
Collections Accommodation Study Smith College Libraries

May 2012

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Neilson Library



Hillyer Library



Josten Library



Young Library

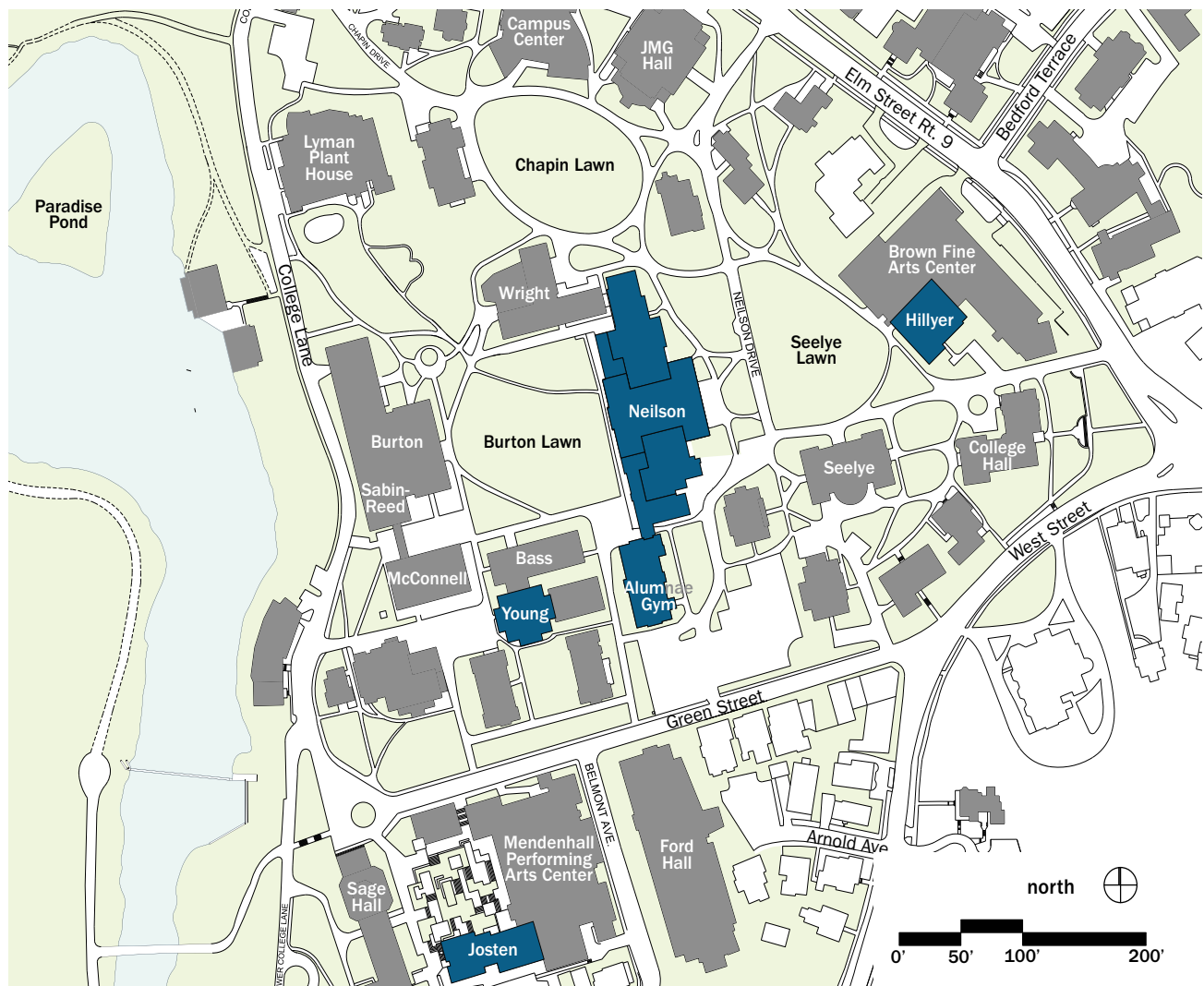
Executive Summary

The role of print collections in libraries is changing. As libraries have shifted from accessible repositories for print materials to central teaching and learning spaces, so has the balance of space for collections, study environments and services. Concurrently, the nature and use of information resources is changing as digital surrogates become more reliable.

Print collections in the Smith College Libraries occupy close to 50% of the available square footage. To achieve the vision for the Libraries as the intellectual crossroads for the Smith College community, the

Libraries must pursue a balanced approach to keeping physical collections on site and providing learning spaces to meet the needs of the academic community.

Smith College has engaged Shepley Bulfinch to evaluate space for print collections. The goal of the study is to enable future renovations in the Smith College Libraries by providing the College with an assessment of current collection capacities, possible transitional projects, and strategic alternatives for long-term collection accommodation.



Campus Map showing locations of Libraries

Smith College Collections

An analysis of library capacity reveals that space to accommodate growth in the collections is severely limited and there is an immediate need to develop and implement a long-term collection management plan.

The Smith College Libraries currently house 1.5 million volumes and 17,000 linear feet (LF) of manuscripts in the William Allan Neilson Library (Neilson), the Alumnae Gymnasium, the Hillyer Art Library (Hillyer), the Werner Josten Performing Arts Library (Josten), the Anita O'K. and Robert R. Young Science Library (Young), 126 West Street and the Five College Library Depository.

EXISTING SHELVING CAPACITY				
	Available Shelving LF	Working Capacity LF	Occupied Shelving LF	% FULL
General Collections	148,000	128,000	114,000	77%
Special Collections	25,000	24,500	21,000	84%
TOTAL	173,000	152,500	135,000	78%

SMITH COLLEGE LIBRARIES CAPACITY SUMMARY		
	% Full	Date @ Working Capacity (86%)
General Collections:		
Neilson	79%	2018
Hillyer	73%	2018
Josten	75%	2016
Young	69%	2039
West Street	86%	2017
Five College Depository	86%	NA
Special Collections		
SSC & CA	86%	2016
Rare Books	80%	2015

Based on detailed surveys conducted by the College from 2008-2011 and projected growth assumptions (see page 8), overall shelf space in all the libraries is currently 78% full. The total existing shelving can accommodate growth through 2018.

Transitional Projects and Collection Impact

Several projects in the Libraries are being considered that impact space for collections. The following three projects are assessed in this report:

- Opening the west entry on level B
 - The study recommends removing shelving on levels B and A and restores the original reading room for active teaching and learning space.
 - This project provides the college with an opportunity to re-invigorate Burton Lawn with a restored entry space that is vital to scholarship on site.
 - This project displaces approximately 114,000 volumes and reduces total capacity in Neilson by 12% (12,300 LF)
- Relocating collections out of Young to create space for new environments for research
 - The study recommends maintaining space for monographs in Young while relocating bound periodicals and reducing the print reference collection
 - This project displaces all the Bound Journals from Young (+/- 75,000 volumes) and reduces total capacity in Young by 43% (8,500 LF)
- Relocating collections out of Josten to improve space for study and learning
 - The study recommends relocating 2/3 of the monographs to alleviate collection storage issues and to create space for learning environments.
 - This project displaces 21,600 volumes and reduces total capacity in Josten by 22% (1,300 LF)
 - This project provides for 10 years of growth.

Impacts and Implementation

Assessment of scenarios for implementing the transitional projects, together with growth of collections for 15 years, highlights that the collections in the Smith College Libraries are already at a point where few changes can be made to library spaces without displacing significant amounts of collections. There is not accommodation for these displacements within the existing facilities currently.

Long-Term Collection Accommodation Alternatives

A long-term solution for the Smith College print collections is essential to enable changes and create the appropriate balance of collections and learning spaces to support the vision for the Libraries. Three long-term alternatives and their implications for the College are assessed (see adjacent tables) in this report.

Conclusion

As the Libraries become increasingly full, they will quickly reach a point where they are not easily able to provide the quality of resources and services to support the academic mission of the College.

The recommendation of this study is to engage in a large scale renovation of Neilson to improve learning spaces in the library and provide a long term solution to collection capacity. To enable this project, the College must find interim storage in an off-site temporary facility or through the Five College Library Depository. The revitalized main library will provide the College with a vital academic place for research at the heart of the campus.

ALTERNATIVE A - NO CONSTRUCTION

Retain and maximize collection storage in existing facilities

Maximum capacities

General Collections	1.6 M Volumes
Special Collections Volumes	51,500 Volumes
Special Collections Manuscripts	17,400 LF

Implications

- Minimal growth capacity
- Major shifts of collection need to take place to accommodate growth in different areas
- Plans for collection weeding and deduplication become a focal point for the College

ALTERNATIVE B - FOCUS ON NEILSON

Build a temporary facility to house collections while renovating Neilson

Maximum capacities

General Collections	up to 1.7 M Volumes
Special Collections	60,000 Volumes
Special Collections Manuscripts	24,000 LF

Implications:

- Temporary facility required to accommodate 300,000 volumes of collections during construction
- Collections consolidated in Neilson at the center of campus in compact shelving
- Space available in Young and Josten for research and study

ALTERNATIVE C - PERMANENT OFF-SITE FACILITY

Build permanent collection storage facility off site

Maximum capacities

Not limited

Implications

- Large percentage of material held off site

Introduction

As Smith College considers implementing the Library Master Plan completed in 2010, an understanding of the print collections in the Libraries and careful planning for housing physical material in the future is essential to achieving a balance of collections and learning spaces.

Trends in Collections Storage and Accommodation

The role of libraries has shifted from accessible repositories for print materials to central teaching and learning spaces. Libraries continue to be integral to academic success and in-depth scholarship, but access to information in all formats is coupled with new spaces and services that actively support the use of information resources and knowledge creation through increased and more varied spaces for study and instruction. New programs are impacting the balance of space for collections, study environments and services.

Concurrently, the nature of collections is shifting and broadening to include information resources in a range of formats. Digital resources are becoming more prevalent as sources for digital content become more reliable.

- The preferred format for journals is digital
- The preferred format for most scientific and technical material is digital
- Reference materials are increasingly purchased in electronic format
- Current periodicals are purchased almost exclusively in digital formats
- Monographs are increasingly purchased as electronic books

The rate of change in the type of material used for research is discipline specific. The science disciplines have shifted to digital formats significantly more quickly than other disciplines. Print collections continue to be valuable resources for research, particularly in the arts, the humanities, and the social sciences.

Book stacks occupy a large percentage of library space and academic libraries face pressure to find efficient and cost-effective ways to house their collections and make room for new materials as the role of libraries and collections evolves. Throughout the United States, the capacity on college campuses for storing print collections is increasingly limited. Storage facilities, designed to relieve the pressure on site libraries for storage of print materials, are also reaching their limit of capacity. Colleges and universities are looking at a variety of ways to address storage of print material from deduplication of existing collections to collaborative/cooperative agreements with other institutions – effectively sharing material.

At Smith almost 50% of the library space is occupied by collections. Only 6% of the College's collections are currently being held off site - 3% in the Five College Library Depository and 3% at the West Street facility. The Five College Library Depository is an example of a cooperative agreement; it serves both the Five College Libraries and an affiliate membership that relies on certain collections as print backup to electronic content.

Collections Accommodation Study

In the fall of 2011 Smith College engaged Shepley Bulfinch to do the following:

- Evaluate space for print collections in the Smith College Libraries
- Develop overall strategies for accommodating the existing collections
- Provide planning options for accommodating projected growth and changes in library capacity

The goal of the study is to enable future renovations in the Smith College Libraries by providing the College with an assessment of current collection capacities, possible transitional projects and strategic alternatives for long-term collection accommodation.

This study includes the following:

- An analysis of existing collection growth
- An analysis of existing shelving capacity and available space for print collections in the Libraries today and in the future
- An assessment of several options for transitional projects within the Libraries to accommodate immediate needs for enhanced learning environments
- Evaluation of long-term strategies for collection accommodation

Working Capacity

The standard for “working capacity” of collections in libraries is 86% of total linear feet of shelving occupied and sections that do not exceed 7 shelves in height. Beyond this level, shelves are too crowded to function efficiently, causing problems in shelving new material and hindering access to material. Higher shelving units cause safety concerns as users try to access material.

DEFINITIONS

Collection Growth	The rate at which the college acquires new material
Dewey Collections	Material classified in the Dewey Decimal System <i>Note: Material acquired by Smith College through 1971 is generally classified in the Dewey Decimal System (with some exceptions for frequently requested material)</i>
LC Collections	Material classified in the Library of Congress Classification System <i>Note: Material acquired by Smith College after 1971 is generally classified in the LC classification system (with some exceptions for Rare Books which have only recently begun to classify material in the LC classification system)</i>
LF	Linear Feet
Off-site	Not on central campus (includes West Street Library Storage and the Five College Library Depository)
Storage capacity	LF of usable shelving to allow effective storage of material
Total capacity	Total LF of shelving available
Working capacity	LF of usable shelving to allow sufficient space for collection growth and collection shifts

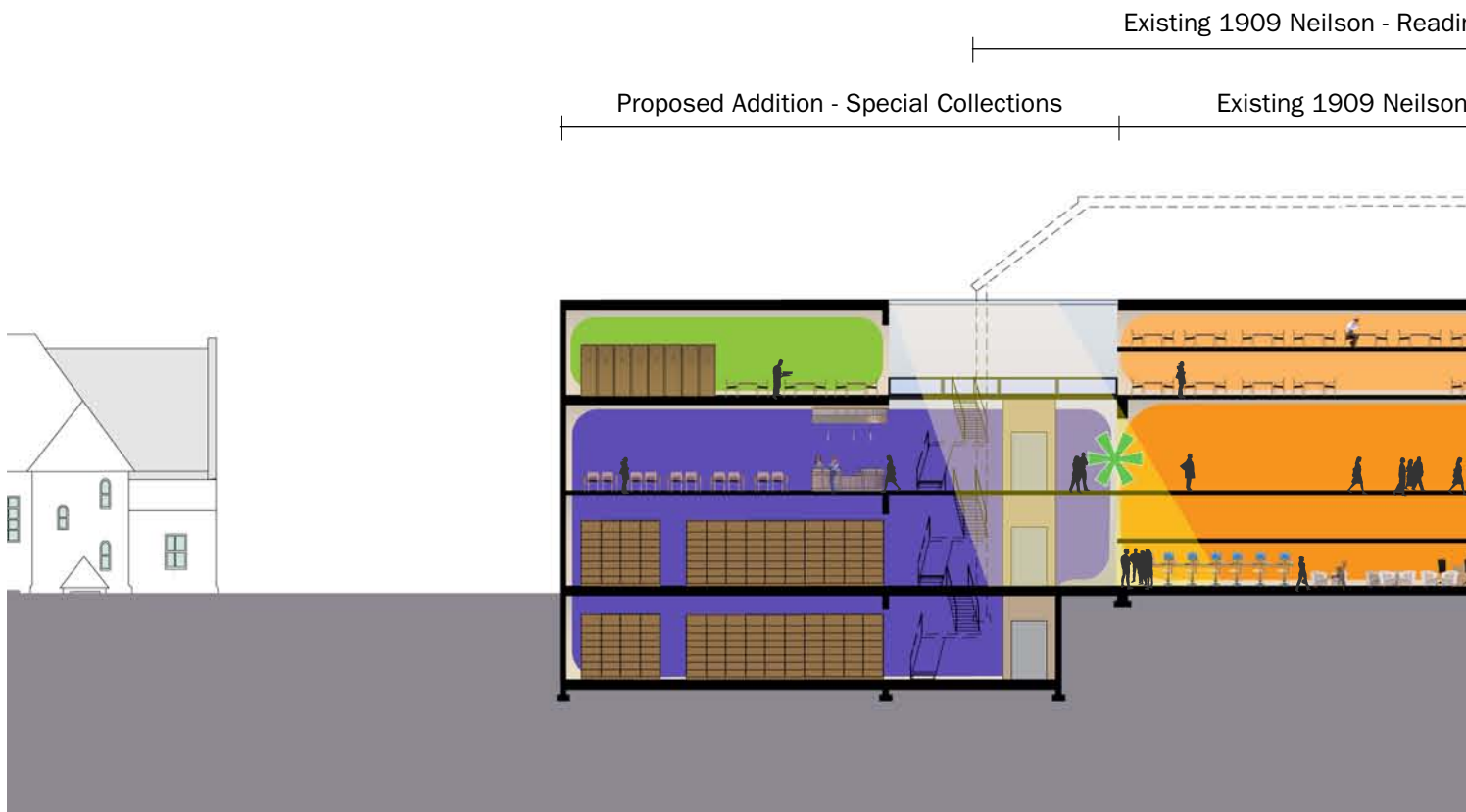
Methodology

Shepley Bulfinch approached this study by conducting an analysis of existing collections capacity at Smith College, projecting a growth option for the Smith College collections, evaluating opportunities for moving collections within the existing capacity, and developing options for short and long term collection accommodation.

