Pollak Library Space Plan
2012-2013

Introduction
The rapid growth of electronic formats for books, journals, articles, and other forms of scholarly communication has resulted in the need to rethink the use of space in the Pollak Library. In 2012, forty-three percent of assignable square footage (ASF) of library space was dedicated to print materials and shelving. As the use of many print sources has declined, it is incumbent upon the Library to revisit the importance of our print collections and determine whether the opportunity costs of maintaining low use print materials outweighs the need for space for other purposes.

Principles
Several basic principles have informed our thinking about space. In particular, we believe that:

- Student use of library space should be prioritized in light of the current heavy use by students of the library for quiet study and collaborative learning.
- Similar functions or service points should be consolidated spatially as much as possible to avoid unnecessary redundancy and simplify student and faculty identification of needed services.
- In accepting tenants into the Pollak Library building, the Library prefers university offices or entities that have a student or faculty public service component over entities that are self-contained.

Analysis Floor by Floor

Library North Basement (PLN-B)

Proposed Relocations/Removals

- Approximately 15-25% of square footage in compact stacks will be freed up by de-selection of inactive/canceled periodicals.

First Floor North (PLN-1) (see attached map)

Proposed Relocations/Removals

- Approximately 75% of shelving in reference stacks will be removed (freeing up about 3200 sq. ft.) as a result of reference weeding project. Estimated completion early 2013.
- Approximately 10,000 reference volumes will be sent to stacks or withdrawn from collection.
- Writing Center to be relocated to PLN-2 next to University Learning Center.
- University Honors moved to (PLN 120A-D) to PLS-1.
- Graduate Study Room PLN-110 moved to PLN-320.
New Uses for Space

- Mega-Desk (Circulation and Titan Card operations) moved to PLN120A-B, PLN121.
- Mega-Desk staff offices include PLN124, 120C, 120D, 121A.
- PLN-110 converted to group study or office space.
- Open areas where shelving used to be are suitable for more soft seating, tables and chairs, and electrical power outlets for student use.

Second Floor North (PLN-2) (see attached map)

Proposed Relocations/Removals

- Approximately 35-50% shelving in periodical stacks removed (freeing up about 4900 sq. ft) as a result of periodical weeding (principally JSTOR and WEST projects).
- IT call center/former help desk in PLN 220, 220A, and adjacent open space.
- Periodicals sorting operation can be moved from PLN-203 to PLS-3.

New Uses for Space

- Space freed up by shelving removal will allow University Learning Center to expand its operations.
- If IT call center moves, Writing Center could relocate to that space, which would centralize tutoring operations on the same floor, thereby reducing student confusion.
- Space closer to the north windows can be dedicated to collaborative student learning space with movable furniture, clear writable walls, small laptop tables, more outlets, etc.
- PLN-203 can be transformed into a staff break room for library and other personnel working in Library North.

Third Floor North (PLN-3) (see attached map)

Proposed Relocations/Removals

- Approximately 40% of shelving removed (freeing up about 4000 sq ft) as a result of government documents weeding.
- Approximately 15% of government documents sent to stacks or withdrawn pending review of federal depository regulations.
- Government documents processing and sorting can be relocated to the Collections and Processing Unit on PLS-3.
- PLN-327 cleared of storeroom materials.
- Group study room PLN-311 is too large for a quiet study floor

New Uses of Space

- PLN-320 converted into a Graduate Student Study Room.
• PLN-321 converted into group office space for library circulation staff that don’t have offices near the Mega-Desk on PLN-1.
• PLN-327 can be converted into a small office.
• Open space where there had been shelving can be converted into more student quiet study space with furniture that encourages quiet as opposed to group study.
• Group study room PLN-311 should be converted into two smaller group study rooms.

