

For Information

SIMON FRASER UNIVERSITY

S75-188

MEMORANDUM

To..... H. Evans Secretary to Senate	From..... P. Stigger, Chairman Senate Library Committee
Subject Library Space	Date..... 18th November 1975

Consequent upon the Senate motion proposed by J. F. Hutchinson on 3 November 1975 regarding space allocations, the Senate Library Committee considered the implications for the Library at its meeting on 17th November 1975.

The Committee had before it : -

- a) the motion of 3 November 1975; S.L.C. 75-16
- b) a memorandum circulated by the Vice President (Academic); S.L.C. 75-16
- c) a submission dated 17 November 1975 prepared by the Library Planning and Budgeting Office S.L.C. 75-18

These papers are attached, together with a copy of the relevant un-approved minute of proceedings at the Senate Library Committee meeting on 17th November 1975, and a further paper prepared by the Library Planning and Budgeting Office on 18th November 1975 at the Committee's request and for the information of Senate in clarification of S. Thomas's suggestion regarding 1982 seating, referred to on page 4 of the unapproved minute.

Since the discussion was discursive, I feel it is incumbent upon me to identify the circumstances in which the discussion took place and the points which the Committee identified as a result.

1. In commenting on his memorandum, the Vice President Academic demonstrated that the space needs of the Library had to be set against overall University space needs and the building programme.
2. Variable factors and issues beyond the competence of the Senate Library Committee intruded immediately to the point, therefore, where the Committee could identify problems without being able to propose solutions.
3. Points which emerged were that:
 - a) at least three expansion rates for projected student enrolment are in use, without the additional variant of F. T. E. v. head-count;

H. Evans
Secretary to Senate
18th November 1975

P. Stigger, Chairman
Senate Library Committee

- b) expansion rates do not necessarily distinguish between regular on-campus undergraduates and enrollees in summer sessions and Continuing Studies;
- c) the Library Planning and Budgeting Office has used the most conservative estimated expansion rate, namely 3%;
- d) that Office has estimated the space required for Library Collections on the basis of the minimum accession rate necessary to maintain the Collections on the present basis and without allowing for any further programme development;
- e) planned expansion making use of the 6th floor only will result in total seats available in the Library falling from 1,169 seats in November 1975 to 1,147 seats in 1981/2;
- f) continued expansion of the Collections without access to the 7th floor will cause available seats to fall to 399 in 1983/4;
- g) 'available seats' covers all seating available to readers, including those before microfiche machines;
- h) seating required for normal use in the Library on a day-to-day basis has been examined in the past, but the Library has neither the funds nor the staff to conduct a use - survey now: whether the pattern may or may not reflect those at other institutions, no survey could account for current user attitudes;
- i) some additional space outside the Library may be available for use in the proposed North Concourse on the lines of present use of the South Concourse;
- j) the Collections will still be divided at either terminal year, with low-use items held in storage, whatever happens to the volumes maintained in twelve other locations for external use, i.e. P.D.P. and Continuing Studies.

P. Stigger

SIMON FRASER UNIVERSITY

MEMORANDUM

To	Dr. P. Stigger, Chairman	From	B. G. Wilson
	Senate Library Committee		Vice-President, Academic
Subject	Space - Library	Date	November 6, 1975

A motion was approved at Senate to enquire of the University Library Committee regarding the impact on the Library of proposed moves of faculty offices onto the 7th floor. I would like to provide you with some information regarding the projected move.

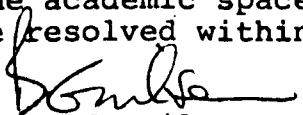
The Board of Governors approved a recommendation that an additional two floors be built on the top of the existing Library Building many months ago. The plan at that time was to provide for one complete floor for the Library with one floor constructed but not finished inside. This would provide a substantial saving over building one floor and subsequently years later building the extra floor, since the major construction would be done at one time. It would also avoid the disruption to Library users of two major construction projects over a considerable number of months.

Earlier this year, when it became clear that funding would not permit the building of new space for Education, Archaeology, Kinesiology and Mathematics at the planned rate, the decision was taken to finish off the additional floor on the Library to provide surge space for departments until the Academic Building Program caught up with needs. Consequently the additional floor on the Library was planned specifically for the needs of non-Library personnel.

It is my understanding from conversations with the Librarian and Deputy Librarian that the Library has no need for additional space, other than the 6th floor which it will move into in spring of 1976, until 1983 or 1984. By that time the two major academic projects will be completed, to the best of our knowledge, as well as a planned classroom/office building which will provide the space necessary to relocate those departments who moved to the 7th floor of the Library in 1976. Our present planning for that building provides for its completion in 1981 so that a 2-3 year slippage of that completion date would not affect the long term requirements of the Library.

