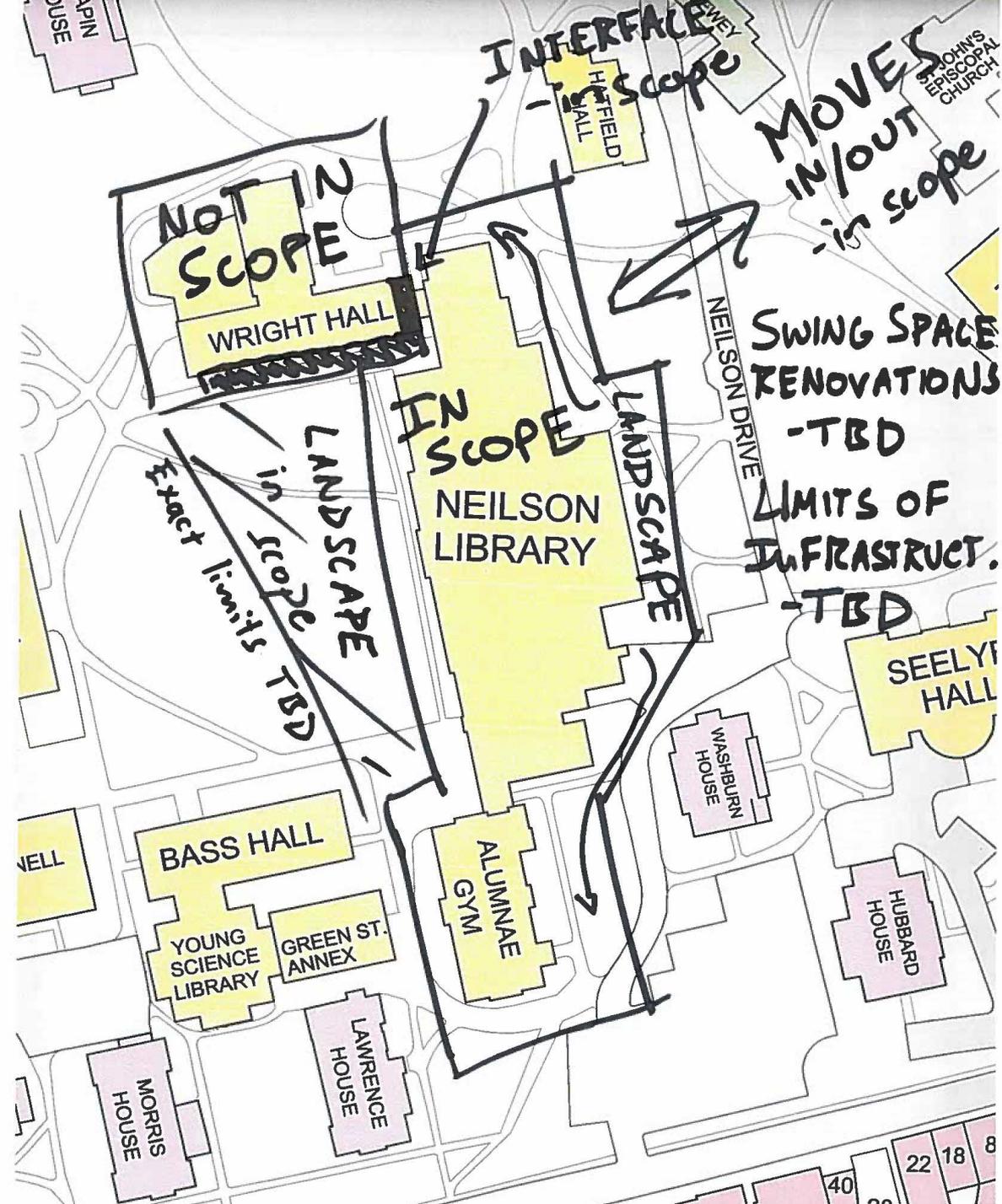


Smith Neilson Library

Fall 2015 Planning Overview

09.16.15



Project Scope

Renovation

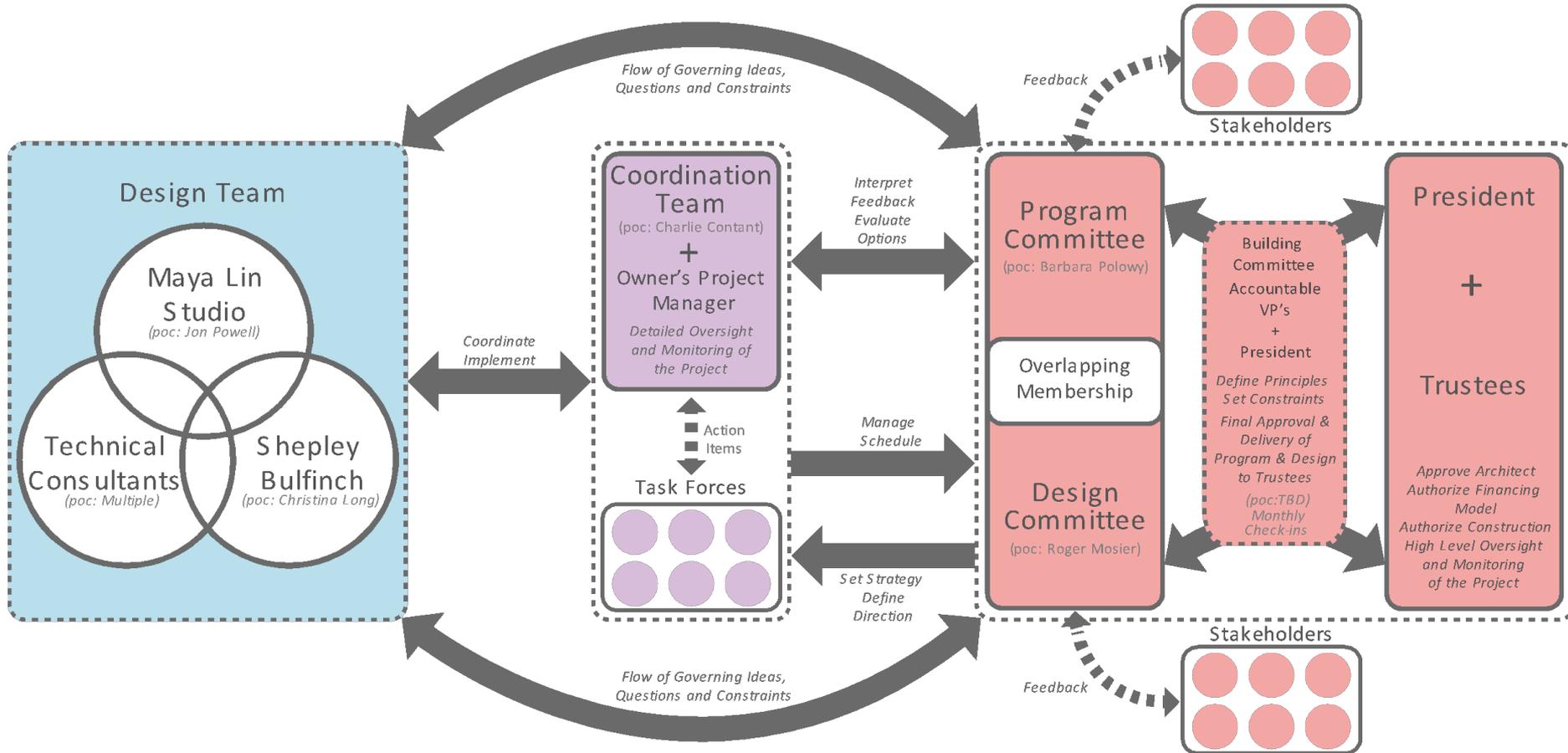
Interface

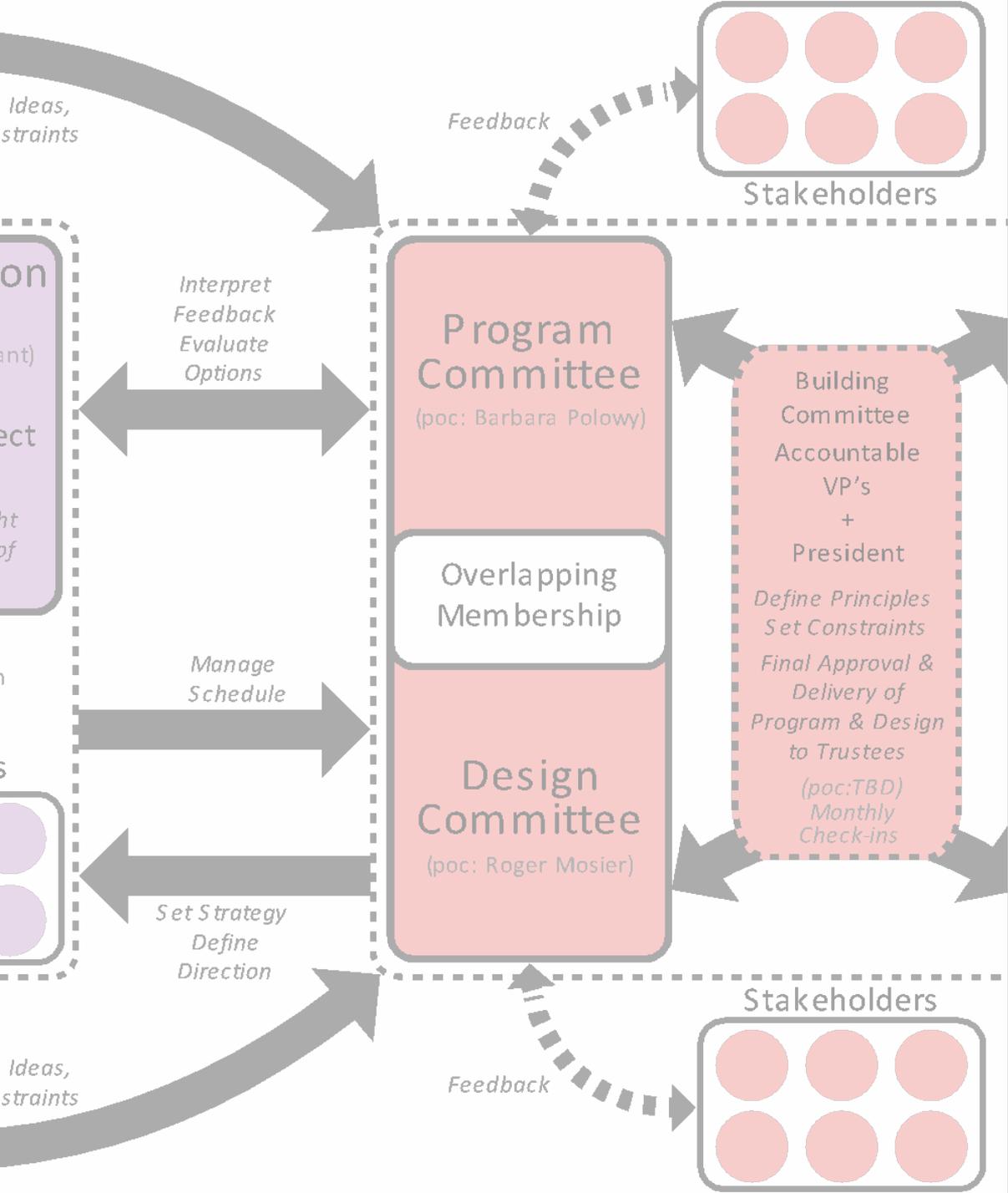
Landscape

Infrastructure

Swing Space

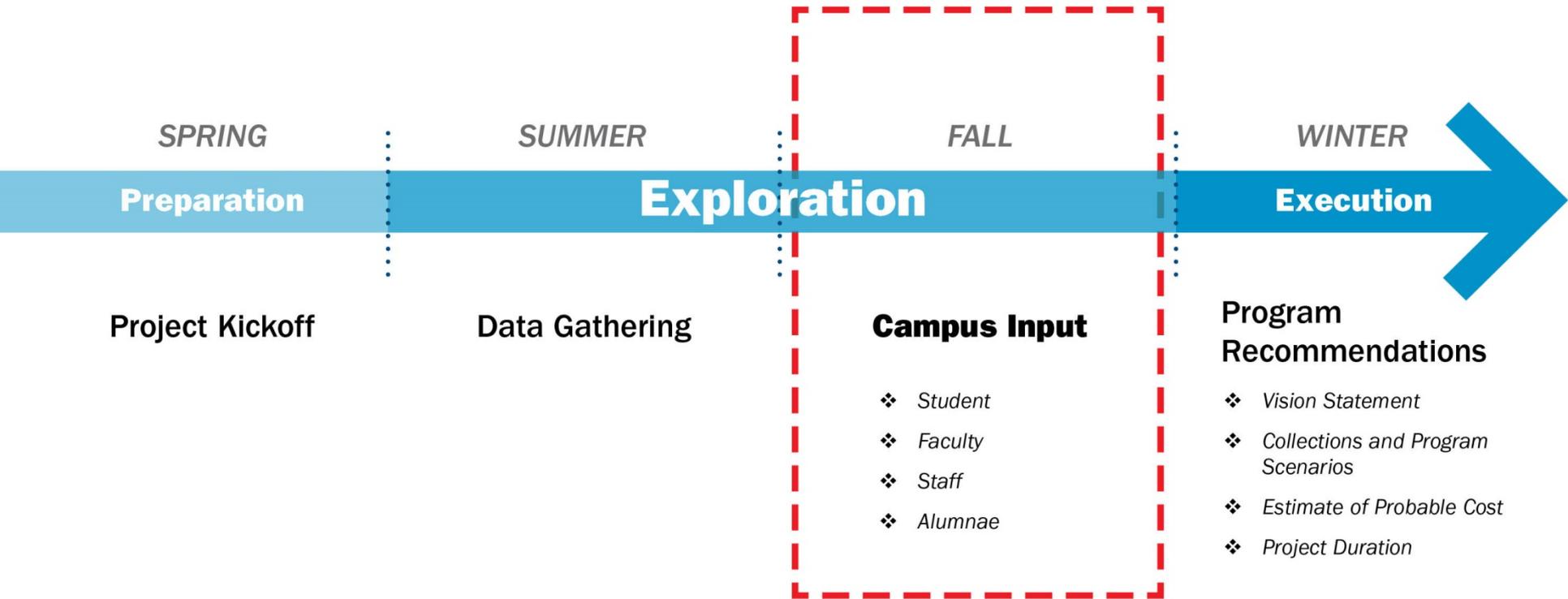
Project Process/Flow Diagram

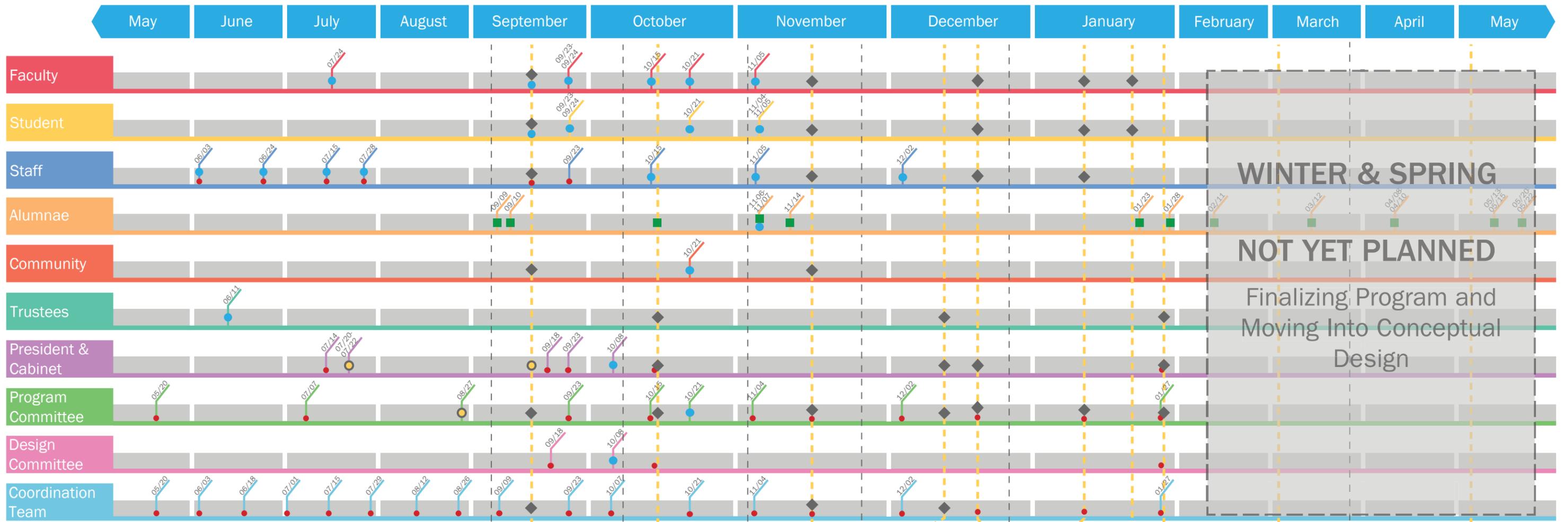




Program Committee is Responsible for:

- Establishing vision
- Defining decision criteria
- Developing philosophies
- Listening and studying**
- Reviewing and synthesizing the results of the campus study and engagement process
- Delivering a program**
 - Vision statement
 - Description of our process
 - Decision criteria
 - Collections and units recommendations





SMITH NEILSON LIBRARY PROGRAMMING ENGAGEMENT CALENDAR

● Stakeholder Engagement
 ◆ Playback Session
 ● Regular Meeting
 ● Milestone
 ■ Hosted by Alumnae Association
 () = Dates that are tentative/proposed are shown in parentheses

