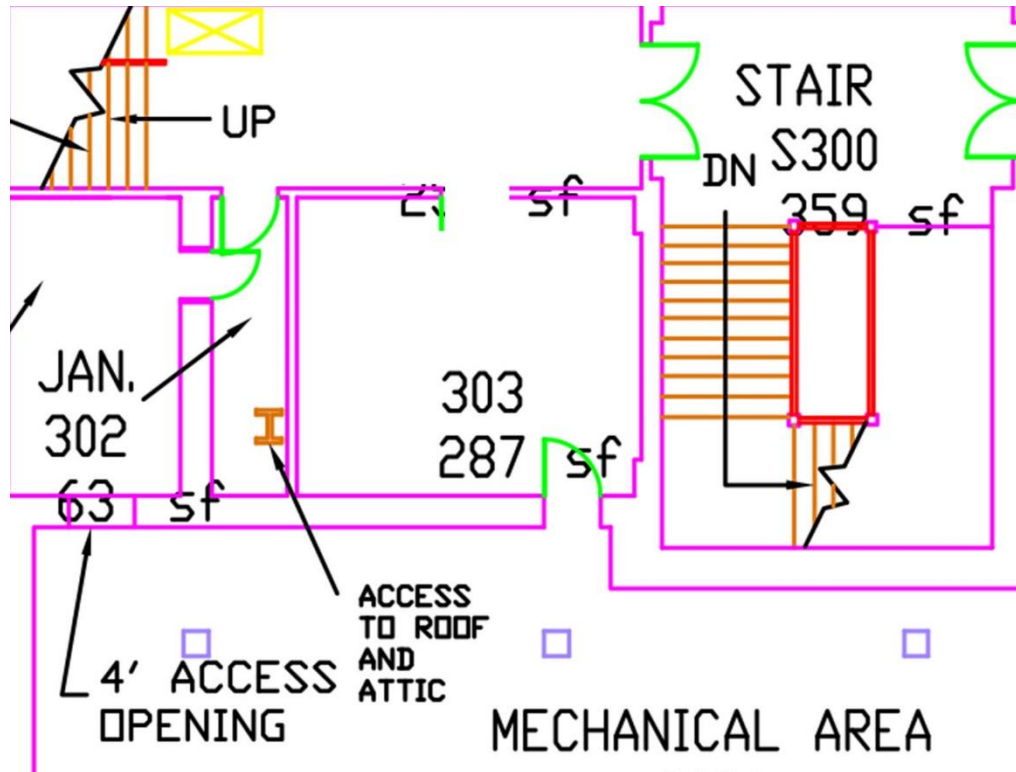
## Third Floor:

Available: 3A31 (currently empty) 221 sf.



Room 3A31 is a large (221 sf) office close to the stairs on the east side of the third floor. It could be used as an office for one or two people.

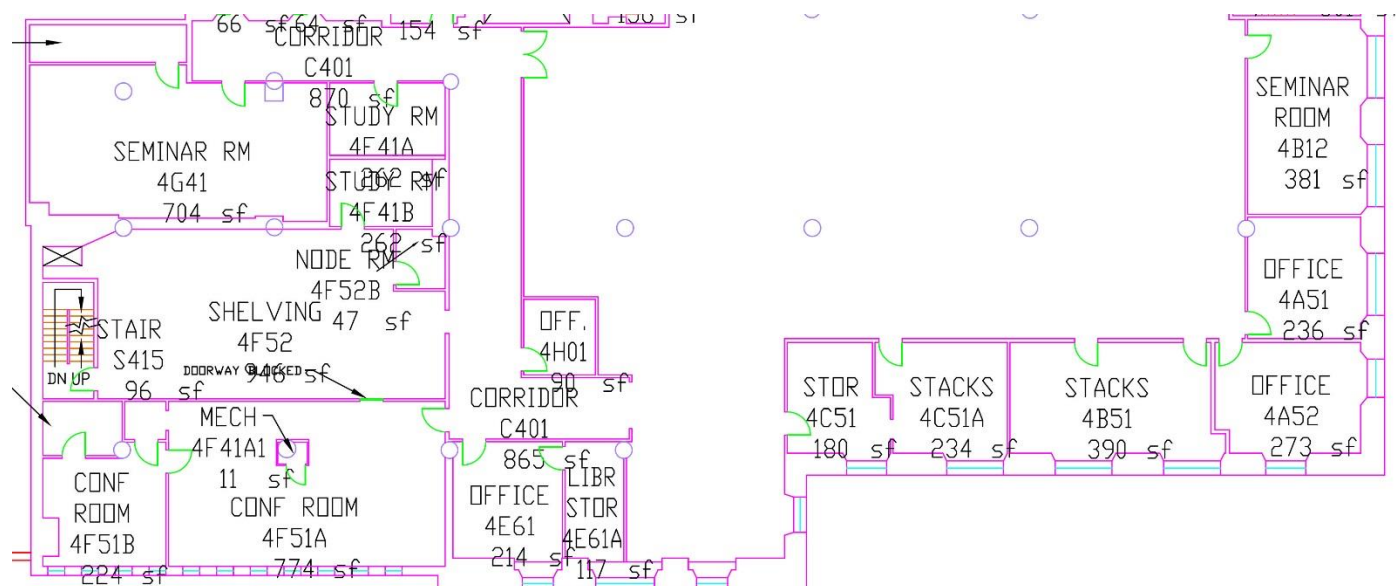
Possible: Room 303 (Microfilm storage) 287 sf