The planning for utilization of the 7th floor is currently under way but no final decisions have yet been taken regarding the disposition of the academic space on that floor. This should, however, be resolved within a few weeks.

- :jeh
- cc. Dr. P. Jewett, President
- Mr. D. Baird, Univ. Librarian
- Mr. T. Dobb, Deputy Librarian
- Members, Senate Library Committee


B. G. Wilson

Senate Meeting, 3rd November, 1975

Motion by J. F. Hutchinson

"that the Senate Library Committee provide Senate, at its next meeting, with all relevant information concerning the allocation of space on new floors of the Library and its implications for the operation of the Library."

PS:dcr
13/11/75

75/18.

Library Building - Allocation of Accommodation When 6th & 7th Floors Become Available⁽³⁾
(Collection Growth Limited to 1981/2 to Maintain Current Seating Level)

	<u>Square Feet</u>	<u>Square Feet</u>
Total <u>Gross</u> Space - Floors 1 to 7		247,000
Less <u>Gross</u> Space Allocated to Other Users		
Academic VP & Departments (7th floor)	41,000	
Audio Visual Centre, Bookstore, Physical Plant & Planning (Boiler-Room, etc.) Ancillary Services (Public Lounge)	<u>41,800</u>	<u>82,800</u>
Net <u>Gross</u> Space Assigned to Library - Floors 1 to 6		164,200
Less <u>Gross</u> Space Required for Services and Access (Stairwells, Elevators, Washrooms, Main Aisles & Corridors, etc.)		<u>57,800</u>
Net Assignable Space		106,400
<u>Allocation</u>		
Library Collections (Including Collection Growth to 1981/2)	48,500	
Library Public Services, Processing and Administration	<u>28,400</u>	<u>76,900</u>
Balance Available:		29,500
Space for Fixed Seating (Study Rooms & Alcoves - 247 seats)		7,000
Balance Available for Movable Seating and/or Additional Collections/Library Services (22,500 = 900 seats @ 25 feet)		<u><u>22,500</u></u>
Total Seats Available (7,000 + 22,500) 29,500 sq. ft. (247+900)	1,147	
Required: 46,450 sq. ft. (Notes 1 and 2)	1,858	

- Notes:
1. Based on 3% growth rate projection since 1972/3 indicating 6,881 FTE students by 1983/4.
 2. Seating scale 27% FTE students at 25 sq. ft./seat (270 seats per 1,000 FTE students).
 3. Completion date for 6th floor is estimated to be May 1976 and for 7th floor August/September 1976.
 4. 1,169 seats available November 1975.

November 17, 1975

R.J. Tilley/cd
Planning & Budgeting Office
Library

An Unapproved Minute

(Senate Library Committee Meeting held 2.30 p.m. November 17th in the Library Committee Room)

Because B. Wilson was required to leave the Senate Library Committee Meeting early, item 6 on the agenda was among the first items to be discussed.

6. Library Space : Memo from Vice President
(Academic) (SLC 75-16)

B. Wilson stated that he provided the memorandum (SLC 75-16) to the Senate Library Committee in response to a motion, approved at the October Senate meeting, asking the Senate Library Committee to indicate the impact that the move of certain faculty offices, to the 7th floor in 1976 would have on the University Library. The Vice President (Academic) expanded on his memorandum, mentioning that over-all identifiable space demands and their satisfaction turned on the provision of funds and satisfactory completion of the building programme. As an example, he indicated that, in order to provide temporary surge space for Education in a manner which would permit that Faculty to retain necessary cohesion, it might be necessary for the President, the Vice-President (Academic) and some other units to move temporarily on to the 7th floor while all other units, specifically including the Registrar, would remain in their present location.

He indicated that space projections are now submitted for a five-year period, where once they were made, initially on a one and, then a 3, year basis. B. Wilson gave a brief indication of tentative expansion plans for various departments on campus in the future.

Paper SLC 75-18, prepared by the Library Planning and Budgeting Office, was examined on the basis of expansion rate of between 12% and 12.5% over the next seven years -- a suggestion circulated to Faculty. Library projections, however, have been based on 3%, on advice given over a year ago.