Faculty	Student	Staff	Alumnae	Community	President & Cabinet	Program Committee	Design Committee	Coordination Team
<ul style="list-style-type: none"> ● 07/24 Library Focused Classes Conference Call: Maya Lin + Faculty ◆ 09/16 Fall Engagement Kickoff ● Faculty Engagement 01: All Campus Event Faculty Reception Focus Group Session ● 09/23-09/24 Faculty Engagement 02: Faculty focused Lunch Focused Group sessions (TBD) ● 10/15 Faculty focused Lunch ● 10/21 Faculty Engagement 03: Faculty focused Lunch Focused Group sessions (TBD: engagement with library focused classes) ● 11/05 Focus Group: Sustainability ◆ 11/18 What We Heard: Playback ◆ 12/16 Draft Program: Playback 01 ◆ 01/19 Draft Program: Playback 02 ◆ 01/21-01/22 Symposium 	<ul style="list-style-type: none"> ◆ 09/16 Fall Engagement Kickoff ● Student Engagement 01: All Campus Event Focus Group Sessions ● 09/23-09/24 Student Engagement 02: Student focused Tea Focused Group sessions (TBD) ● 10/21 Student Engagement 03: Student focused Tea Focused Group sessions (TBD: engagement with library focused classes) ● 11/04-11/05 Ada Lunch Focus Group: Sustainability ◆ 11/18 What We Heard: Playback ◆ 12/16 Draft Program: Playback 01 ◆ 01/19 Draft Program: Playback 02 ◆ 01/21-01/22 Symposium 	<ul style="list-style-type: none"> ● Library Leadership Team Bi-Weekly Meetings (See Dates Above) ● 06/03 Library Staff Engagement 01 ● 06/24 Library Staff Engagement 02 ● 07/15 Library Staff Engagement 03 ● 07/28 Admissions and Development Staff ◆ 09/16 Fall Engagement Kickoff ● 10/15 Library Leadership Workshop ● 11/04 Library Staff Workshop Focus Group: Sustainability ◆ 11/18 What We Heard: Playback ● 12/02 Program Deepdive/Synthesis (Informed by Playback Feedback) ◆ 12/16 Draft Program: Playback 01 ◆ 01/19 Draft Program: Playback 02 	<ul style="list-style-type: none"> ■ 09/09 All Alumnae Event: DFW ■ 09/10 All Alumnae Event: Houston ■ 10/15-10/17 AASC Board