The information and projections in this study are estimates. They are extrapolated from the historical data available using a methodology that was standardized for all of the libraries. The purpose of the projections is to provide a broad picture of the existing and anticipated collection storage situations.

Assumptions

- Working capacity is the effective capacity assumed for all on-site general collections openly accessible to the public
- Storage capacity is the effective capacity assumed for all special collections and off-site collections that are in secured storage
- Working capacity is 86% of the total capacity
- Storage capacity is 95% of the total capacity for volumes (primarily applies to Rare Books and non-archival material stored at West Street) and 100% of total capacity for manuscript boxes and storage boxes (primarily applies to the Sophia Smith Collection, College Archives, and material stored in the Five College Depository).
- All calculations reflect FY2011 numbers. If data was not available for FY2011, available numbers were projected to 2011 based on historic growth data
- Collection size and growth is based on an analysis of print materials including volumes, government documents, manuscripts and scores. Media collections (VHS, DVD...etc.) are treated separately for clarity.
- Collection numbers for each of the facilities represent actual material in that facility. Material to off-campus facilities is considered separately.
- For purposes of this report, actual shelving capacity was used – i.e., if a shelving section has 7 shelves, it is considered to have 21 LF of total capacity. When considering shifts of collection, shelving height should be taken into consideration and data normalized.



Building section of the proposed vision for Neilson from the 2010 Master Plan

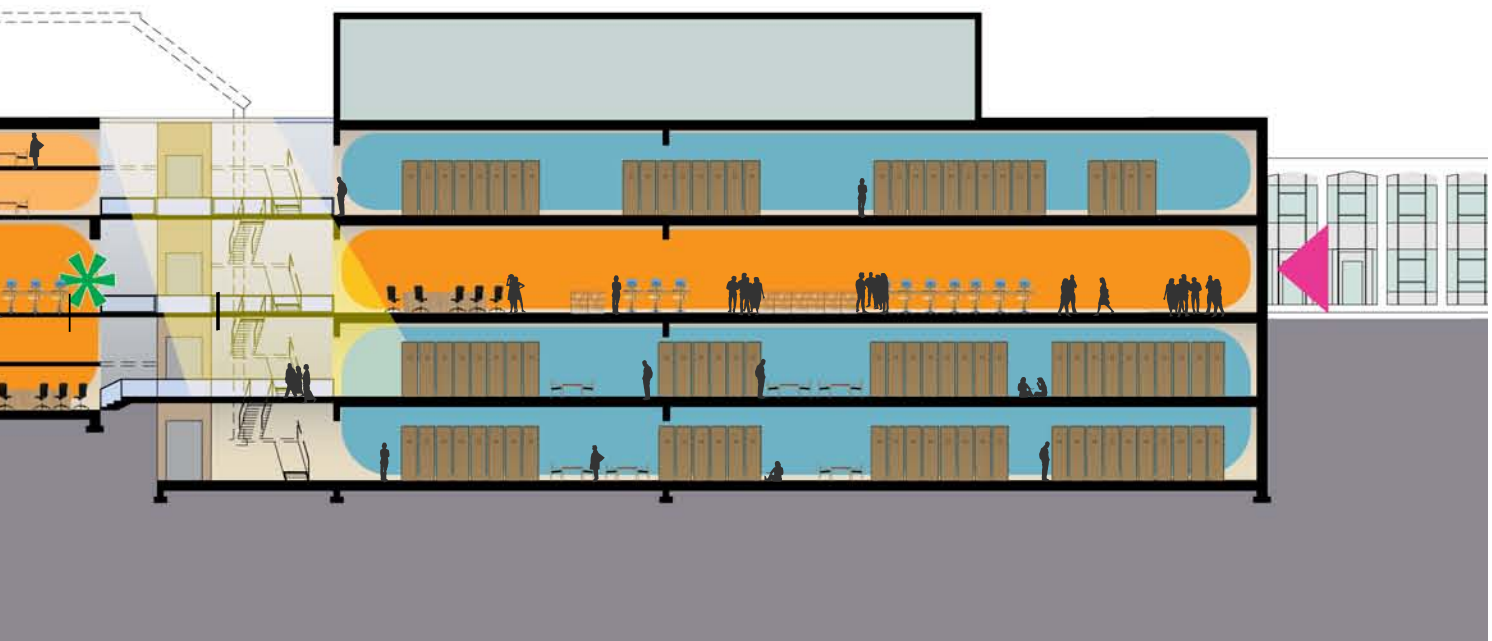
Vision for the Smith College Collections

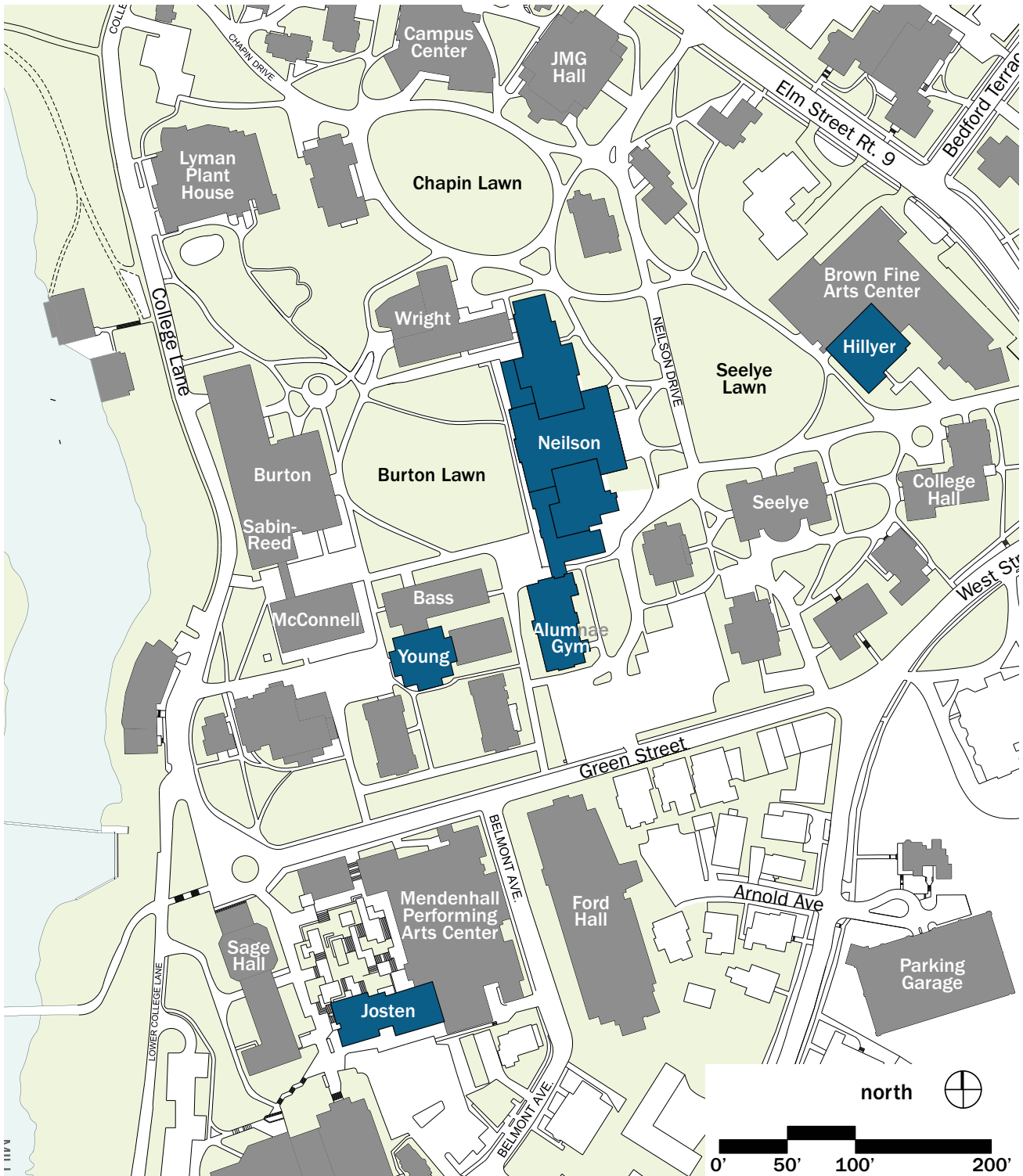
The long-term vision for the Smith College Libraries is to provide effective learning environments in the Library that allow for direct access to primary source materials by patrons, encourage use of resources, and support scholarship.

The long-term vision for the collections is to establish the correct balance of on-site and off-site material to meet the needs of academic community. The Library's Master Plan envisions a balanced approach to keeping physical collections on site and providing learning spaces for the access and use of scholarly resources within the Library. Accessible materials will encourage browsing and opportunities for discovery, while increased learning spaces will promote use of the collections and knowledge creation. Collections stored off site will primarily be infrequently used material.

ing Room

Proposed Addition





Smith College Campus Map highlighting library facilities

Smith College Collections

Overview

The Smith College collections will reach working capacity in 2018 if strategies are not implemented to address shelving and storage space.

The Smith College collections currently include 1.5 million volumes and 17,000 LF of manuscripts located in both on-site and off-campus facilities. On-site facilities include the following:

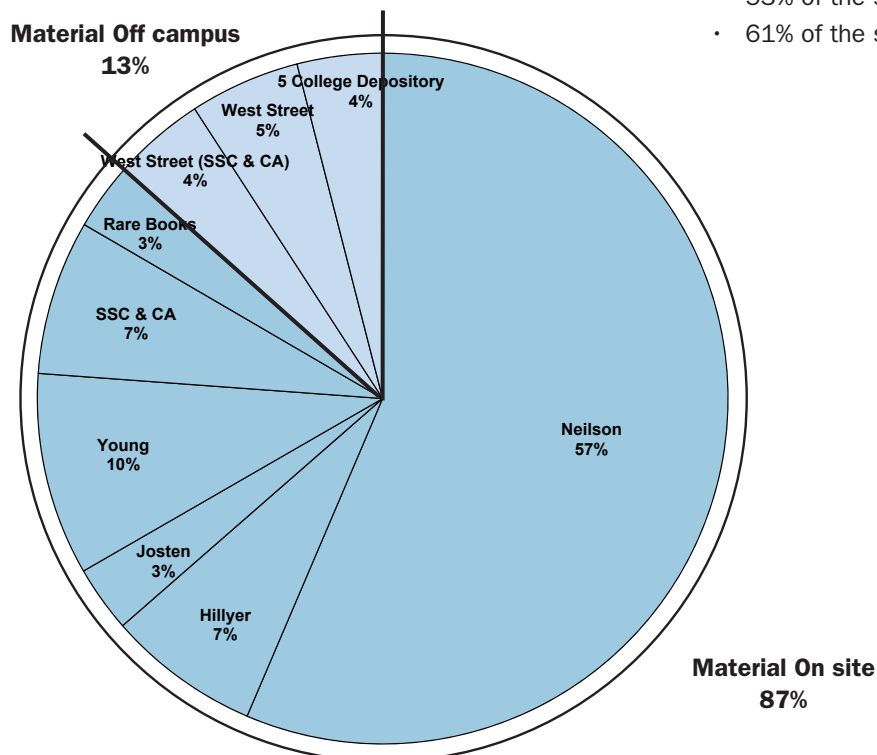
- The William Allan Neilson Library (Neilson)
- The Alumnae Gymnasium (the Alumnae Gym)
- The Hillyer Art Library (Hillyer)
- The Werner Josten Performing Arts Library (Josten)
- The Anita O'K. and Robert R. Young Science Library (Young)

Material is also stored in the following two off-site facilities:

- 126 West Street (West Street)
- The Five College Library Depository

The majority of the material is held on site with 50% of the library space taken by collections. Neilson Library itself holding a majority.

- 87% of the collections are located on site
- 13% of the collections are located off campus in West Street or the Five College Library Depository
- 57% of the material located on site is located in Neilson.
- Book stacks occupy 47% of all library space on site
 - 50% of the space in Neilson
 - 31% of the library space in the Alumnae Gymnasium
 - 41% of the space in Hillyer
 - 53% of the space in Josten
 - 61% of the space in Young



Pie chart showing collection distribution on and off campus

Overall Collection Growth

Shepley Bulfinch analyzed growth across all collections and for individual libraries. Existing shelving will reach working capacity in 2018 and Smith College must immediately embrace a long-term strategic solution in order to maintain collections effectively in the Libraries.

Growth projections are based on the average actual growth over the last 6 years and reflect the following assumptions:

- When branch libraries or Special Collections reach working capacity, material is moved to West Street or Neilson as long as space is available
- Space in any branch library will be available only to collection growth for that particular library
- Discipline specific material are only moved to branch libraries that are focused on said discipline
- Space in the Five College Library Depository is not included in available space as it is not necessarily designated for Smith College Material

In addition to addressing the long-term alternatives for collection accommodation, the College must consider strategies for managing the physical collection in order to retain relevant material on site.

Strategies for extending the time until the collections reach working capacity include:

- Relocating material from Neilson or West Street to the Five College Library Depository to create additional space in these primary facilities that house collections from all disciplines
- Deduplicating material from the Smith College collection that is held by other Five College Libraries
- Consolidating the Dewey collections in Neilson to a storage capacity of 95% (they are currently housed at a working capacity of 86%)

Many of these strategies are already being implemented in part or being considered by the Libraries. To maintain the inherent value of the collections to the College, any process of deduplication must be well planned, thoughtful and consultative; as such, deduplication may be slow to achieve any significant reduction in collections.

The completion of all of these strategies may provide the college with an additional +/- five years until the collections reach working capacity. This is not a significant enough change in existing physical collections to alter the need for a long-term solution for collection accommodation.

SMITH COLLEGE LIBRARIES CAPACITY SUMMARY

	% Full	Date @ Working Capacity (86%)
General Collections:		
Neilson	79%	2018
Hillyer	73%	2018
Josten	75%	2016
Young	69%	2039
West Street	86%	2017
Five College Depository	86%	NA
Special Collections		
SSC & CA	86%	2016
Rare Books	80%	2015

Neilson

Neilson is located at the center of the campus physically and is the primary campus library housing general collections and research and collections services with a focus on the humanities and social sciences.

