

# *Space Planning Advisory Team*

## **Minutes for September 8<sup>th</sup> 2003**

### **McKeldin Room 6107**

In attendance: Roy Alvarez, Yvonne Carignan, Dave Cooper, Mary Dalto (recording), Judy Dillon, Lori Goetsch, Carleton Jackson, Vin Novara, Jane Williams

Absent: Lauren Brown, Marianne Ryan, Debbi Stefany



#### **SPAT meetings: Date, time, length, frequency**

The Team will continue to meet at 3:00 pm Mondays, try to keep them to one hour, but reduce the frequency to the 2<sup>nd</sup> and 4<sup>th</sup> Monday (with the exception of September). Dates for the Fall semester are as follows:

- September 15<sup>th</sup>
- September 29<sup>th</sup>
- October 13<sup>th</sup>
- October 27<sup>th</sup>
- November 10<sup>th</sup>
- November 24<sup>th</sup>
- December 8<sup>th</sup>

Meetings will need to move to another location due to the UES schedule. Yvonne will check the TSD Conference Room Schedule. Stay tuned.



#### **Progress on projects:**



**ITD - construction to be completed September 26th (or so)** – Three staff members and some GAs will move into the new space which will also have a Conference Room. The use of the conference room will be decided by ITD.



**GOV DOCS/East Asia shift - what do we need to do to get the job done in winter term?** – There seems to be about 2300 linear feet of East Asia materials that will not fit in the space. East Asia staff will have to decide if and how they might need to split the collection (monos/serials or language, etc). When Marianne and Eiko work out the details SPAT can help with figuring out how this can happen as cheaply as possible. There will be some cost in installations, but it is hoped labor to move will be done in house and/or with Zimmerman (now on contract).



**Art - Phase 1 changes to ref/circ desk are positive, additional changes periodicals area and oversize is the next step.** All are encouraged to visit the changes made in Art. Phase II will probably happen over Winter term.




**Architecture shift** – the materials have been pulled. Expected shift should take place over winter term.



**East Asia Storage (how do we get the stuff out? Desider will speak to Eiko)** – It is now in Desider's hands to address.

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URL: <http://www.lib.umd.edu/groups/spat/spat.html>

 **Digital Library initiative - location for camera?** - Once ITD staff move into their new digs, other staff shifts will take place which will open up the old Director's office. IF there is sufficient space above the ceiling tiles then the dark room will be located there.

 **Others? –**

- **McK Circ/Reserves** will require electrical work for the new Reserves computers.
- **Self-checkout units** will be located in McK and EPSL, both facilities' installations will be planned at the same time. It is yet unknown when the self-check units will be installed since Aleph does not yet have this service up and running. The project should include electrical, data and furniture considerations.

 **Winterterm project (so far) –**

- Art Library Phase II
- Architecture Shift
- Gov Docs/East Asia Shift



**Cafe, Mugs and more –**

**Progress on the construction of the café (expected completion 10/03)**

- Awaiting approval for construction to start.
- Dining Services has begun creating the counters, hired a food service manager.
- Hours will be 8am until 3pm to start.
- PR team will look at the Opening and promoting the Libraries' policy on Food and Drink.
- Naming of the café – LEC will be working with the Development Office for possible naming opportunities.

**Issues when the Café opens –**

- Staff will want to bring in food and coffee through the front entrance.
- Staff/student assistants are the worst offenders when it comes to spillage.
- Sneaking coffee and other drinks into the library in paper mugs will cause more spillage than is already present.

**Discussion:** There is an understanding the even with a Food and Drink policy in place there are problems, double standards and a lack of recourse in trying to enforce policy. It is hoped by some that requiring mugs with “spill proof” lids to be used by staff as well as students may help to reduce spillage of liquids. Mary brought two mugs that Dining Services currently could sell at the café. One was more of a “travel” variety, the other is a promotional item that encourages students to reduce waste and recycle. Both have “spill proof” lids. Yvonne brought a couple sample of spill proof mugs that the preservation team has been investigating. It was felt that the wider base mugs with an acceptable top would be what the Libraries would encourage people to use. There was some discussion of “spill proof”. Some lids might be “spill proof” but they have a tendency to be hard to drink from. The Travel mugs with bottoms that fit into cup holders may be more likely to tip. Next steps:

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- Lori and Jane will bring SPAT's discussion back to September 9th LEC meeting with the mug from the Preservation team.
- Jane and Lori will draft changes to the policy on Food and Drink Responsibilities for Library Staff and the Code of Conduct Policy for Library Users.
- Lori will talk to the Branch Heads about the impact of the change and whether they want to participate in the change in policy or maintain their current policy. McKeldin may be the only Library Facility that will accept spill proof mugs.
- Yvonne and Mary will investigate other mug possibilities.
- Jane will check with Dining Services to see what promotions they may have for the opening of the café that we might be able to piggyback on. It is hoped that we could also promote the Libraries Food and Drink policy (with changes to acceptable drink containers) with an exhibit (or other materials) of acceptable and unacceptable containers and lids.
- Members are asked to think about ideas that will promote good practices in concealing and removal of food in the library.

**What is SPAT's role in the café and the issue of changing the policy to include appropriate mugs?** – In their minutes LEC asked Jane and Lori to draft a policy that is to be considered by SPAT. Jane has pulled the policies for staff, student and the code of conduct and briefly went over them. Some changes may be necessary but in all they are up to date, most just don't read them (or remember they are there). Will continue SPAT's role at next meeting.

 **Next meeting: Monday September 15<sup>th</sup> in McK TSD Conference Room**