Fourth Floor North (PLN-4) (see attached map)

Proposed Relocations/Removals

• PLN-439 is no longer needed as a staging and processing area for audio-visual and education-related materials and those functions can be moved to PLS-3.
• Approximately 80% of shelving removed (freeing up about 5940 sq. ft.) as a result of audiovisual collections weeding.

New Uses of Space

• Large AV group study rooms, including those being used as storage (Rooms 429, 430 and 434-441) should be reconfigured as either generic group study rooms or smart group study rooms. (Small study rooms (421-428, 431-432) continue as study/viewing rooms.)
• PLN-439 should be renovated for use as a schedulable space for presentations, meetings, occasional classes, etc.
• Convert recovered shelving space into more collaborative learning space for students.

Library South Basement (PLS-B) (see attached map)

The basement of Library South has not housed specifically library functions since the building was built in 1966. However, we propose some possible changes in use of this floor in order to bring together similar functions in other parts of the library.

Proposed Relocations/Removals

• The Faculty Development Center (Academic Affairs) and OASIS (University Extended Education) could consider relocating to the Second Floor South (PLS-2) adjacent to the Academic Technology Center (Information Technology) so as to facilitate better collaboration among three entities with overlapping missions.

New Uses of Space

• Space (approximately 4200 sq. ft.) freed up from moving FDC (PLS-44, 44A-H, 48, 94, 95, 98) and OASIS (PLS-48A, 50, 50A-B, 55, 56, 57) could be repurposed for Information Technology use.

First Floor South (PLS-1) (see attached map)

The Library does not need to occupy space in PLS-1, which, due to its “street level” access and multiple

Renovation $$  Collections  Non-Library Tenant
possible entrance points, would be better used by other campus entities with public service functions. Possible tenants include University Honors, Guardian Scholars, President Scholars, Freshman Programs, and the Cultural Centers (African American, Asian Pacific, LGBT). If the Library moved the Circulation Desk, copy center operation, and the Media Commons elsewhere, and IT relocated its operation on PLS-1 to the PLS-B space vacated by the FDC and OASIS, over 11,000 square feet of enclosed space and almost 20,000 square feet of open space could be repurposed for other uses. Only the Emeriti Center (PLS-170-171A), Chicano Resource Center (PLS 170A, 171), and the Patrons of the Library Book Sale Center (PLS-199, 199C)--together taking up 1866 sq. ft.--would remain.

Proposed Relocations/Removals

- Circulation/Titan Card Desk and associated staff offices (PLS-150, 150A, 151, 152, 153, 154, 160, 191) moved to PLN-1.
- Media Commons (PLS-193-195) dismantled. DVD players, flat screen TV and other equipment can be integrated with general purpose workstations or otherwise redeployed to PLN-1 and/or PLN-4.
- Information Technology operation using PLS-172, 180, 180A-I, 182, 190, 192, 196) relocated to PLS-Basement.

New Uses of Space
To be determined by the division of Academic Affairs

Second Floor South (PLS-2) (see attached map)

PLS-2 of the Pollak Library is mainly taken up with staff offices for Library Administration and Information Technology. However, IT has recently opened the Academic Technology Center, a faculty support service in PLS-237 and 238. In order to avoid redundancy, it might be desirable to bring faculty-related instructional and technology support services together by moving the Faculty Development Center (FDC) and OASIS to the Second Floor South, while relocating IT services that do not have a public service aspect to PLS-Basement. (Note: IT has secured new space on the seventh floor of Langsdorf Hall, which may have potentially freed up some formerly IT space in the library.)

Proposed Relocations/Removals

- Some of the PLS-2 IT offices could be swapped with FDC/OASIS and relocated to PLS-Basement, where approximately 4200 sq. ft. could be freed by moving FDC and OASIS up to the second floor south.