Growth

Collections in Neilson will reach working capacity (86%) in 2018 if growth continues and shelving capacity remains the same. Based on a survey of shelving in Neilson conducted in 2008 by Smith College and on growth projections, Neilson is 79% full. The growth rate of collections in Neilson is approximately 685 LF/year (8,215 volumes/year*) based on an average of the last six years of data. It is estimated that growth in print collections will decline slowly. For purposes of this report, a decline of 2% per year in the growth rate is assumed.

Several collections are not included in the calculations including the Burack Collection, currently located on the first floor, and the Caverno Room classical collections, located adjacent to the Collacott Room on the 3rd floor.

Collections

Neilson houses a broad variety of material including the following:

- Reference
- Dewey classified collections of material acquired prior to 1972
- LC classified monographs
- Current Periodicals (not included in calculations)
- Bound Journals
- Theses
- Media Collections (CD's/DVD's/VHS) (not included in calculations)
- Microforms (not included in calculations)
- SSC manuscripts (not included in calculations - see page 20)

**The total number of volumes assumed per linear foot of shelving in Neilson = +/- 12 vols/LF at 100% capacity. This is based on the total existing volumes in Neilson/total occupied linear feet in Neilson.*

Media collections in Neilson are divided. DVD's and audio-cassettes are located in the circulation workroom and paged upon request. VHS tapes are on open stacks located on the 2nd floor of Neilson. These stacks are 90-95% full with material occupying approximately 3,500 LF of shelf space.

Collection Accommodation

Neilson has not moved any material to West Street. Some bound periodicals have been relocated to the Five College Library Depository.

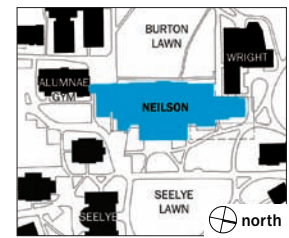
Most of the material in Neilson is shelved in standard sized shelving units that are no more than 7 shelves high.

Several factors impact the potential capacity of the existing structure.

- The 1939 north addition was designed as a self-supporting stack. Structural elements within the shelving system support all floors of this addition making it very inflexible for renovation.
- Much of the shelving in Neilson is laid out with aisle widths that do not meet current code requirements for 3'-0" aisles. Major renovation of any space will require that this shelving be relocated to accommodate current codes, thus reducing the capacity in the Library.
- The Dewey collection, which is a static collection and does not grow, could be housed at 95% thus increasing capacity. (Although originally housed at 90-95%, The Dewey collection is currently at 80-90% of total capacity as some material has been withdrawn and relocated to the Five College Depository.)

The plan diagrams on pages 12-13 locate the different collections in Neilson.

- Shelving on the lower levels (Library of Congress classification) is at approximately 72% of total capacity and continues to grow.
- Shelving on the upper levels (Dewey classification) is at 86% total capacity and is stable.



NEILSON COLLECTIONS - FAST FACTS

Today 79% of total capacity
2018* 86% (working capacity)

Existing Collections in Neilson**

	Volumes	LF
Existing Collections	1 M	78,300
Existing Total Capacity	NA	99,400
Existing Working Capacity	1.1 M	85,500

Growth

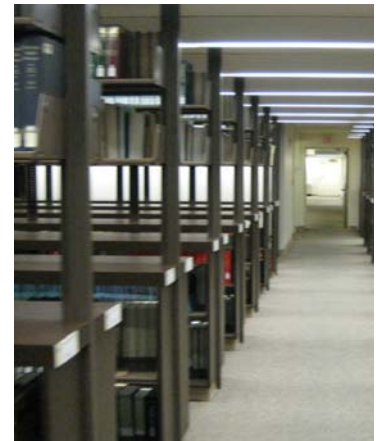
	Volumes/Year	LF/Year
Average Growth	8,215	685

*Working capacity for general collections is reduced as Neilson accommodates material from Special Collections once starts reaching working capacity in 2015; the average growth rate of material in Neilson increases as the branch libraries (Josten) start reaching working capacity in 2016.

**Does not include Special Collections housed in Neilson



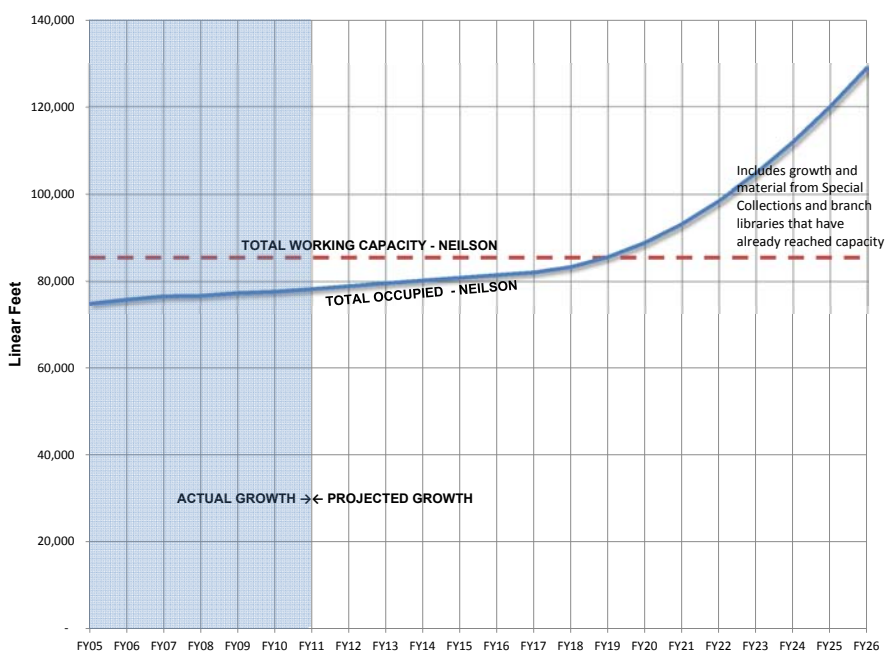
Neilson Library - Main Entry



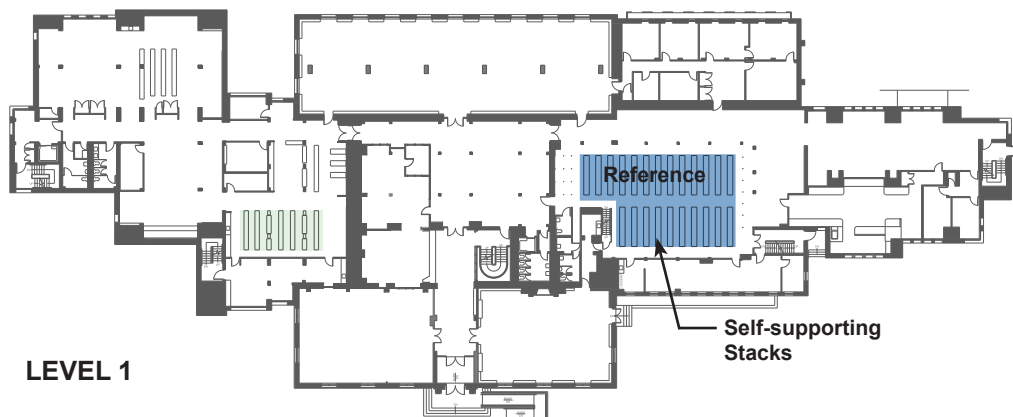
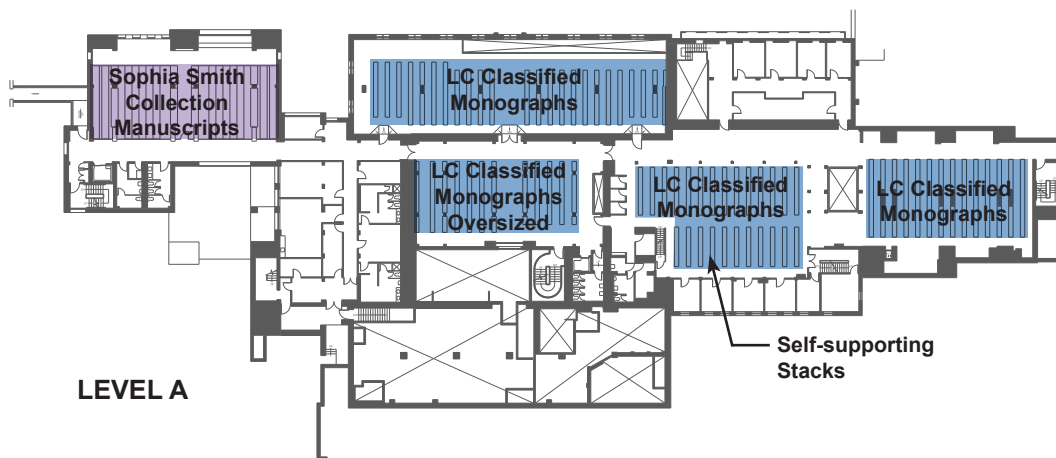
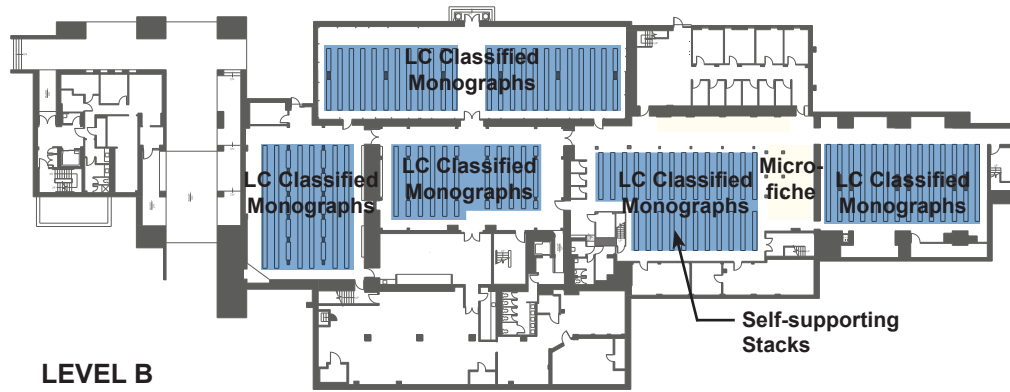
Neilson Library - Level 1 Reference Shelving



Neilson Library - Level A Stacks



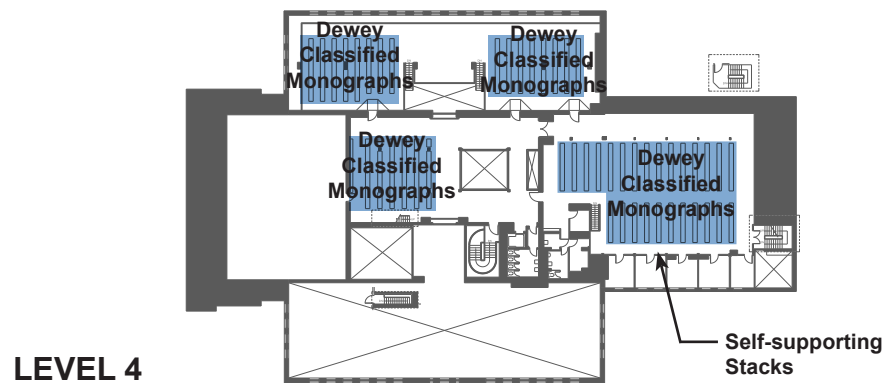
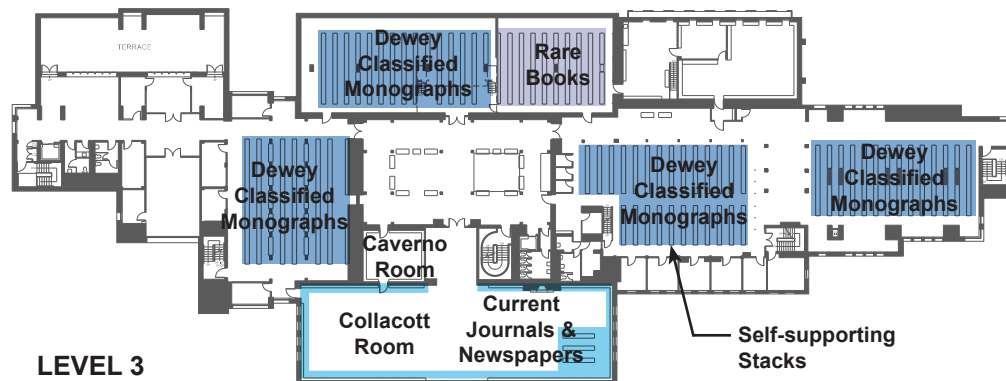
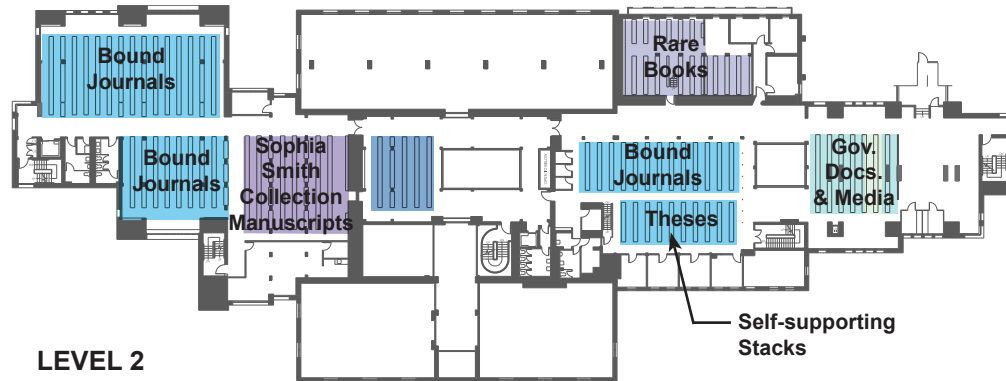
Line chart showing collection growth in Neilson reaching working capacity (86%) in 2018



- Microforms
- Maps/Flat Files
- Media

- Government Documents
- Scores
- Periodicals

- Volumes
- Special Collections
Rare Books
- Special Collections
Sophia Smith Collection
& College Archives



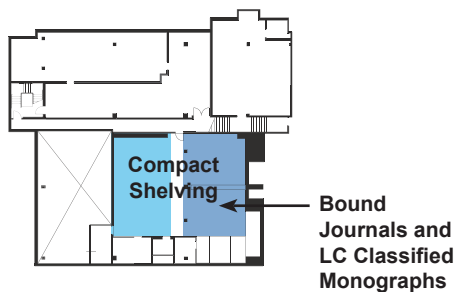
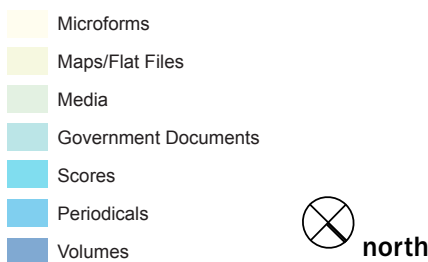
Hillyer

Hillyer is located within the Brown Fine Arts Center adjacent to the Smith College Art Museum. The Library houses collections and services focused on the history, theory, criticism and practice of the visual arts.