Meeting ● 11/06 Alumnae Engagement 01 ■ 11/06-11/07 All Volunteer Conference ■ 11/14 Smith in the City: Boston ■ 01/23 Smith in the City: Washington D.C. ■ 01/28 All Alumnae Event: Chicago ■ 02/11 All Alumnae Event: New York ■ 03/12 Smith in the City: San Francisco ■ 04/08-04/10 AASC Board Meeting ■ 05/13-05/15 Reunion I ■ 05/20-05/22 Reunion II 	<ul style="list-style-type: none"> ◆ 09/16 Fall Engagement Kickoff ● 10/21 Community Engagement 01: Session at Forbes Library ◆ 11/18 What We Heard: Playback Trustees ● 06/11 Library Round Table (Trustees) ◆ 10/15-10/17 Fall BOT ◆ (TBD) Virtual Board Check-in: What We Heard Playback Session ◆ 01/28-01/30 Winter BOT 	<ul style="list-style-type: none"> ● Pre BOT Calls: (See Dates Above) ● 07/14 Prep Call with President and Provost ● 07/20-07/22 President and Cabinet Retreat ● 09/16 President Introduces Maya Lin To Campus ● 09/18 Design Committee Kickoff Call ● 10/08 Site Visit/ Library Tours ◆ 10/15-10/17 Fall BOT ◆ (TBD) Virtual Board Check-in: What We Heard Playback Session ◆ 12/16 Draft Program: Playback 01 ◆ 01/28-01/30 Winter BOT 	<ul style="list-style-type: none"> ● Library Program Committee: Bi-Weekly Meetings (See Dates Above) ● 07/07 Calendar Sub Committee ● 08/27 Summary of Summer Work ◆ 09/16 Fall Engagement Kickoff ◆ 10/15-10/17 Fall BOT ● 10/21 Engagement Day ◆ 11/18 What We Heard: Playback ● 12/02 Program Deepdive/Synthesis (Informed by Playback Feedback) ◆ (TBD) Virtual Board Check-in: What We Heard Playback Session ◆ 12/16 Draft Program: Playback 01 ◆ 01/19 Draft Program: Playback 02 ◆ 01/28-01/30 Winter BOT 	<ul style="list-style-type: none"> ● Pre BOT Calls: (See Dates Above) ● 09/18 Kickoff Call ● 10/08 Site Visit/ Library Tours 	<ul style="list-style-type: none"> ● Coordination Team Bi-Weekly Meetings (See Dates Above) ◆ 09/16 Fall Engagement Kickoff ◆ 11/18 What We Heard: Playback ◆ (TBD) Virtual Board Check-in: What We Heard Playback Session