Room 303 is on the 3<sup>rd</sup> floor hall close to Special Collections. It currently holds microfilm and a map case, but these could easily be moved. The main reason the room is undesirable is that, on its back wall, is the only door to third floor maintenance room. Maintenance goes in and out quite frequently.

## Fourth Floor

Possible:	4F51A and 4F51B (4 <sup>th</sup> floor conference room)	998 sf
	4G41 (current testing room)	704 sf
	4C51 (storage room)	180 sf
	4C51A (gifts/storage room)	234 sf
	4B51 (gifts)	390 sf
	4A52 (empty office)	273 sf
	4F52 & 4f41b (shelving room)	1,351 sf
	4H01 (Ryan's office)	90 sf
	4E61 & 4E61a (shelving staff space)	331 sf



Conference room 4f51A and 4f51B are frequently used for meetings by library staff and outside groups, but there are other spaces in Ellis that could be used for meetings instead.

4f51B could be used as unit head office / meeting room or the walls could be taken down and the rooms joined into a large space.

4C51, 4C51A, 4A51, are all used as storage for gift books.

4A52 is currently an unoccupied office.



4G41 ESFAC has been told that 4G41 will become vacant when Testing Services moves to space in Recorded Sound. Room 4G41 is windowless, but large.

4F52 (shelving room) has been suggested as possible space. There are significant logistical concerns with moving it, but the space should be considered.

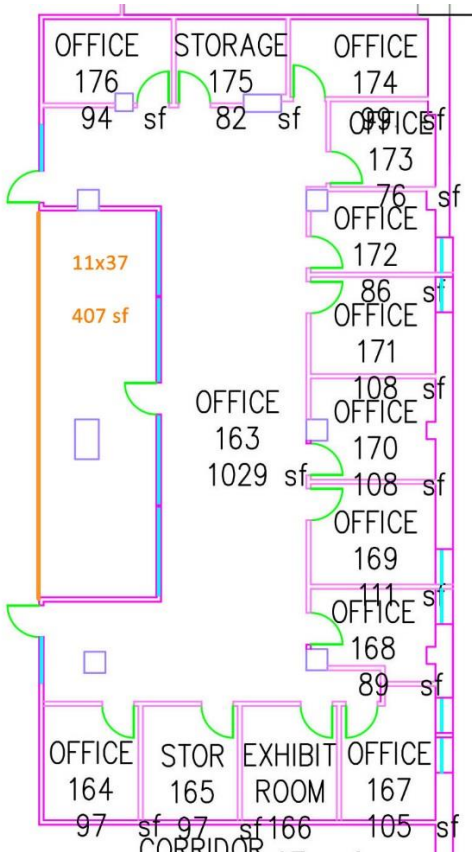
4H01 is a small office without windows.

4E61 and 4E61a are office spaces currently used by shelving.

## 2. Space that could be repurposed with modifications

ESFAC identified several areas that might be repurposed into offices and work space with renovations.