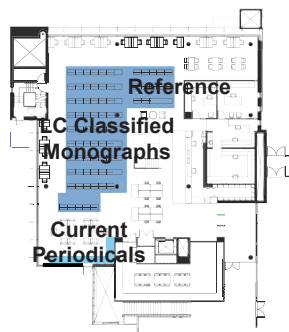
Growth

Hillyer will reach working capacity in 2018 if growth continues and shelving capacity remains the same. Based on a 2009 survey of shelving in Hillyer conducted by Smith College and on growth projections the Library is 73% full. The average growth rate based on the last five years of data show growth at approximately 266 LF/year (2,658 volumes/year*) in Hillyer. It is estimated that, due to the nature visual art books, print materials will remain an integral part of visual arts scholarship and that the growth rate for material will remain stable.

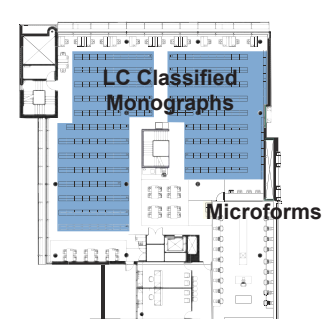
**The total number of volumes assumed per linear foot of shelving in Hillyer = +/- 10 vols/LF at 100% capacity. This is based on the total existing volumes in Hillyer/total occupied linear feet in Hillyer.*



LEVEL 1



LEVEL 2



LEVEL 3

Collections

Hillyer houses material focused on visual arts including:

- Reference
- LC classified monographs
- Current Periodicals (not included in calculations)
- Bound Journals
- Media Collections (CD's/DVD's/VHS) (not included in calculations)
- Microforms (not included in calculations)

Media collections in Hillyer are shelved behind the circulation desk and are retrievable by request at the circulation desk.

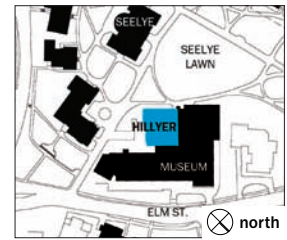
Collection Accommodation

All Dewey classified material was moved to West Street before the 2002 renovation.

Many of the art volumes are of a larger size, and all the shelving in Hillyer is 5 shelves high to accommodate the larger sizes. Most of the material in Hillyer is shelved in shelving that is appropriately sized in shelving and aisle widths that meet current ADA regulations.

The diagrams below locate the different collections in Hillyer.

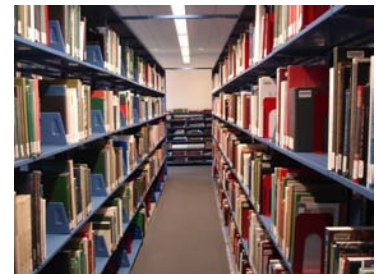
- Shelving in the lower level is compact shelving which houses bound journals and some monographs



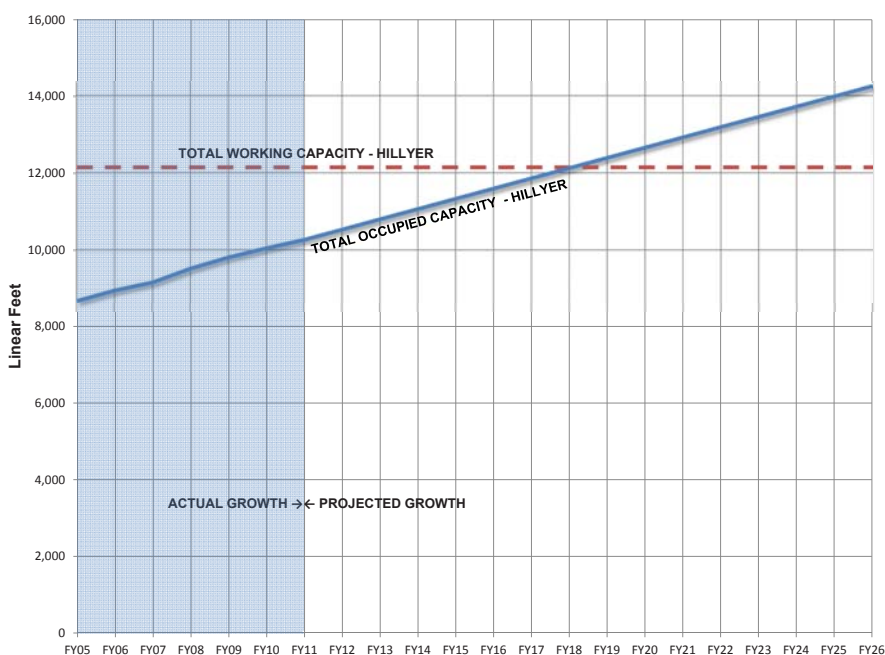
HILLYER COLLECTIONS - FAST FACTS		
Today	73% of total capacity	
2018	86% (working capacity)	
Existing Collections in Hillyer		
	Volumes	LF
Existing Collections	104,000	10,300
Existing Total Capacity	NA	14,100
Existing Working Capacity	122,800	12,100
Growth		
	Volumes/Year	LF/Year
Average Growth	2,658	266



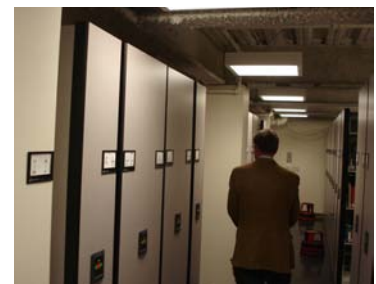
Hillyer Library



Hillyer Library - Level 3 Shelving



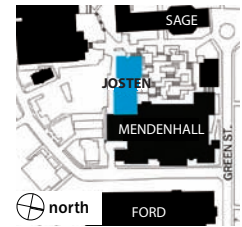
Line chart showing collection growth in Hillyer reaching working capacity (86%) in 2018



Hillyer Library - Compact Shelving on level 1



Hillyer Library - Oversized material level 3



Josten

Josten is located in the Mendenhall Center for the Performing Arts and houses collections and services focused on the Music, Theatre and Dance departments.

Growth

Josten will reach working capacity (86% full) in 2016 if growth continues and shelving capacity remains the same. Based on a 2011 survey of shelving in Josten conducted by Smith College, the Library is 75% full. The average growth rate based on the last five years of data show growth at approximately 137 LF/year (1,507 volumes/year*) in Josten. It is estimated that, due to the nature of the collections in Josten, the growth rate will remain stable.

The calculations for Josten do not include media collections or shelving in the basement where these collections are housed. The media collections at Josten are at 61% of total capacity. There are 1,800 total LF of shelving in the basement that currently house Laser Disks, CD's, DVD's, LP's, Cassettes, VHS tapes, and Reel-to-Tape.

Collections

Josten houses material focused on the performing arts including the following:

- Reference
- LC classified monographs
- Scores
- Orchestral Parts
- Current Periodicals (not included in calculations)
- Media Collections (Laser Disks/CD's/DVD's/VHS/LP's/78's/Reel-to-Tape) (not included in calculations)

Material in Josten encompasses a broad array of formats which need to be accessed and used both individually and together. Expertise and technologies to support use and access to this material are important components of performing arts scholarship.

**The total number of volumes assumed per linear foot of shelving in Josten is assumed to be +/- 12 vols/LF at 100% capacity. This is based on the total existing number of books in Josten/total occupied linear feet of shelving in Josten.*



Josten Library

JOSTEN COLLECTIONS - FAST FACTS

Today 75% of total capacity
2016 86% (working capacity)

Existing Collections in Josten

	Volumes	LF
Existing Collections	89,200	4,500
Existing Total Capacity	NA	6,000
Existing Working Capacity	103,100	5,200

Growth

	Volumes/Year	LF/Year
Average Growth	1,507	137

Collection Accommodation

Josten would be well beyond capacity if material were appropriately shelved throughout the Library. Decisions regarding what material stays in Josten are being made based on space available in the library rather than value to the performing arts faculty and students. As a result, Josten staff have been forced to adopt coping strategies to maintain reasonable access to even a portion of their collections. They are continually shifting material within the Library and to off-site locations.

Space constraints have triggered some challenging decisions such as the relocation of all Dewey classified monographs and bound journals to West Street. The move of all of the performing arts bound journals to West Street is extremely unusual given the relatively high demand for their use. The tactic has resulted in frequent paging of material from West Street, which was never intended to house heavily used material. If these materials were brought back to Josten so as to best serve the performing arts, the library would be beyond capacity.

Despite efforts to reorganize material, much of the shelving in Josten hinders access and does not reflect the desired stewardship of the material.

- Shelving is often of inadequate depth for the material
- 44% of the shelving for monographs is in units with 8 shelves, making volumes more difficult to access safely
- The low ceiling height in the lower stacks cannot accommodate full height shelving

- Material on the top shelf in the lower stacks is often in contact with lighting fixtures
- Shelving in the tunnel is non-standard wood shelving

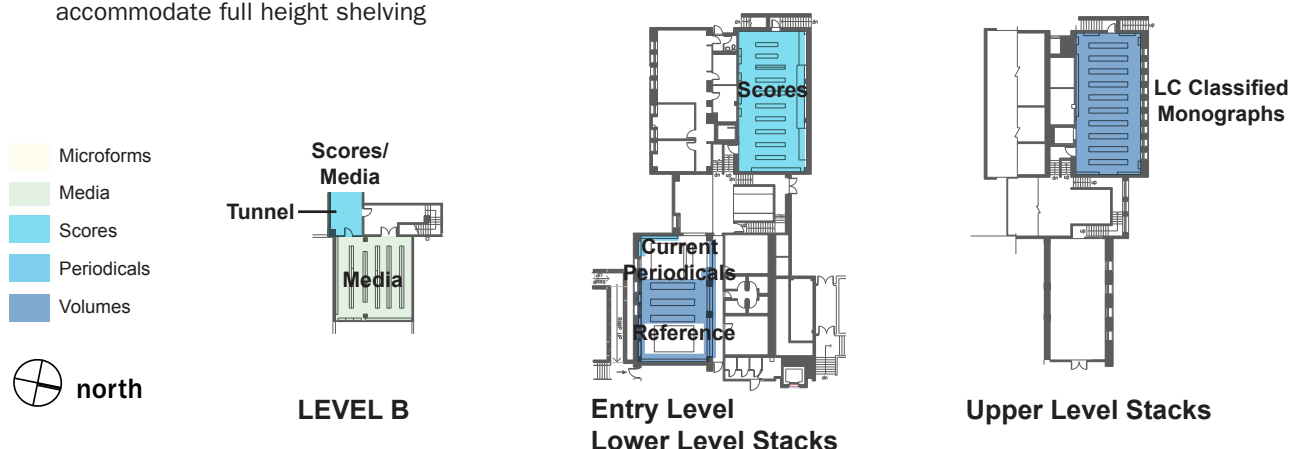
None of the aisles in Josten meet current code requirements for 36" aisles except in the basement space. To accommodate 36" aisle widths, the upper and lower stacks would each lose at least six sections of shelving (124 LF).

Past studies of Josten have concluded that the lower stacks could be converted to compact shelving. Adding compact shelving is an expensive and inflexible solution that provides minimal gain in capacity due to the low ceilings. Compact shelving would provide an additional +/-1,800 LF of shelving on the lower level.

The below plan diagrams locate the different collections in Josten.

- Scores are concentrated in the lower stacks of Josten
- Monographs are located in the upper stacks and the reference area.
- Media collections (and some specific scores collections) are located in the basement
- The Tunnel is currently used to house 78's, scores (circulating), and orchestral parts*

** The Tunnel also houses a significant quantity of choral music. The choral music is maintained by the choral program and, although the space is library space, it is not being considered in this study.*

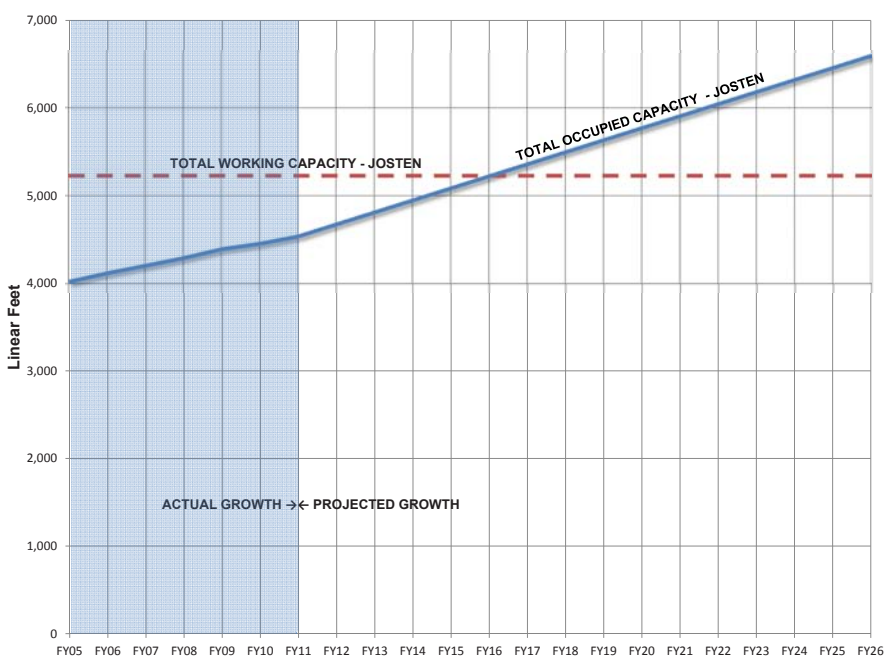




Josten - scores overhanging shelf depth



Josten - monographs eight shelves high



Line chart showing collection growth in Josten reaching working capacity (86%) in 2016



Josten - giant scores housed in makeshift box



Josten - scores immediately below light fixtures

Young

Young is located between Burton Lawn and Green Street at the center of campus. The Library is accessed through Bass Hall and houses collections and services with a focus on the sciences. Print material in the science disciplines is increasingly available digitally and consequently there is less pressure on collections in Young relative to the other libraries on site.

Growth

Young has space for collection growth through 2039 if shelving capacity remains the same. Based on a 2009 survey of shelving in Young conducted by Smith College and on growth projections the Library is 69% full. The average growth rate based on the last five years of data show growth at approximately 220 LF/year (2,642 volumes/year*) in Young. It is estimated that, due to the trend towards use of digital materials in the science disciplines, the growth rate of material in these disciplines will decrease by 5% per year.

Collections

Young houses material focuses on the sciences and includes the following:

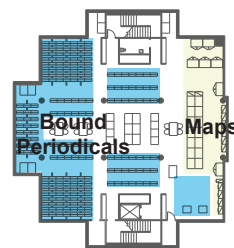
- Reference
- LC classified monographs
- Current Periodicals (not included in calculations)
- Bound Journals
- Media Collections (CD's/DVD's/VHS) (not included in calculations)
- Microforms (not included in calculations)

Collection Accommodation

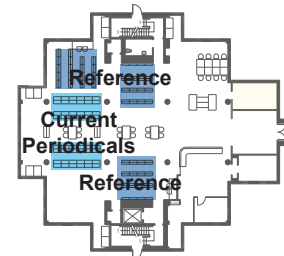
All Dewey classified material has been moved to West Street.

Most of the material in Young is shelved in standard shelving units that are no more than 7 shelves high.