B. Wilson was asked by the Chairman what his planned rate was in preparing projection figures. He indicated these were that faculty will increase by 6% and students by 12 - 14%. He estimated that over

a period of 8 - 9 years there would be a 15 - 16% increase in Faculty; a real growth of about 2% per annum. R. Ironside rationalized that the student population is growing at a faster rate than that of Faculty and, therefore, require space at a faster rate.

Chairman indicated that he was not clear on the 14% figure and asked the Vice President (Academic) to clarify this. B. Wilson indicated that this percentage figure was a potential, theoretical annual increase from 1975 - 1980.

T. Dobb emphasized that by September 1982 the University Library must start to move on to the 7th floor. If this does not happen it will mean a deterioration of the student seating planned. We will have 600 seats when we occupy the 7th floor; FTE.

D. Erickson emphasized that he had gone through the Library on occasion and at no time had he noticed that seating was occupied at its maximum. Chairman replied that heavy or light use of the seating available was contingent on the time of the semester. D. Erickson indicated that a study should be done and further conveyed that seating in the Library was not the only answer; seating could be made available elsewhere. Librarian pointed out that the Library uses WICHE standards, as a guideline, when determining space needs and pointed out that there is no other space available on campus for any kind of seating. B. Wilson indicated that the North Concourse would provide some surge space in due course.

B. Wilson pointed out that it must be kept in mind that the 12 - 14% FTE figure consists also of some 2,000 to 3,000 students taking evening courses and added that summer session and intersession enrolment has increased substantially.

D. Erickson indicated that the use his students make of the Library is infinitesimal as compared to his experience elsewhere.

Chairman suggested that there is a potential problem developing with regard to seating and it depends on the projection figures and as to how serious the problem may be.

T. Dobb said that the Library has to provide accommodation for the collection and service functions, so that seating suffers. He felt that it was conceivable that eventually the Library would be compelled to split individual collections, which would subvert the integrity of the collections.

The Chairman asked if there were materials housed outside the Library Building. T. Dobb replied that little used materials are stored in Central Stores and, in addition, there are approximately 1,300 to 2,000 volumes in fourteen other learning centres at various points throughout the Lower Mainland.

S. Thomas indicated that if the university provides adequate student seating active use of the Library by students would increase greatly. She suggested that the university seems to be striving for less student seating.

D. Erickson asked if the Library was willing to give students more space or are they going to give Faculty more space, emphasizing that hard evidence is required; and that surely this data can be obtained. The Librarian replied that the Library has had to reduce its staff because of budgetary cuts and does not have either the staff or the funds to conduct such a study. Librarian indicated that evidence can be put forward, certainly, and that there is no question but what there should be more space for students; at the same time the Vice President (Academic) has been given the authority to determine space allocations to Faculty departments on campus and there is only so much space available.

R. Ironside requested that the following motion be placed before the Committee:

Moved by R. Ironside

"that this Committee recommends to Senate that the use of the 7th floor of the University Library should be restricted to library use and for study space for students."

B. Wilson suggested that the motion was out of order and did not fall within the terms of reference of the Senate Library Committee. He further indicated that just because physical space was available within the Library did not mean that space was necessarily for Library use. Chairman indicated that if, as a result, seating in the Library became affected, then, space was necessarily a concern of the Library. Chairman examined the terms of reference and indicated to R. Ironside that the motion he proposed was out of order.

Chairman emphasized that seating was an issue, but that the Senate Library Committee's role in this particular instance is to advise Senate.

B. Wilson added, just prior to his departure, that at present it appears that the 7th floor would become available to the University Library in 1983 or 1984. T. Dobb then repeated that, on the basis of the projections made in 1972/73, the growth of the book collection would require a move on to the 7th floor to commence in September 1982, on the basis of the minimum accession rate and ignoring any further programme development and despite the seating issue. B. Wilson stated he could give no guarantee, even in 1983 or 1984, that this space would be turned over to the Library.

R. Ironside indicated that the priority group being considered should be the student body, not the faculty body.

D. Erickson urged that these concerns, that have been expressed by the membership, must be related to Senate and that Senate must then act on this information. Chairman indicated that it is a function of Senate to decide what priorities are to be set and what action is to be taken, rather than for the Senate Library Committee to do so.

T. Dobb indicated that the Library would find it useful if they were basing projections, using the same growth pattern methods as those of other departments. As it stands 3 sets of projections are now being used. Senate is the only body who can clarify this. Library staff do not have the means of carrying out such a review.

S. Thomas indicated that there would be 612 * user student seats in the Library in 1982, on the basis of constant accession rate and taking into consideration the increase in materials coming into the Library until 1982. She pointed out that seating associated with microfiche readers, etc. was included.