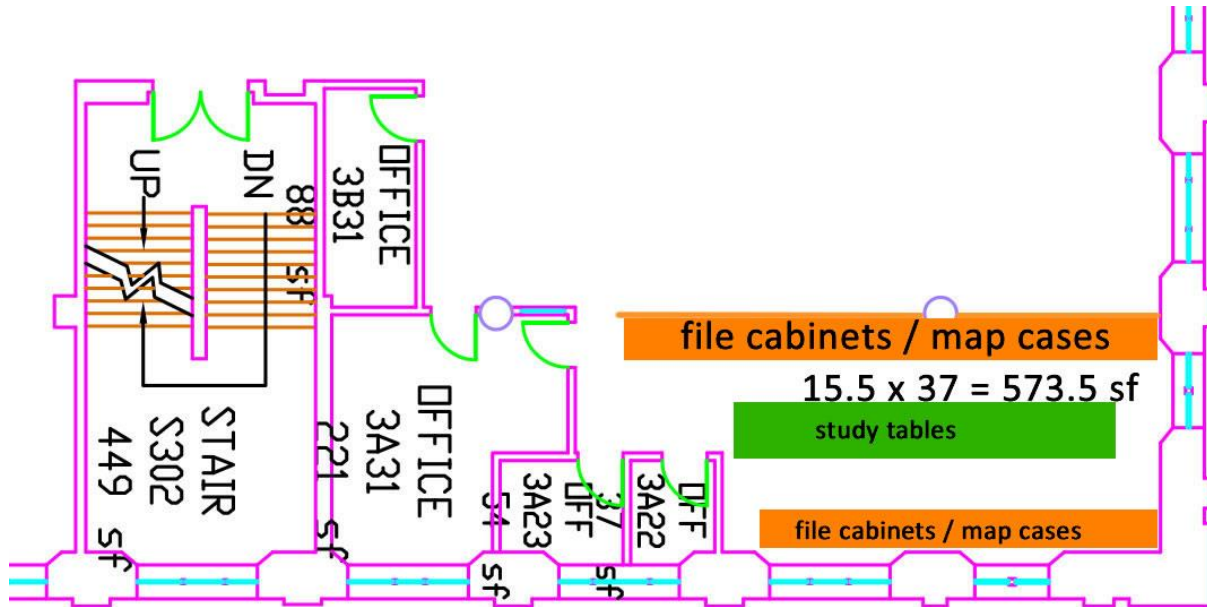
First floor: Area in front of East Reference.



The area in front of East Reference currently has three tables and is used as student study area. A wall could be put up and the space enclosed for 407 sf.

