



Project No. 17103
State Center Community College District - Madera

Academic Village II – Schematic Design Meeting for Library
October 28, 2019, 1:30 - 3:00

AGENDA SUMMARY

1. REVIEW PROPOSED SPACE PROGRAM

Bob stated we were reviewing schematic plans for Library staff input. After today's meeting we will take staffs comments and incorporate into the project. When we meet the next time, we will have design development plans that will include interior elevations for showing casework and Furniture for further review.

Would like to see the Open Computer Lab and the Information Desk/ Processing Room flipped.

The Open Computer Lab accommodates 96 computers as drawn, this may be larger than needed. Reduce to 64 seats. Provide white boards.

Discussed the Computer Lab upstairs, unsure if it is an open lab or not. Would like to consider changing upstairs lab from 1 to 2 labs. This could serve dual purpose of 1 classroom lab and 1 open lab but will need to be vetted. Irene to review with the Deans and Faculty.

GENERAL MEETING NOTES

LIBRARY

1. Laptop Storage Room:

- Currently store 30 Laptops w/ Charging stations for checkout.
- Currently store 200 calculators for checkout.
- Need space for a charging cart that uses 110v power.
- Provide Modular Casework and shelving for storage.

2. Library Processing:

- Provide some open shelving.
- Provide Modular Base cabinets with countertops and upper cabinets.
- No need for full height enclosed cabinets.

- Provide a direct book drop from corridor.
- Provide a 3'x7' table in middle of room, Furniture (FF & E)
- Storage for office supplies.

3. Information Desk:

- Information Desk /Circulation Desk.
- Provide Book Drop.
- Placement of the Desk is preferred a visual line of sight to the Quiet Study Rooms, Entrance/Exits and entire library.
- Need staff seating for 4.
- Shared copier/printer needed for student, staff and public use. Copier is noisy so will try to locate it in an alcove and near desk for staff to assist students.

4. Restrooms:

- Staff prefers to delete the restrooms and use for library space. Decided students could use the ones located off the adjacent corridor.
- Use space for Tall open shelving for Reference books that are checked out to students Needs to be semi secure & convenient to the circulation desk. Textbook collection 150+ books.

5. Staff Offices:

- Would prefer an additional office for future growth. It was decided that one of the Small Group Meeting Rooms would be planned with electrical & data to accommodate a shared office in the future the corner Quiet Study Room could be converted into a future office as the library staff grows. This office does not have adequate storefront to supervise this room.

6. Library Periodicals:

- 3' high shelves shown is adequate.
- Slanted shelves for magazines
- Currently have 45 lin. ft.

7. Library Quiet Study Rooms:

- Provide white board and monitor
- Provide storefront interior for supervision from information desk.

8. Quiet Study/ Reference Collections:

- Space and layout as shown is adequate.

9. Library Stacks:

- Stacks to increase from current stack space by 50%.

- Architect to field verify current stacks.
- Prefer them to be no higher than 6'-0"
- Will reuse existing Book stacks shelving. New matching shelving will be added as required.
- Need 4 standing computer stations at ends of stacks.
- Audio books & DVDs can be in stacks. Currently have 81 lin. ft.
- Children's Collection, Larger books, needs display area, used by Child Development students.
- Emergency Door will be provided with a Book Sensor & alarm that has a delayed access. This allows staff to see who is exiting prior to the door opening.

10. Collaboration/ study Space:

- 4 person tables.
- Some lounge seating.
- Need more charging stations and would like them dispersed around library
- Need Release stations independent of computer stations, 1 in Computer Lab and 1 in open area of library.
- Have cell service and internet access problems currently.
- Floor outlets are not convenient due to furniture movement.
- Need space for the vending Kiosk.

TABLED DISCUSSION