Chairman indicated that SLC 75-18, along with the figure that S. Thomas supplied in regard to 1982 seating, would be forwarded to Senate for consideration at the December meeting.

:dcr
18/11/75

* This figure appears to be in error.

Library Building - Allocation of Accommodation When 6th & 7th Floors Become Available⁽³⁾
 Period: 1976/7 to 1983/4

	<u>Square Feet</u>	<u>Square Feet</u>
Total <u>Gross</u> Space - Floors 1 to 7		247,000
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Net Assignable Space		106,400

Allocation

Library Collections (Including Collection Growth to 1983/4)	67,200	
Library Public Services, Processing and Administration	<u>28,400</u>	<u>95,600</u>
Balance Available:		10,800
Space for Fixed Seating (Study Rooms & Alcoves - 247 seats)		7,000
Balance Available for Movable Seating and/or Additional Collections/Library Services (3,800 = 152 seats @ 25 feet)		<u>3,800</u>
Total Seats Available (7,000 + 3,800) 10,800 sq. ft. (247+152)	399	
Required: 46,450 sq. ft. (Notes 1 and 2)	1,858	

- Notes:
1. Based on 3% growth rate projection since 1972/3 indicating 6,881 FTE students by 1983/4.
 2. Seating scale 27% FTE students at 25 sq. ft./seat (270 seats per 1,000 FTE students).
 3. Completion date for 6th floor is estimated to be May 1976 and for 7th floor August/September 1976.
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November 18, 1975

R.J. Tilley
 Planning & Budgeting Office
 Library

SIMON FRASER UNIVERSITY

S.75-188A.

MEMORANDUM

To SENATE

From SECRETARY OF SENATE

Subject LIBRARY SPACE

Date NOVEMBER 19, 1975

The attached material (S.75-188A) has been provided as additional data for information, to accompany the report of the Senate Library Committee - Library Space, Paper S.75-188.

encl.
HME/rn

H. M. Evans

For Information

SIMON FRASER UNIVERSITY

S 75-188A

MEMORANDUM

Chairmen and Deans	From B. G. Wilson
	Vice-President, Academic
Subject	Date October 17, 1975

The Universities Council asked us this summer to provide estimates of proposed capital expenditures for the next five fiscal years. In previous years only estimates for the following fiscal year have been required. Council recognized that detailed estimates for five years in advance would be provisional only but felt that whatever information the universities could provide would assist them in developing a cash-flow picture for long-term capital development of the universities. In addition, major equipment and repairs and renovations were included in the capital estimates where these items have been largely carried in our operating budget account in previous years.

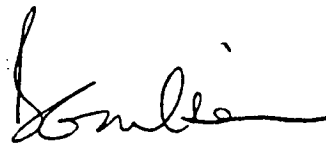
The attached document was submitted to the Universities Council in mid-August following development over the previous four-week period in the University and I am providing you a copy for your information at this time. The proposal calls for completion of the 6th and 7th floors of the Library early in the 1976/77 fiscal year as well as the Animal Care and Day Care facilities over the same time period. Boiler #5 is required to upgrade the capacity of the University's heating system to cover immediately planned buildings.

We are planning to commence two major academic facilities during the current fiscal year or early in next fiscal year. These include provision of permanent space for the Education Faculty, the Department of Archaeology, additional Modern Language facilities and completion of the north concourse, on the north side of the Academic Quadrangle. The teaching and laboratory complex on the south side of the Academic Quadrangle will provide space for Pestology, replacing many of the trailers on the south-west corner of the campus, Kinesiology and the Mathematics Department, whose relocation will provide space in the Academic Quadrangle for offices for Education faculty. Line items on a continuing basis are provided for renovations and alterations and for major equipment. When Kinesiology is relocated on the south side of the University, some renovations will be required in the Gymnasium. Other major buildings projected within the five-year period include a possible development of a "Fine Arts" building, new space for Criminology and a major classroom/office complex which, when it is completed, will allow relocation of Departments housed temporarily in the additional Library space presently under construction.

October 17, 1975

The availability of funds to complete this capital program depends of course on government financing. The University has, however, been able to justify the additional space proposed in this five year program well within standard square footage needs estimated by external space formulas based on projected student numbers during this period.

Space needs of existing departments not specifically named above will be met by relocation of certain groups first to the Library and subsequently to the office/classroom building. Additional classrooms are being developed as part of the Mathematics extension.



B. G. Wilson

:jeh

att.

cc. A. F. ...
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