~30 Engagement Events
 ~12 Campus Playback Sessions
 including*... +/-323 Students +/-95 Faculty +/-111 Staff
*does not include survey responses

Reading the Fall Engagement Calendar

How to Read the Engagement Calendar...

Look for your “swim lane.” *But what is a “swim lane”?*

Your “swim lane” is the colored bar that highlights the meeting schedule of your engagement group.

OR

Look for your list of engagement sessions.

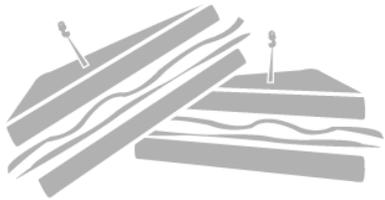
Meetings for all engagement groups are listed below the swim lanes with the meeting type, date, and a brief description.

Meeting types are shown with the following symbols:

● Stakeholder Engagement ◆ Playback Session ● Regular Meeting ● Milestone

() = Dates that are tentative/proposed are shown in parentheses

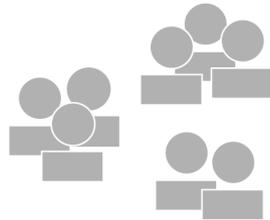
Methods of Engagement



FACULTY LUNCHESES:

A platform for idea
sharing

**09/24, 10/15,
10/21**



THEMED CAMPUS SESSIONS:

Focused workshops
around more specific
aspects of the vision
and program.