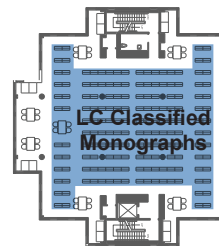
The mezzanine level of Young is designed as a self supporting stack. Structural elements within the shelving system on level 2 support the mezzanine, making level 2 inflexible for renovation for any other purpose except shelving.



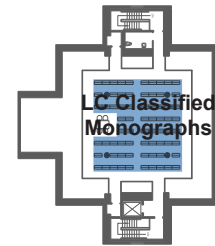
LEVEL B



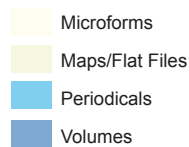
LEVEL 1



LEVEL 2



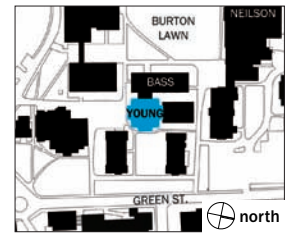
LEVEL M



The above diagrams locate the different collections in Young.

- The lower level is compact shelving and houses bound periodicals
- There are plans to move the map collection on level B to the basement of McConnell Hall under the auspices of the Geosciences Department (1,200 SF)
- Many sections of the shelving for current periodicals on the first floor are empty.

*The total number of volumes assumed per linear foot of shelving in Young = +/- 12 vols/LF at 100% capacity. This is based on the total existing volumes in Young/total occupied linear feet in Young.



YOUNG COLLECTIONS - FAST FACTS

Today 69% of total capacity
2039 86% (working capacity)

Existing Collections in Young

	Volumes	LF
Existing Collections	172,500	13,600
Existing Total Capacity	NA	19,600
Existing Working Capacity	213,500	16,900

Growth

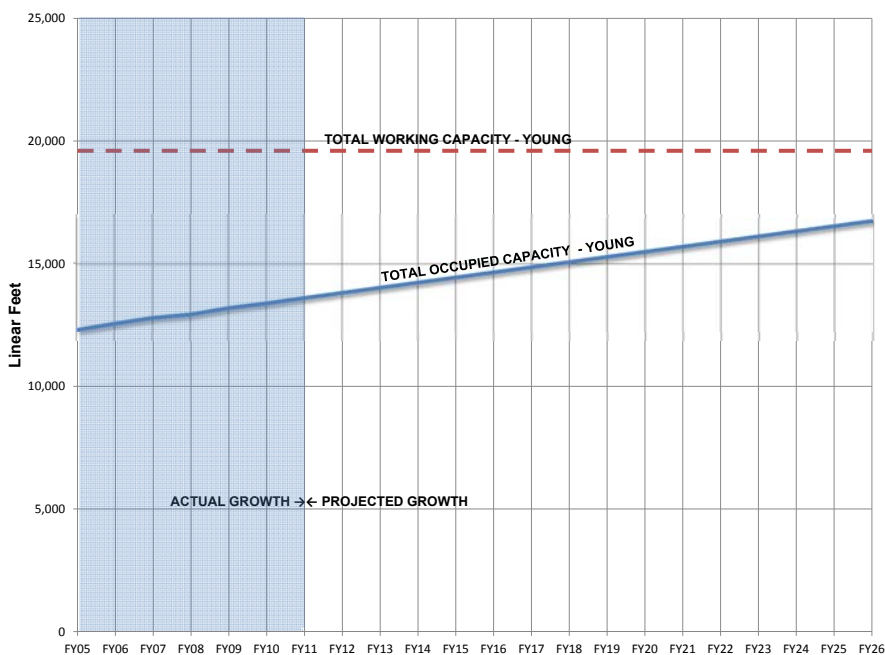
	Volumes/Year	LF/Year
Average Growth	2,642	220



Young Library



Young - empty periodicals shelving level 1



Line chart showing collection growth in Young



Young - Level B bound journals in compact shelving

Special Collections

Special Collections includes the Sophia Smith Collection (SSC) and the College Archives (CA), and Rare Books. Special collections material is distributed in Neilson, the Alumnae Gymnasium and West Street creating complexity in access, inefficient operations, and challenges to the security of the collections. Special collections are accessed only by staff members and they do not circulate.

Sophia Smith Collection & College Archives

The SSC and the CA provide access to and services for material from internationally recognized collections of manuscripts and archives.

Growth

Space for SSC & CA will be at storage capacity (100% of total capacity for manuscript boxes) by 2016 and it is urgent to identify a long-term storage solution for archival material.

Based on a survey of shelving conducted in 2011 by Smith College and an analysis of the new shelving made available in 2012, SSC and CA has space for +/- 4 years of growth. The average growth rate, based on data provided by the College, is approximately 475 LF/year. Although growth is unpredictable and fluctuates from year to year, it is projected that the average growth

rate will remain stable for the foreseeable future.

This collection analysis does not include filing cabinets and flat files, which are currently located in the Reading Room in the Alumnae Gymnasium.

Collections

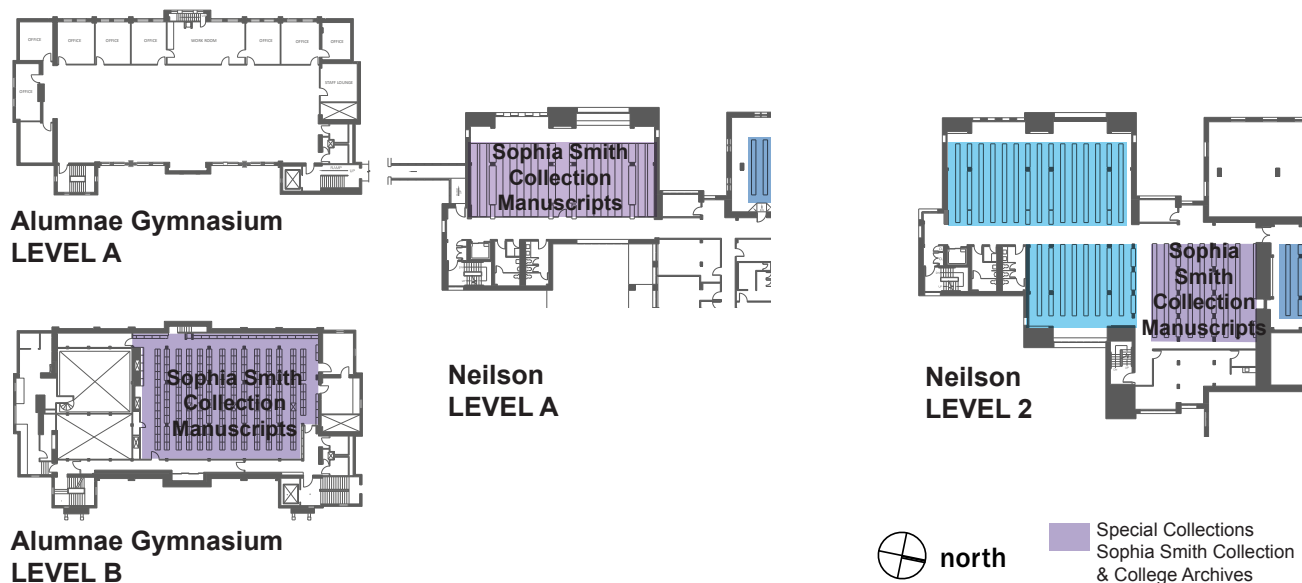
Material includes reference material and manuscripts. Manuscripts are primarily stored in archival boxes in a variety of sizes. Material can range from papers and books to objects and photographs.

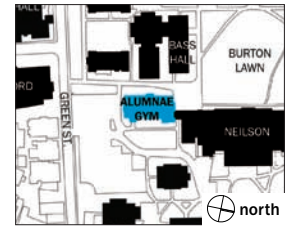
Collection Accommodation

The SSC and the CA are stored together in Neilson on levels A and 2, in the Alumnae Gym on level 2 and at West Street. In 2011 space was severely limited and there was no space for growth. In 2012 bound journals from level 2 of Neilson were relocated within the Library to create space for growth in the SSC and CA.

SSC & CA are storing overflow and uncataloged manuscripts at West Street. West Street is located in a flood plain and has flooded twice in recent years. Storing archival material in this location is inappropriate and not reflective of goals of the College or the SSC and CA for good stewardship.

The below diagrams locate the different collections in the Alumnae Gym and Neilson.





SOPHIA SMITH COLLECTIONS and COLLEGE ARCHIVES - FAST FACTS

Today 86% of total capacity
2016 100% (Storage Capacity)

Existing Collections 16,556 LF

Alumnae Gymnasium*	6364 LF
Neilson	4032 LF
West Street	6160 LF

Existing Total Capacity 19,253 LF

Alumnae Gymnasium*	6364 LF
Neilson	6729 LF
West Street	6160 LF

Existing Storage Capacity* 19,253 LF

Alumnae Gymnasium	6364 LF
Neilson	6729 LF
West Street	6160 LF

Growth LF/Year
 Average Growth 475

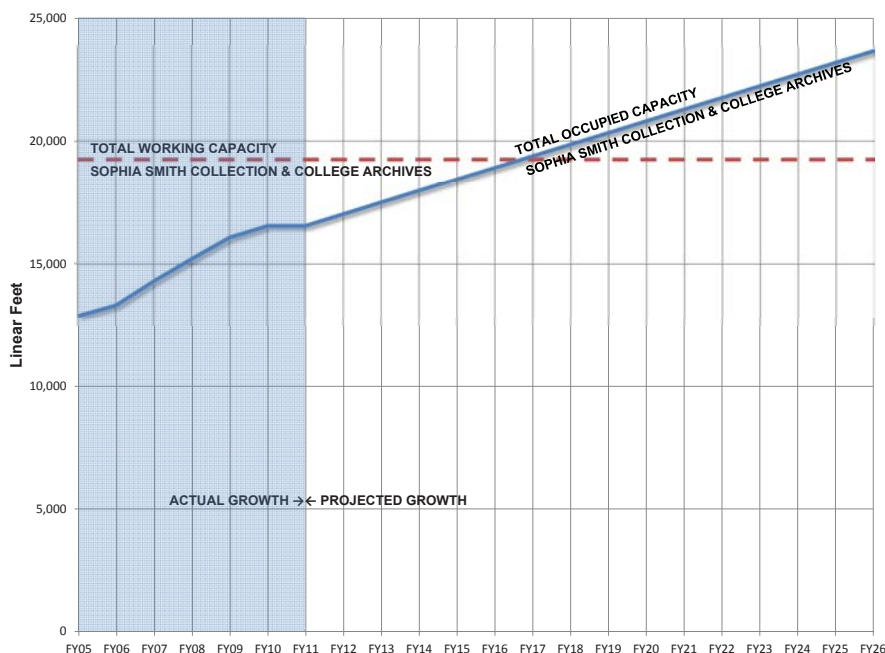
*Includes manuscripts and 99 LF of reference volumes



Alumnae Gymnasium - entry and bridge to Neilson



Alumnae Gymnasium - shelving for archival boxes



Line chart showing collection growth in SSC and CA reaching storage capacity (100%) in 2016



Alumnae Gymnasium - shelving for archival boxes

Rare Books

Rare Books provide access to collections and services for the College's rare collections.

Growth

Rare Books space in Neilson will reach storage capacity (95% of total capacity for books and 100% of total capacity for manuscripts) in 2015 if growth continues and shelving capacity remains the same.

Currently space for rare books is 80% full. The average growth rate for rare books based on the last five years of data show growth at approximately 187 LF/year (88 LF of manuscripts and 1,181 volumes/year). It is estimated that the growth rate of rare books will remain stable. Because Rare Books material does not circulate, working capacity in Rare Books is generally considered to be 95% of the total capacity for books and 100% of total capacity for manuscripts.

Collections

Rare Books include

- Reference
- Dewey monographs
- LC monographs
- Manuscripts and catalogues

Collection Accommodation

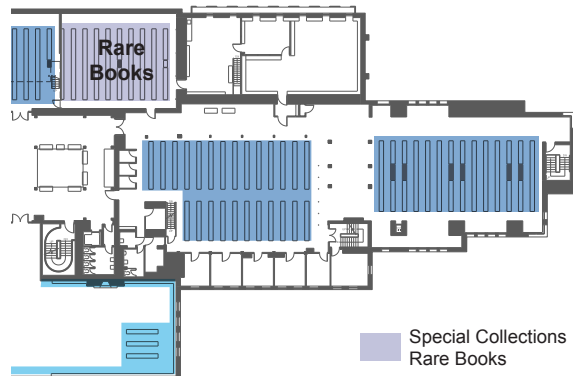
Rare Books materials are housed on the 2nd and 3rd floors of Neilson.

The adjacent diagrams locate the different collections in Neilson:

- Approximately 11% of the collection is housed in the Rare Books reading room on the third floor of Neilson
- No material from Rare Books is stored off site



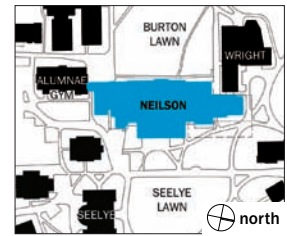
**Neilson North
LEVEL 2**



**Neilson North
LEVEL 3**

Special Collections
Rare Books





RARE BOOKS - FAST FACTS

Today 80% of total capacity
2015 95%(storage capacity for books), 100% (storage capacity for manuscripts)

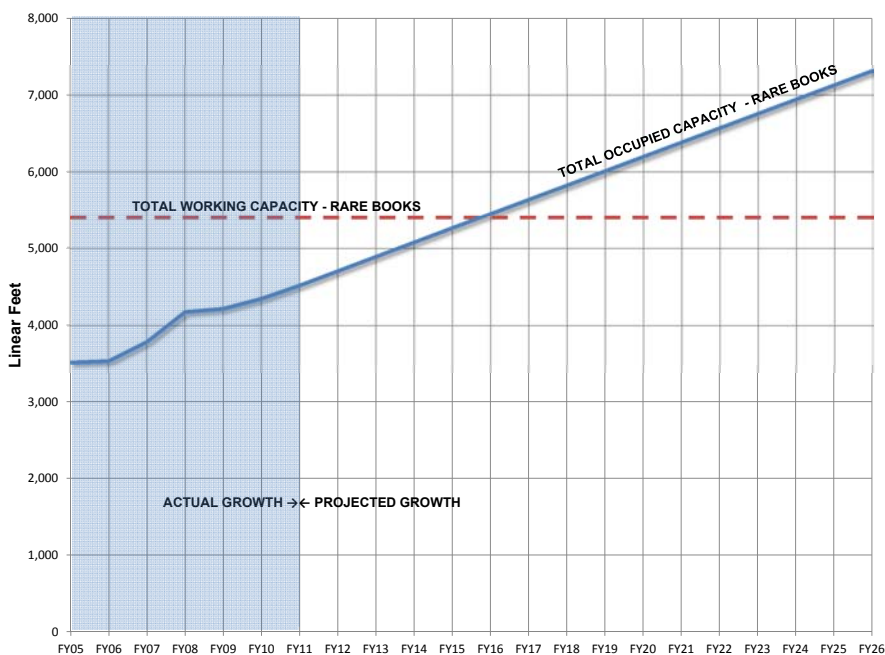
Existing Collections in Rare Books

	Volumes	LF Volumes	LF Manuscripts	TOTAL LF
Existing Collections	41,500	3,800	740	4,540
Existing Total Capacity	NA	4,700	960	5,660
Existing Working Capacity	51,800	4,500	960	5,460

Growth LF/Year
 Average Growth 187



Rare Book Reading Room - Neilson



Line chart showing collection growth in Rare Books reaching storage capacity (95% for books, 100% for manuscripts) in 2015

West Street

West Street currently holds material from SSC and CA, Hillyer, Young, and Josten. The West Street facility is divided into an area designated for archives and an area designated for general collections.