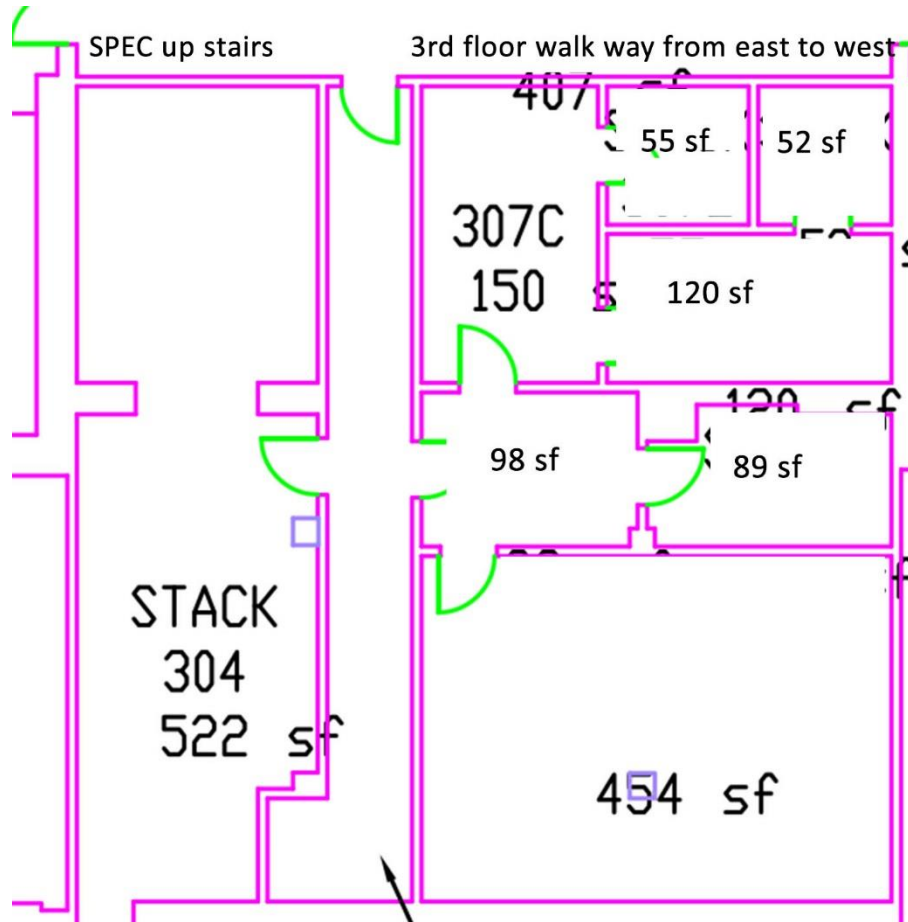
# Third Floor

Northeast corner of 3 East



The northeast corner of 3 East currently holds 9 map cases, 11 file cabinets, and 4 four-person study tables. If the cases and tables were removed, a wall could be put up and 573 sf gained. Offices 3A22 and 3A23 (occupied by faculty) would also have to be taken down as well. 3A31, a large empty office discussed above, would adjoin the space.

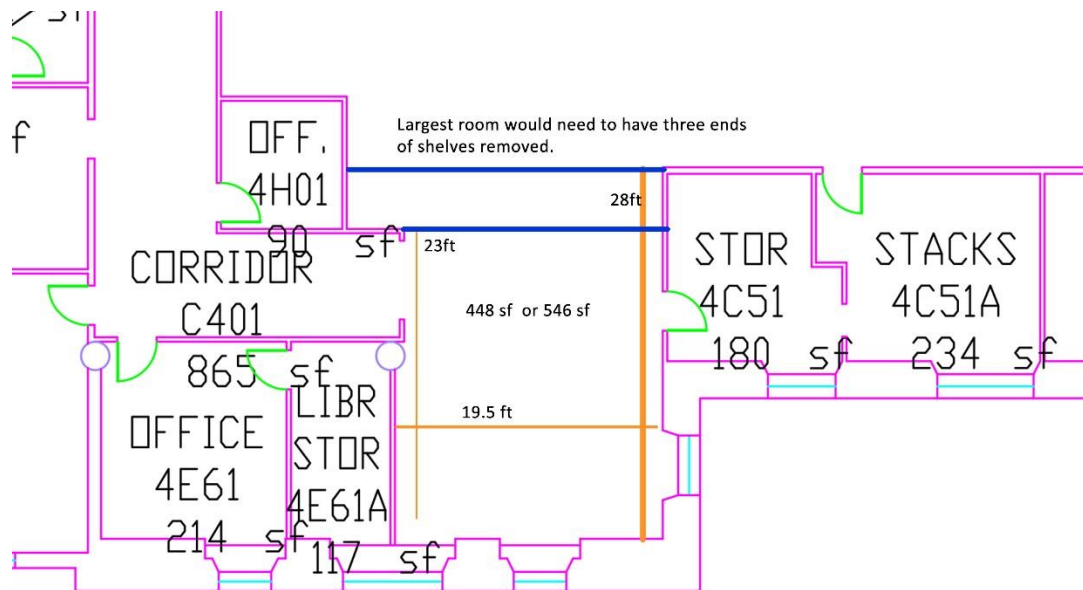
## Rooms 304 and 307 A-F (SPEC storage) 1500 sf



The rooms 304 and 307 A-F are large potential space but ESFAC suggests they only be used if absolutely necessary. The rooms are windowless, making them unattractive as offices. A more serious concern is that only entrance to these rooms is on the 3<sup>rd</sup> floor crossway. That crossway has student study tables that are heavily used and is open to room 201, Grand Reading Room. Staff going in and out of the room would necessarily disrupt students studying in the hall as well as below in room 201.

Room 307 is currently filled with about 2500 large format posters and around 1200 large format folio volumes that would be difficult to move. There are climate control issues in 304 that preclude its use as storage for materials.