**09/23-24, 10/21,
11/04**



ONE-ON-ONE INTERVIEWS:

Directed
conversations with
the anthropological
consultant, by
appointment

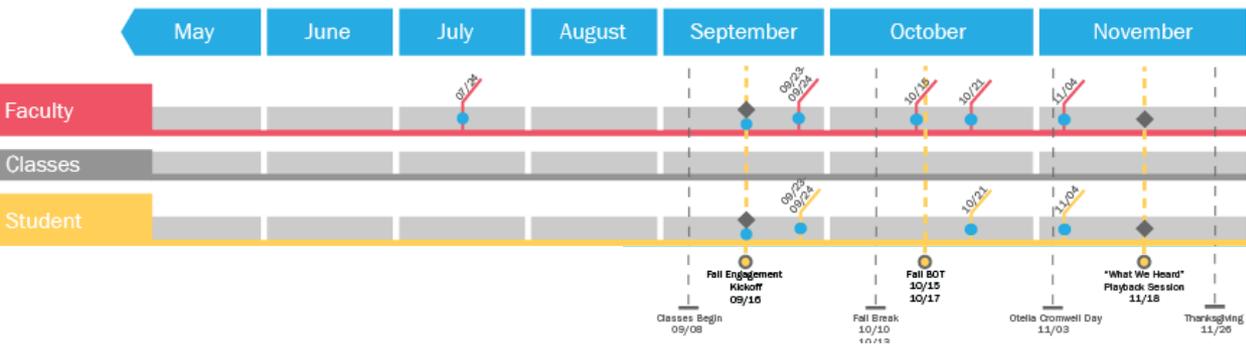
10/20-10/21



SURVEY:

Electronic
questionnaire
covering topics such
as collections, user
preferences, what's
working, what could
be better...

End of September



Engagement Dates...

Faculty

- 07/24 Library Focused Classes Conference Call: Maya Lin + Faculty
- ◆ 09/16 Fall Engagement Kickoff
- Faculty Engagement 01: All Campus Event
Faculty Reception
Focus Group Session
- 09/23-09/24 Faculty Engagement 02: Faculty focused Lunch
Focused Group sessions (TBD)
- 10/15 Faculty focused Lunch
- 10/21 Faculty Engagement 03: Faculty focused Lunch
Focused Group sessions (TBD: engagement with library focused classes)
- 11/04 Focus Group: Sustainability
- ◆ 11/18 What We Heard: Playback
- ◆ 12/16 Draft Program: Playback 01
- ◆ 01/13 Draft Program: Playback 02
- ◆ 01/21-01/22 Symposium

Collections

- Collections Working Group sessions (variable, meet throughout the semester to inform the Program Committee)
- TBD Faculty and Student Survey (collections specific questions)
- 09/24 Themed (Listening) Session - "Collections for Research + Teaching" (open to all)
- 10/15 Faculty Lunch #2 - "Collections for Research + Teaching"
- 10/21 Anthropological Observation in library spaces
- ◆ 11/18 What We Heard: Playback
- ◆ 12/16 Draft Program: Playback 01
- ◆ 01/13 Draft Program: Playback 02

Proposed Faculty Lunch Formats



#01 General Discussion //

Engagement Process + Think/Pair/Share
(9/24 Seelye 201)

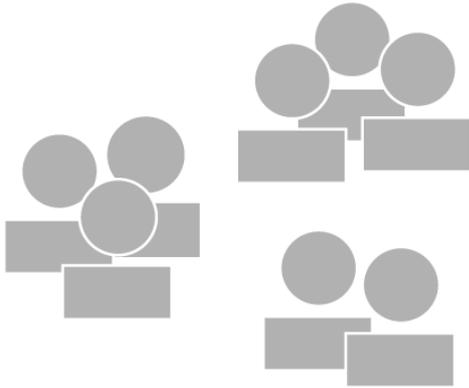
#02 Topic Driven//

Collections for Research & Teaching
(10/15 Seelye 201)

#03 Interactive /Hands On

(Topic TBD) + results of the survey
(10/21 Neilson Browsing Room)

9/23-9/24 Themed Campus Session Topics*



1. **Space Types**
2. **What does Flexibility mean to you?**
3. **“Technology + Tools”**
4. **Collections for Research + Teaching**

**Visit Neilson Library lobby 1 day prior to sessions for final schedule of topics and times.*