Based on a survey conducted in 2011, the general collections area of West Street is 87% full, while the section designated for archives is 100% full. There are approximately 653 LF of shelf space available before West Street reaches storage capacity.

The West Street facility is in a flood plain; there have been two flood scares since the Libraries started using the facility for storage of material. Both have resulted in a massive staff effort to remove material from the bottom shelves and significant disruption to reshelve the material in sequence. Material in the Special Collections area has never been shelved on the lowest shelf. For purposes of this report the bottom shelf has not been included in calculations for total capacity.

Materials stored at West Street includes

- Bound Journals,
- Dewey Monographs
- Archives

Currently, West Street is not being used appropriately with respect to storage principles laid out in 2004. West Street was intended to house lesser used materials, however material is being retrieved on a daily basis. In addition, many journals have been relocated to West Street rather than being withdrawn or moved to the Five College Library Depository. A thorough review of material being stored at West Street and ongoing oversight over material being moved is recommended.

WEST STREET GENERAL COLLECTIONS - FAST FACTS

Today **87% of total capacity**

Existing General Collections

	Volumes	LF
Existing Collections	54,000	7,400
Existing Total Capacity	NA	8,500
Existing Working Capacity	61,900	8,100

SMITH COLLEGE LIBRARIES STORAGE PRINCIPLES

- Move low use materials, seeking maximum efficiency/effectiveness
- Send as much material as possible to the Five College Depository during the period when grant funded staffing is there (next two years)
- Off-site storage: When West St. Storage area was funded, the agreement with College Hall was that it would suffice for 10-15 years
- Journals: move to (or withdraw and rely upon) Five College Depository if e-journal equivalent exists (JSTOR), if adequately indexed for rapid article retrieval, or if such low use as to warrant limited access but not disposal.
- Monographs: prefer on site location (West St., McConnell) for storage for ease/speed of retrieval.
- Uncataloged/unlinked collections (art sale catalogs, etc.): prefer on site storage for access/reduced workload.

From the Collection Management Task Force report, Feb. 2004

Five College Library Depository

The Five College Library Depository (FCLD) is a high density storage facility for the lesser-used materials from the libraries of Amherst College, Hampshire College, Mount Holyoke College, Smith College, and the University of Massachusetts Amherst.

The FCLD can hold up to 500,000 volumes and is currently 86% full with space remaining for approximately 68,000 volumes. Plans for use of the remaining space in the FCLD will allow for little relief for Smith College collection space needs.

Material in the FCLD is accessed and delivered daily to all five colleges. On-site access to materials is also possible by appointment.

The Five College Librarians Council is currently investigating ways of expanding storage space. Because available space in the FCLD is limited at this time and does not significantly impact growth space for Smith College Collections, it is not being considered for purposes of this report.

FIVE COLLEGE LIBRARY DEPOSITORY COLLECTIONS FAST FACTS

Today **86% of storage capacity**

Existing Collections in the Five College Depository

	Volumes
Existing	432,000
Total and Storage Capacity	500,000
Growth Space	68,000



Five College Library Depository - compact storage



Five College Library Depository - high-bay shelving

Transitional Projects and Collection Impact

This section looks at transitional projects in the Libraries and their impact on collections. The following projects are being considered to enhance the quality of the spaces in the Libraries and the connection of the Libraries to the larger campus:

- Neilson - open level B entry on Burton Lawn
- Young - reduce physical collections to create space for expanded learning environments
- Josten - reduce physical collections to allow for more appropriate and effective accommodation of material and to create space for new learning environments

These projects all have an immediate impact on collections.

Options for implementing these projects are presented. All the options are considered independently in this section. Any interdependencies are discussed in the Implementation and Impacts section on p. 38.

Transitional Project 1 - Open Neilson Level B Entry

The Library Master Plan envisions opening the level B entry, restoring access to Neilson from Burton Lawn and the southwest side of campus, and providing more engaging learning space on level B.

Opening the level B entry requires removing shelving to create space for arrival. The space immediately inside the Burton Lawn entry was once a two story reading room similar in size and proportions to the Collacott Room on the East side of level 3. Today, the space is two floors (level B and level A) housing primarily LC Monographs.

The following two options for opening the level B entry were considered:

- 1A Remove shelving on levels B and A and restore the original reading room for active teaching and learning space
- 1B Minimally remove shelving on level B only

Option 1B was not considered a viable option. It creates an uninviting and unremarkable space on level B, and does not achieve the desired impact of an entry on Burton Lawn. Option 1A was explored in further depth and is representative of Transitional Project 1.

Restoring the double height space on level B and opening the existing west entry provides the college with an opportunity to re-invigorate Burton Lawn with a space that is vital to scholarship on campus. New learning environments could be created that are inviting and welcoming for patrons. The new space also has the potential to provide much needed 24 hour study space for students. Transitional Project 1 displaces approximately 114,00 volumes and reduces total capacity in Neilson by 12% (12,300 LF).



Neilson - exterior view of west facade and level B entry



Neilson - interior view of level B entry



Neilson - interior view from level B entry towards the south

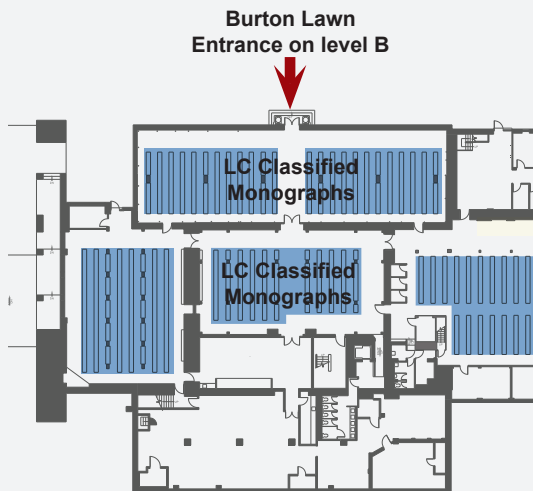
Re-opening the West Entry at Level B

The recommendation is to remove all of shelving in levels B and A west, restore the original reading room proportions, and repurpose the space to engage students through varied types of study spaces that foster collaborative projects. The space could be designed to allow 24 hour access.

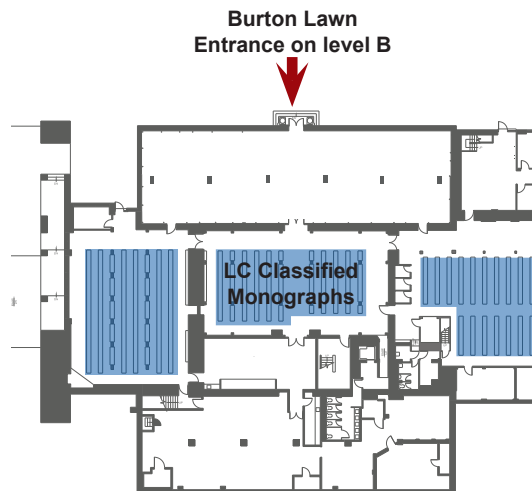
Restoring the double height space on level B creates 4,300 square feet of space for new learning environments.

Impacts on collection space include the following:

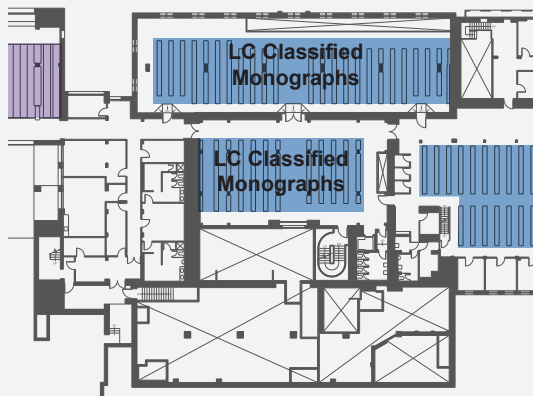
- 12,300 LF of shelving to be removed from Neilson
 - 7,300 LF from level B west
 - 5,000 LF from level A west
- +/- 114,000 volumes of LC collection monographs (8,900 LF of material) displaced
 - 5,400 LF of material could be absorbed elsewhere in Neilson, but would bring Neilson immediately to working capacity (86% of total capacity)
 - 3,500 LF of material would need to be relocated off site



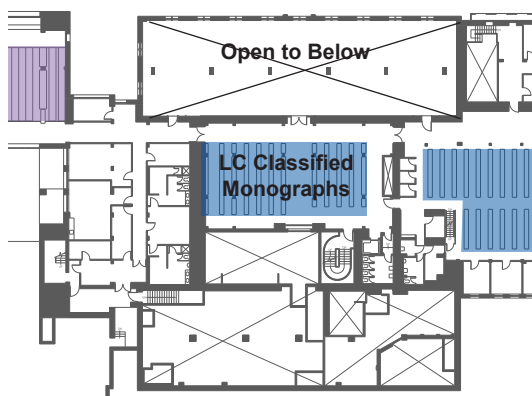
**Neilson - Level B Partial Plan
Existing Configuration**



**Neilson - Level B Partial Plan
Option 1A Configuration**



**Neilson - Level A Partial Plan
Existing Configuration**



**Neilson - Level A Partial Plan
Option 1A Configuration**

Transitional Project 2 - Young

Despite a marked increase in the use of digital surrogates rather than print materials in the science disciplines, Young continues to retain significant collections of monographs, bound periodicals, and print reference material. Reducing the physical collections and increasing seating to provide improved spaces for use of collections in electronic format, instruction, and social and presentation space will enhance the use of the Library.

Two options for Young, with different impacts on collections, are considered:

- Option 2A: Maintain significant space for collections while also providing new space for learning environments in Young,
- Option 2B: Reduce physical collections to a minimal core collection of monographs

Option 2A, the recommended option, provides a balance between collections and other types of spaces. This option maintains 57% of the collections space, provides the Library and the campus with +/-7,000 SF of new space for improved learning environments, and displaces approximately 71,000 volumes. Option 2A allows a large part of the Master Plan vision for Young to be realized.

Option 2B is an alternative that reflects the vision in the Library Master Plan completed in 2010. This option has more impact on collections and re-imagines the Library as an active place for inter-disciplinary science exchange with significant study space, instruction space, and social presentation space supported by technology and services. Option 2B displaces approximately 122,000 volumes and reduces total capacity in Young by 73% (14,300 LF).



Young - level 2 and Mezzanine structural stacks



Young - level B maps, reference tables, and shelving for bound periodicals

Option 2A

The recommended option looks at retaining the monograph collection in Young*. Bound journals are relocated out of Young and the monograph collection is housed in compact shelving on levels B and 2. This scenario provides growth space for monographs through 2022.

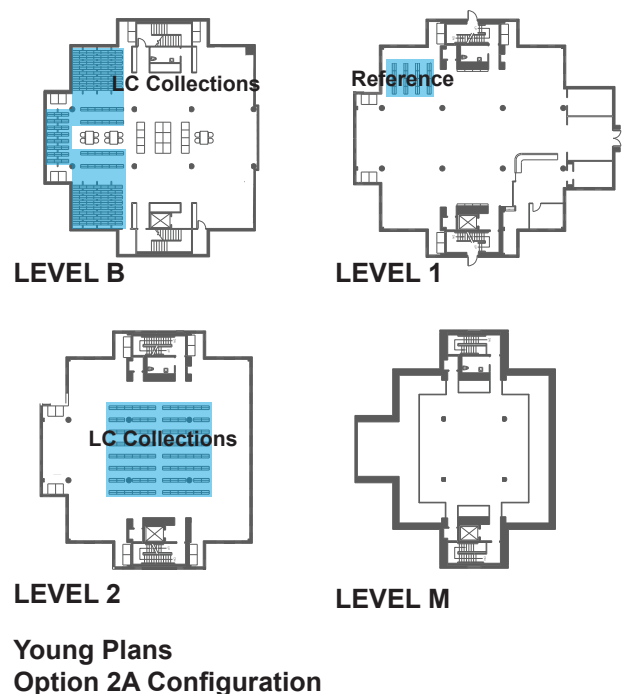
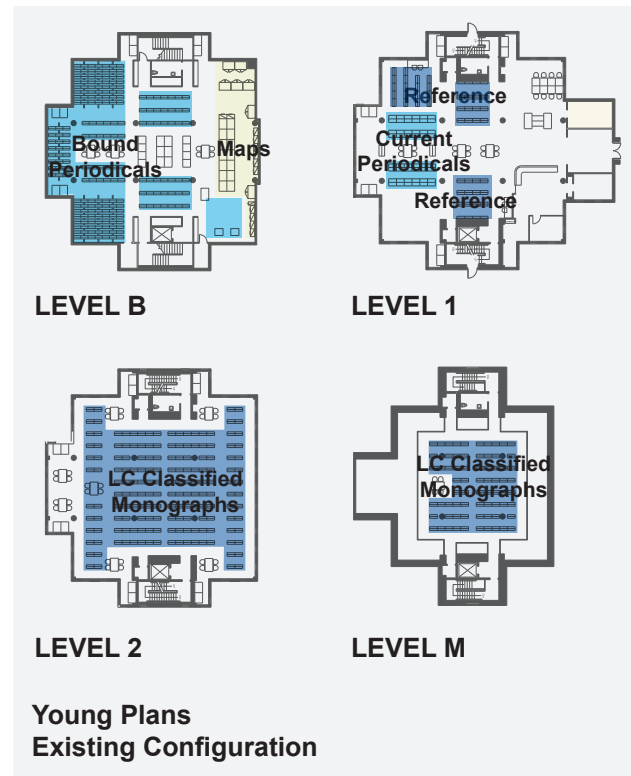
In this option the structural stacks are maintained, but the shelving is removed from the mezzanine and the space is repurposed for quiet study.

With shelving level 1 and the mezzanine removed, and based on the assumption that Maps will be moved as planned to the basement of McConnell Hall, Option 2A provides the Library with an additional 7,000 SF of space for learning environments on all levels.

Specific impacts on collection space include the following:

- 6,000 LF of Bound Journals relocated from level B to out of Young location (+/- 75,000 volumes)
- LC collection redistributed from the mezzanine and some of level 2 to compact shelving on level B (2,600 LF of material; +/- 33,000 volumes)
- 75% of reference collection relocated off of level 1
- 8,500 LF of shelving removed from the mezzanine and some of levels 2 and B

**The recommendation to remove all bound journals and retain monographs is for purposes of this report only to provide clarity in illustrating growth potential and shelving quantity. The actual mix of monographs and bound journals would be determined at a later date.*



Option 2B

Alternatively, and to implement the vision in the 2010 Library Master Plan and create space for other programs, most of the collections in Young are relocated. The vision is to retain a core monograph collection of essential material in compact shelving on level B.