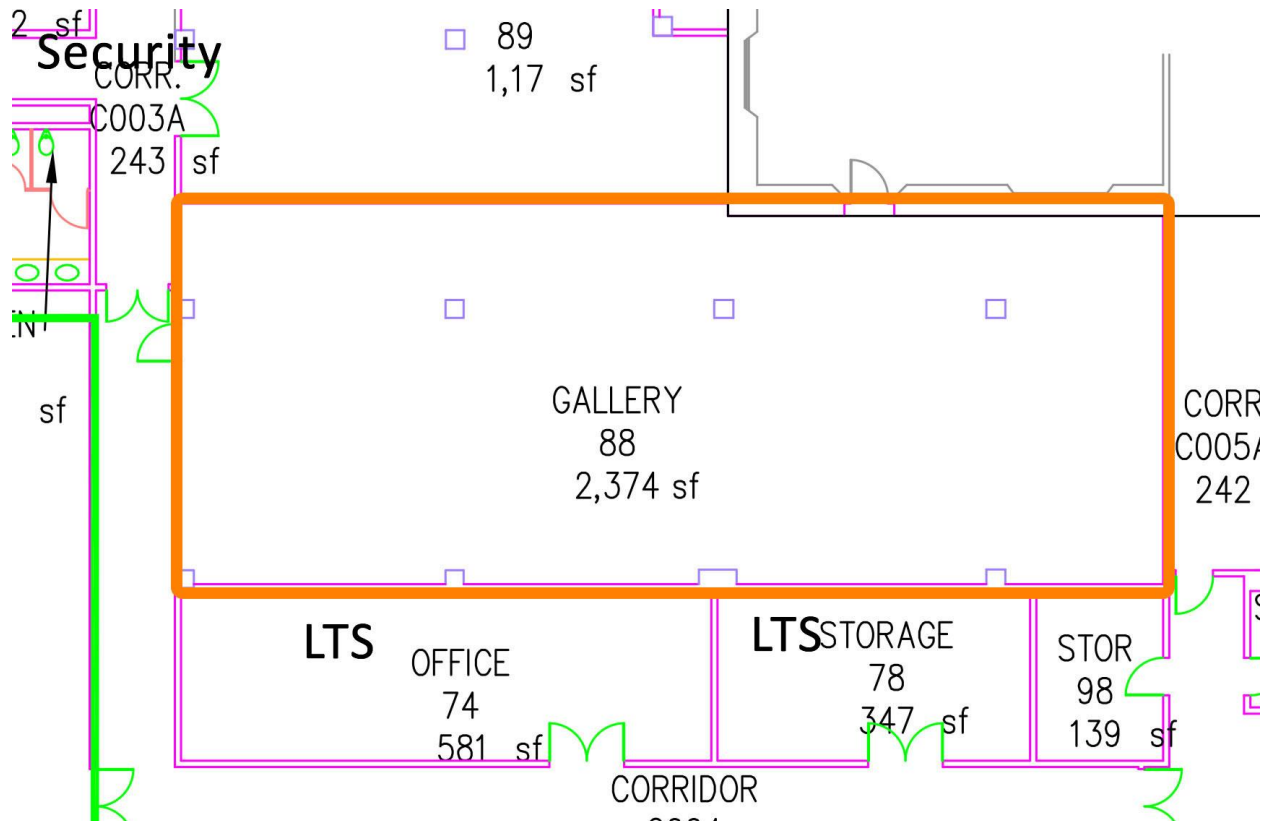
## Fourth Floor



Between the shelving offices and room 4C51 (currently used for gift book storage) is a student study area containing 6 two person tables, 2 four person tables, 1 round three person table, and two lounge chairs. Depending upon where the wall was placed, either 448 or 546 sf could be gained.

### 3. Additional space

Room 88 is currently slated to be used by the Student Success Center. This space would be better used by the library. ESFAC strongly recommends requesting use of Room 88.



Room 88 is close to LTS and has a door, now locked, on the corridor that runs from Security to LTS. The room would be close to the loading dock, LTS, Security, and not too far from the elevators. It would be a short move from room 52.

Larger units could be accommodated more easily together in this large space, facilitating better workflow and more flex space in other areas of the library under consideration. This area of the building is not publicly accessible and provides greater security for library materials. This room has no windows.