New Uses of Space

- The Academic Technology Center, the Faculty Development Center and OASIS could develop a one-stop shop for faculty on PLS-2 that could lead to better service by streamlining functions and developing better collaboration, with less overlap and redundancy.
- Training Labs in PLS-255 and 256 could be shared or repurposed by FDC, OASIS, and ATC.
Third Floor South (PLS-3) (see attached map)

Proposed Relocations/Removals

- University Archives and Special Collections relocated to PLS-6 as a co-tenant of a joint archival facility
- Center for Oral and Public History relocated to PLS-6 as a co-tenant joint archival facility

New Uses of Space

- Former collections processing workrooms on PLN-1, 2, 3, and 4 and the Circulation sorting area on PLS-1 (totaling approximately 5900 sq. ft.) have been or will be consolidated on PLS-3.
- When University Archives and COPH move to PLS-6, PLS-350-352 and PLS-363, 363A—363D would be available for repurposing.

Fourth and Fifth Floor South (PLS-4 and PLS-5)

Proposed Relocations/Removals

- Approximately 20% of monograph collections may be deselected as a result of the LOFT analysis of overlapping collections among Los Angeles basin Cal State libraries.

New Uses of Space

- Shelving freed up from monograph weeding is likely to be needed for still useful materials identified during weeding projects in Library North.

Sixth Floor South (PLS-6) (see attached map)

Proposed Relocations/Removals

- Architectural plans for the Center for Oral and Public History and University Archives and Special Collections joint facility envision use of up to two thirds of the sixth floor.
- Approximately 20% of remaining monograph collections may be deselected as a result of the LOFT analysis of overlapping collections among Los Angeles basin Cal State libraries.

New Uses of Space

- Shelving freed up from monograph weeding is likely to be needed for still useful materials identified during weeding projects in Library North.
Proposed Changes

- Additional Student Seating
- Group Study Rooms
- Circulation & Titan Card Services & Offices
- Library/IT Expanded Service Point (Mega Desk)
- Stacks
- Proposed Cafe

\[1\] Writing Center relocated to PLN - 2
\[2\] Graduate Study Room relocated to PLN - 3
\[3\] University Honors relocated to PLS - 1
Proposed Changes

- Library/University Learning Center/
  Writing Center Staff Lounge
- Writing Center
- University Learning Center

1 Periodicals sorting area relocated to PLS - 3
2 IT relocated to PLS - Basement
Existing Floor Plan

- Stacks
- Storeroom
- Vacant space formerly occupied by Government Documents processing & staff offices
- Group Study Room

POLLAK LIBRARY NORTH
THIRD FLOOR
Proposed Changes

- Presentation, Meeting & Classroom Space
- Smart & Generic Study Rooms
- AV Materials Stacks
- Education Materials Stacks
- Additional Student Seating

Pollak Library North
Fourth Floor

California State University Fullerton
Office of Design & Construction
This Plan Updated As Of 3-15-2011
Proposed Changes

- Information Technology Space

1. IT relocated from PLN-2, PLS-1 & PLS-2
2. FDC & OASIS relocated to PLS-2

POLLAK LIBRARY SOUTH
BASEMENT

scale:
0'  8'  16'  32'
NORTH
Proposed Changes

- IT/Academic Technology Center, OASIS & Faculty Development Center
- Office Space, Distribution of space TBD.
- Academic Technology Center, Faculty Development Center, OASIS Shared Service Point
- Shared Training Labs for Faculty Development Center, OASIS & Academic Technology Center
- Meeting Room

Some IT offices could be relocated to PLS-Basement

POLLAK LIBRARY SOUTH
SECOND FLOOR

SCALE:
0'  8'  16'  32'

CAL STATE FULLERTON
© OFFICE OF DESIGN & CONSTRUCTION
THIS PLAN UPDATED AS OF 03-27-2009

NORTH
Existing Floor Map

POLLAK LIBRARY SOUTH
THIRD FLOOR
Proposed Changes

- Vacant/TBD
- COPH Instruction & Meeting Room

1 University Archives & Special Collections relocated to PLS-6
2 Center for Oral & Public History relocated to PLS-6