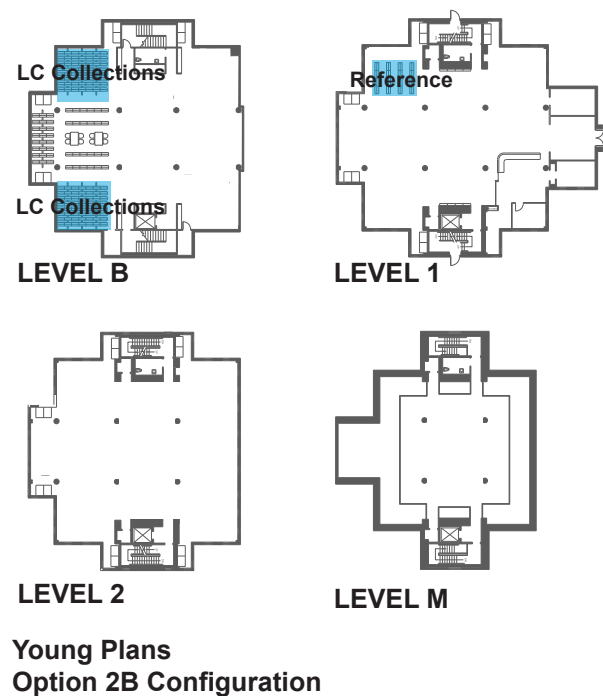
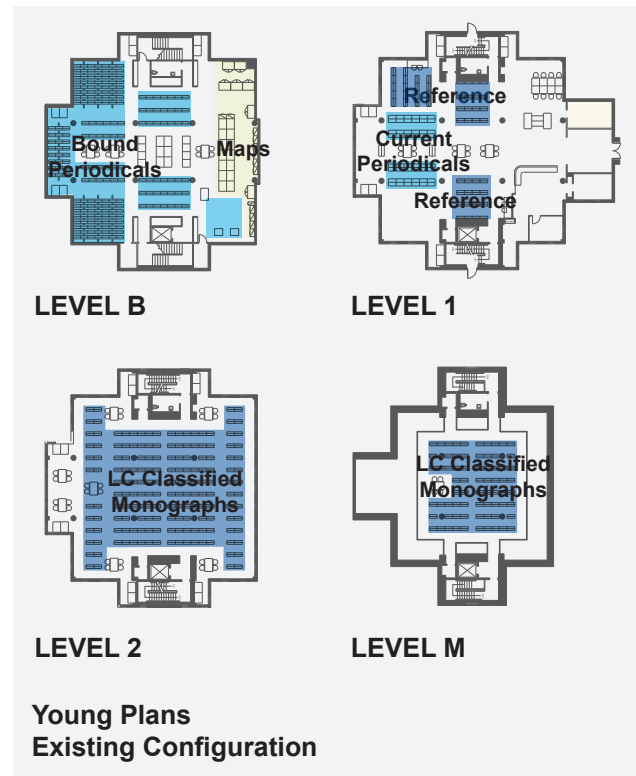
Option 2B proposes eliminating the structural stack system and rebuilding the mezzanine level to enable the use of both level 2 and a new mezzanine for new learning environments.

With the removal of shelving on levels 1, 2, and the mezzanine, and based on the assumption that Maps will be moved as planned to the basement of McConnell Hall, Option 2B provides the Library with an additional 10,000 SF of space for learning environments on all levels.

Option 2B accommodates approximately 58,000 volumes or 60% of the existing monograph collection in Young. The remaining 40% and any additional growth would need to be accommodated elsewhere.

Specific impacts on collection space include the following:

- 6,000 LF of Bound Journals relocated from level B out of Young (+/- 75,000 volumes)
- LC collection redistributed to compact shelving on level B and out of Young
 - 4,600 LF of material to be redistributed on level B (+/- 58,000 volumes)
 - 1,800 LF of material to be relocated out of Young (+/- 23,000 volumes)
- 75% of reference collection relocated off of level 1
- Remove 14,300 LF of shelving including self supported stack system/mezzanine



Transitional Project 3 - Josten

The primary spaces in Josten are occupied by physical collections with the exception of the upper level reading room, which is separate from all collections and services. Accommodation of materials is inadequate and the Library lacks effective study space for both group and individual learning. There are no group study rooms, no study spaces adjacent to the collections, and no visible technology to enhance use of the variety of collection formats available. Rethinking how performing arts collections are accommodated on site will allow the Library to achieve a more effective balance of collections and learning spaces in Josten.

Two options for Josten, with different impacts on collections, are considered: .

- Option 3A: Relocate a significant number of monographs and redistribute remaining collections to better utilize level B and create +/-700 SF of space for learning environments.
- Option 3B: Relocate all monographs out of Josten and maintain scores and media to free up space for new learning environments.

Option 3A, the recommended option, creates space for more effective learning environments and provides the College with a space for growth of the collections. Option 3A displaces approximately 70% of the monograph collection (20,300 volumes) and reduces the overall capacity in Josten by 23%. This option provides an additional 700 SF of space for learning environments and 10 years of collection growth space for collections within Josten.

Option 3B reflects the vision set forth in the 2010 Library Master Plan. This vision creates significant additional space for effective learning environments, but relocates monographs outside the Library. Collections are separated based on format rather than discipline as in option 3A. Option 3B displaces approximately 31,500 volumes and reduce total capacity in Josten by 50%. This option provides an additional 1,300 SF of space for learning environments and ample space for growth of the collections.



Josten - corridor housing monograph material on the reference level



Josten - shelving in the tunnel on level B

Option 3A

The recommended option looks at moving out approximately 2/3 of the monograph collection to provide improved collection accommodation, additional spaces for learning, and 10 years of growth space. The growth space constitutes approximately 1,400 LF of material (1,600 LF of shelving) that would be available for growth.

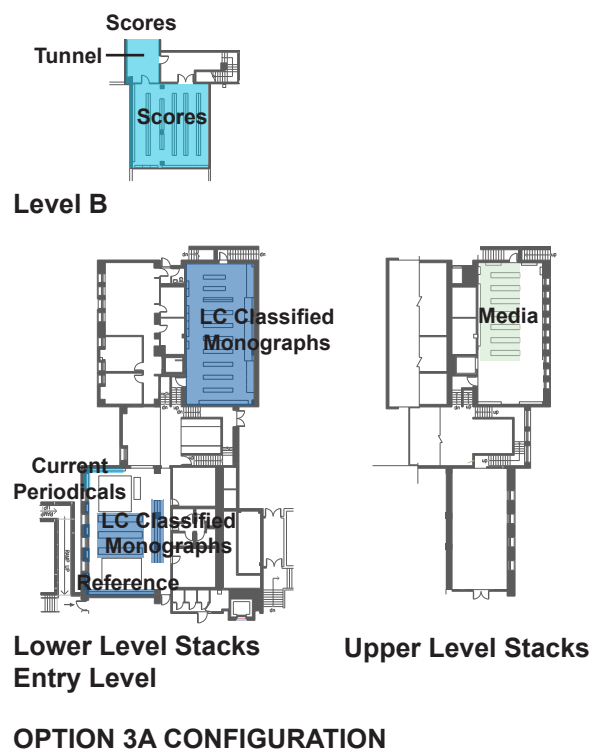
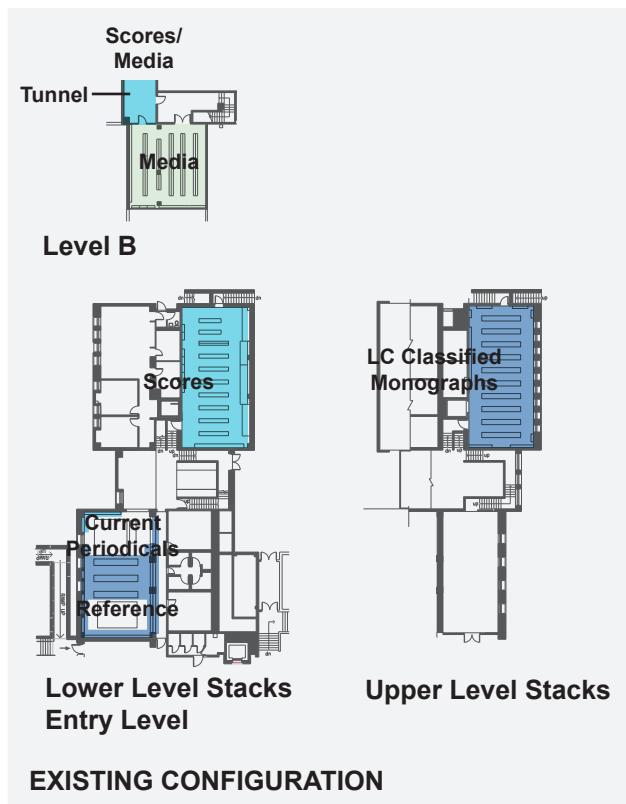
By implementing this option the Library will relocate enough collections to achieve the following:

- Redistribute shelving in the lower and upper stacks to meet code required aisle widths.
- Reduce the amount of shelving in the Library and free-up +/- 700 SF of space for learning environments in the upper level stacks with views onto the Mendenhall courtyard

Specific impacts on collection space include the following:

- Relocating all LP's out of Josten or de-accessioning them (400 LF of material)
- Relocating DVD's, VHS's, CD's to the upper level stacks (1,300 LF of material)
- Shifting the scores from the lower stacks to level B to better utilize level B spaces and to accommodate the scores in more appropriate shelving
- Relocating 2/3 of the monograph collections to Neilson, Hillyer, or off site (21,600 volumes or +/- 1,900 LF of material)
- Redistributing remaining monographs to use the lower stacks and shelving on the entry level

A full assessment of and conceptual design for the library is needed to understand how well the facility could fulfill the vision of the Library Master Plan and the need for learning spaces.



Option 3B

To implement the vision set forth in the Master Plan for Josten, a significant reduction in shelving and collection capacity is proposed to create space for study and research. By incorporating the monograph collection in general collections at Neilson, Option 3B frees up space to more appropriately house the scores and recordings and for the environments needed to support use of these materials.

Option 3B separates scores from the book based on the following:

- The urgent need for more appropriate space to house the collections
- The understanding that the scores need to be adjacent to support with in-depth knowledge of the collection due to complexities in cataloging, finding, and using material

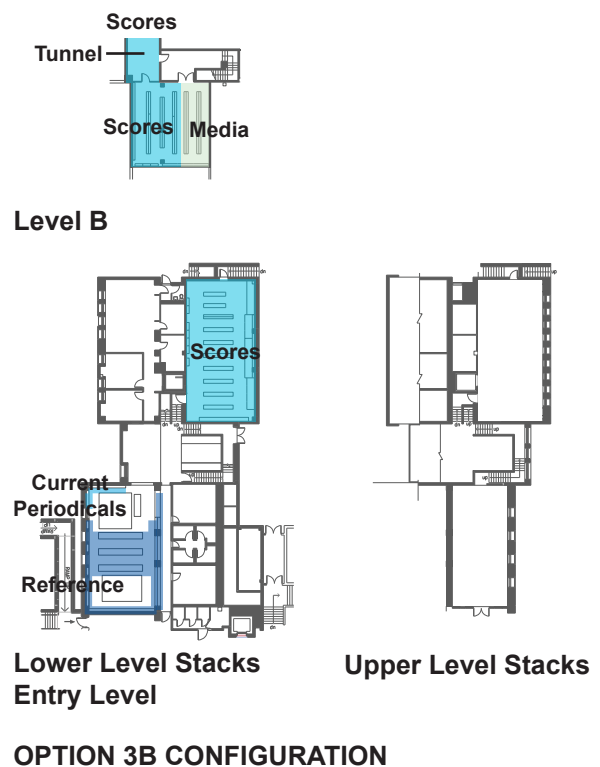
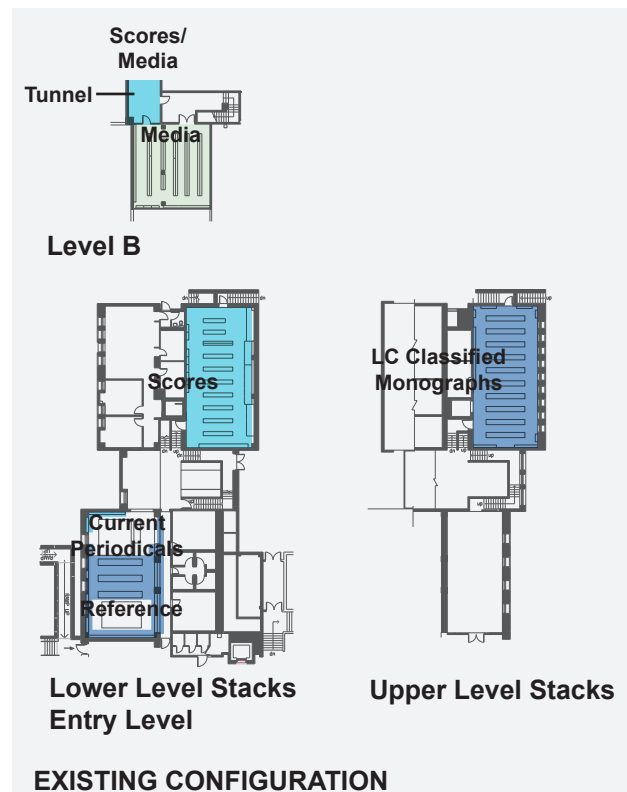
- The understanding that monographs are a more common format, can be retrieved, and do not need the same level of support for finding.

Consolidation of media in level B and redistribution of scores to use level B more effectively will achieve the following:

- Redistribute shelving in the lower and upper stacks to meet code required aisle widths.
- Alleviate immediate problems with the current shelving configurations in the lower stacks
- Free up almost 1,400 SF of space in the upper stacks for learning environments.

Specific impacts on collection space include the following:

- 2,300 LF (29,000 volumes) of monographs are relocated from Josten to another location



Impacts and Implementation

All of the transitional projects require relocation of material. The impacts of these moves go beyond the individual Libraries and effect what can be done elsewhere.

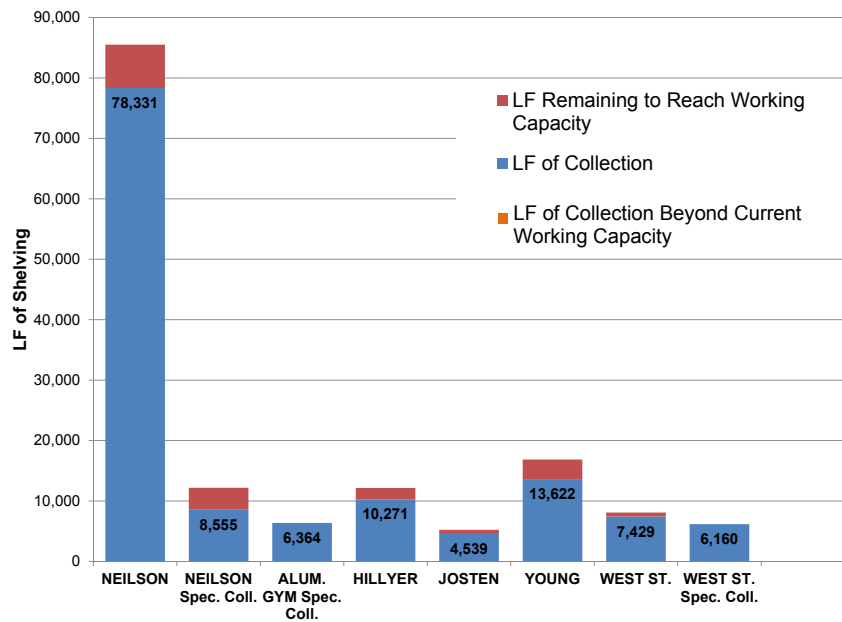
There are many variables that contribute to the impacts of each collection move including the sequence of the implementation, growth of collections, and the implementation of collection management strategies (such as deduplication and withdrawal of material).

The following represent several broad implementation scenarios including the following:

- Existing Collection Distribution
- Scenario 1: 15 Years Growth (2011 - 2026)
- Scenario 2: 15 Years Growth + Neilson Open Level B Entry
- Scenario 3: 15 Years Growth + Neilson Open Level B Entry + Young Option 2A
- Scenario 4: 15 Years Growth + Neilson Open Level B Entry + Josten Option 3A
- Scenario 5: 15 Years Growth + Neilson Open Level B Entry + Young Option 2A + Josten Option 3A

Existing Collection Distribution

- Minimal space in Libraries for growth
- Neilson at working capacity in 2018



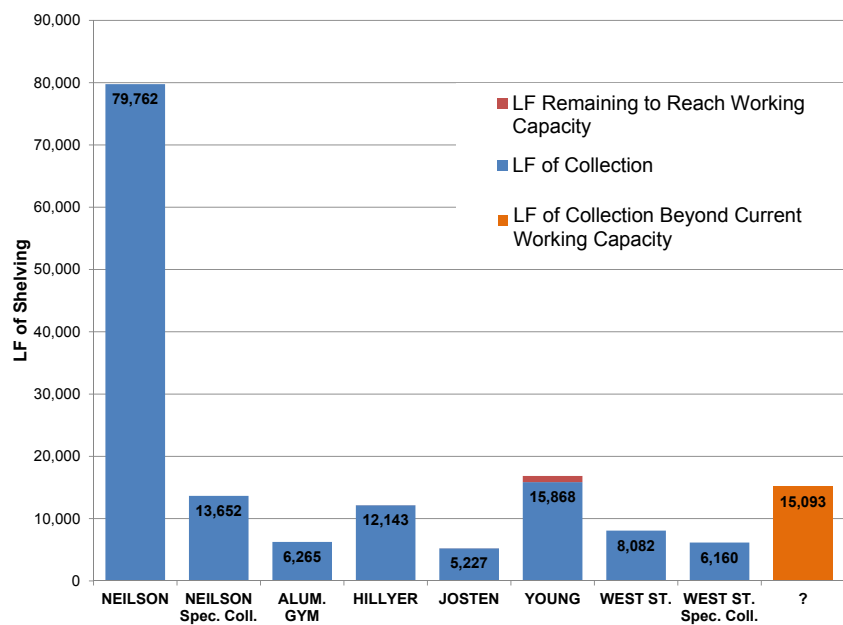
Scenario 1

Collection Distribution after:

- 15 Years of Growth

Impacts:

- All libraries except Young at working capacity
- 6,500 LF of Special Collections added to Neilson, thus reducing space for general collections
- 15,000 LF (+/- 165,000 volumes) of material for which there is no storage
- Neilson at working capacity in 2018



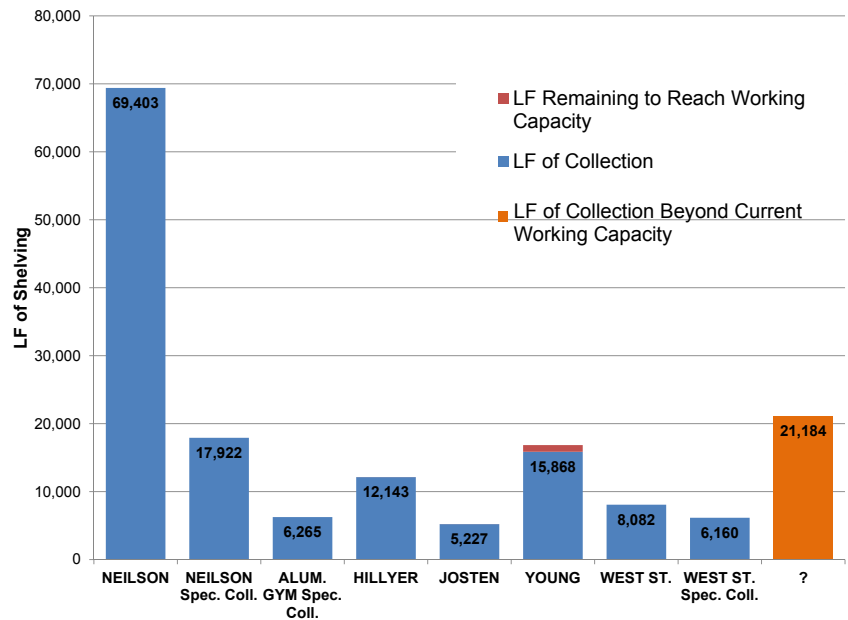
Scenario 2

Collection distribution after:

- 15 years of growth
- Open Neilson Level B West Entry

Impacts:

- All the libraries except for Young have reached working capacity
- 21,200 LF (+/- 233,200 volumes) for which there is no available storage
- Neilson beyond working capacity immediately
 - This project reduces the working capacity of Neilson by 9,500 LF, requiring +/- 3,500 LF of material currently in Neilson to be moved to another location.



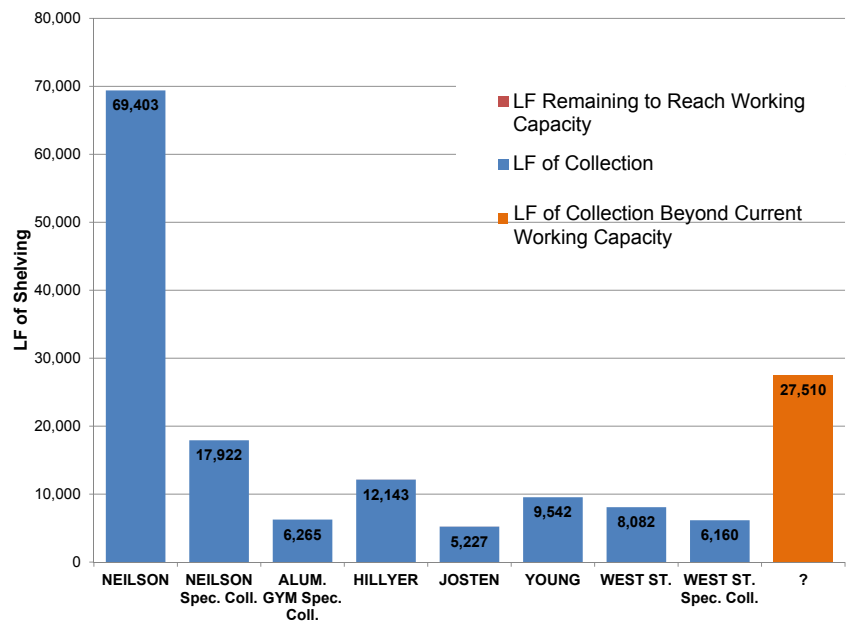
Scenario 3

Collection distribution after:

- 15 years of growth
- Open Neilson Level B West Entry
- Option 2A: Young

Impacts:

- All the libraries have reached working capacity
- 27,500 LF (+/- 302,500 volumes) for which there is no available storage
- Neilson beyond working capacity immediately



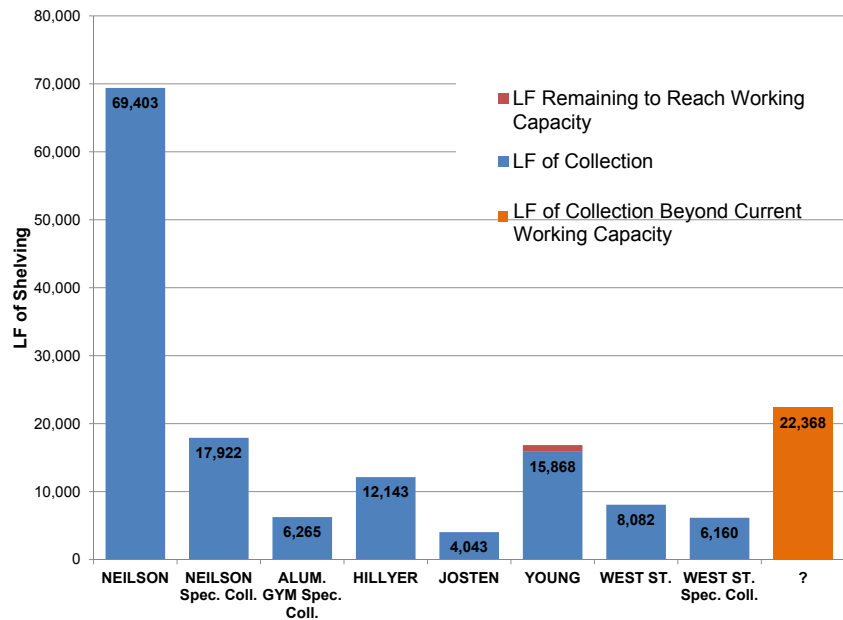
Scenario 4

Collection distribution after:

- 15 years of growth
- Open Neilson Level B West Entry
- Option 3A: Josten

Impacts:

- All the libraries except for Young have reached working capacity
- 22,400 LF (+/- 246,400 volumes) for which there is no available storage
- Neilson beyond working capacity immediately

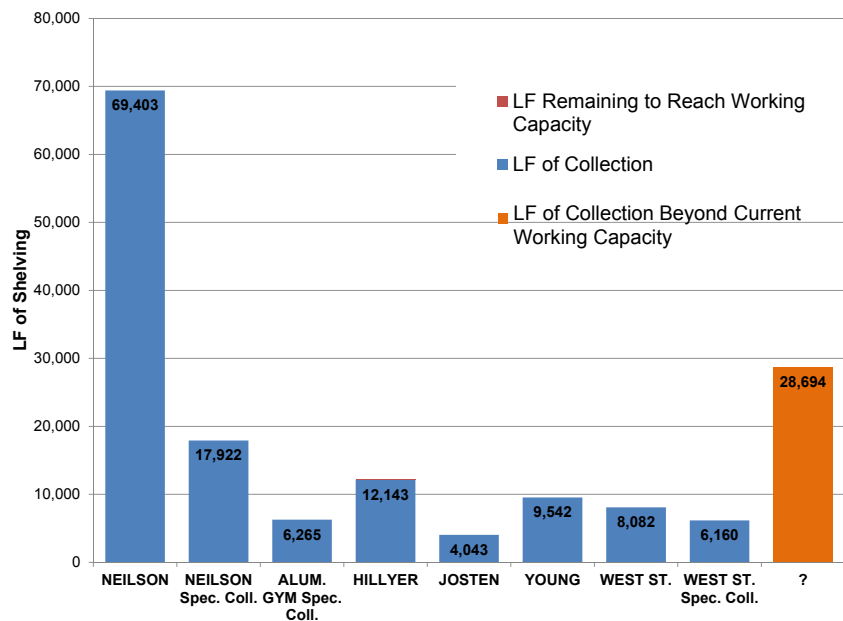
**Scenario 5**

Collection distribution after:

- 15 years of growth
- Open Neilson Level B West Entry
- Option 2A: Young
- Option 3A: Josten

Impacts:

- All the libraries have reached working capacity
- 28,700 LF (+/- 315,700 volumes) for which there is no available storage
- Neilson beyond working capacity immediately





High density collection storage with manual retrieval



Mobile high-bay shelving with manual retrieval



Compact Shelving



High density collection storage with automated retrieval

Long-term Alternatives for Collections

A long-term solution for the Smith College print collections is essential to enable changes and create the appropriate balance of collections and learning spaces to support the vision for the Libraries.

This study looks at three long-term alternatives and their implications for the College:

- A: Continue to grow collections within the existing Libraries.
- B: Build a temporary structure or find swing space to house collections during major renovation; renovate Neilson to create a Special Collections Library and to accommodate future collections.
- C: Build a storage facility off site to accommodate collection long term.

The efforts of the Five Colleges to find additional collection storage space could impact any long-term strategy that the College adopts. This cooperative effort might provide enough flexibility for the College to begin making significant changes in the Libraries.

Alternative A

Maintaining the status quo and not building any additional space for collections is not a viable option for the College and does not reflect the vision or the core values of the institution.

Retaining the existing distribution of physical collections on site will hinder implementation of any changes in the Libraries and require an immediate and continuing effort to de-accession and deduplicate material. To achieve the latter effectively could overwhelm the Libraries in terms of staff resources and budget

With the Special Collections reaching working capacity by 2015 and the general collections by 2018, continuing existing strategies and growth is not a strategic use of space.

ALTERNATIVE A - NO CONSTRUCTION

Retain and maximize collection storage in existing facilities

Maximum capacities

General Collections	1.6 M Volumes
Special Collections Volumes	51,500 Volumes
Special Collections Manuscripts	17,400 LF

Implications

- Minimal growth capacity
- Major shifts of collection need to take place to accommodate growth in different areas
- Plans for collection weeding and deduplication become a focal point for the College

Alternative B

The recommended alternative to complete a temporary storage facility to accommodate approximately 300,000 volumes either through construction or re-use of existing warehouse space will give the College flexibility in fulfilling the Library Master Plan. The Library Master Plan provides for the development of effective library spaces for the College both in the branch libraries and in Neilson while also maintaining primary source material on site. To implement this long term strategy the College needs to begin finding or constructing a temporary facility immediately.

Alternative C

Through the construction of a permanent off-site facility the College can create flexibility for improvements in the existing library spaces while also accommodating long-term collection growth. However, by building a permanent off-site facility the College would commit to moving a larger portion of it's collection off site than envisioned in the Library Master Plan.

ALTERNATIVE B - FOCUS ON NEILSON

Build a temporary facility to house collections while renovating Neilson

Maximum capacities

General Collections	up to 1.7 M Volumes
Special Collections	60,000 Volumes
Special Collections Manuscripts	24,000 LF

Implications:

- Temporary facility required to accommodate 300,000 volumes of collections during construction
- Collections consolidated in Neilson at the center of campus in compact shelving
- Space available in Young and Josten for research and study

ALTERNATIVE C - PERMANENT OFF-SITE FACILITY

Build permanent collection storage facility off site

Maximum capacities

Not limited

Implications

- Large percentage of material held off site

Conclusion

The College cannot achieve the strategic directions set forth in *The Smith Design for Learning* to strengthen essential student capacities and promote a culture of research, inquiry, and discovery without improving spaces within the Libraries. With almost 50% of the library space taken by collections, the current balance of collections and learning space in the Libraries at Smith College reflects a 20th century library before the impact of technology. The balance of spaces must change in order to create the vibrant centers of scholarly activity envisioned in the 2010 Library Master Plan.

The recommendation of this study is to engage in a large scale renovation of Neilson to improve learning spaces in the library and provide a long term solution to collection capacity. In the short term the college must find off-site storage space for collections to enable the renovations and to alleviate immediate collection storage concerns. Interim space for the collections can be found through the conversion of existing space, the construction of a temporary facility, or the expansion of the Five College Library Depository.

Given the current growth rates and the existing shelving capacity, the Libraries will reach working capacity by 2018. The scenarios described on pgs. 38-41 highlight that the collections in the Smith College Libraries are already at a point where few changes can be made to the library spaces without displacing significant amounts of collections.

As the Libraries become increasingly full, they will quickly reach a point where they are not easily able to provide the quality of resources and services to support the academic mission of the College. Any long-term plan for the accommodation of collections must be considered within the broader context of the College. Cost, opportunity cost, and the balance of collections and learning spaces on site are all vital to the successful implementation of the 2010 Library Master Plan.

Through a re-imagining of Neilson on site, the College will have the opportunity to create a vital academic place for research at the heart of the campus and to address long-term collection accommodation concerns.