

W.M.

Basic Assumptions

A library exists to supply information to the community. In the future, there needs to be a very definite relationship to the subject regarding resources in the new library. This is the principal assumption.

Related to this first assumption is the second: the physical form of the library should be brought together by close physical relationship of studies, work, and stacks. In each section of the library there should be a subject group and if necessary, there should also be single study accommodations. These should be used to use the resources.

A PROGRAM FOR THE BUILDING OF THE
ILLINOIS WESLEYAN UNIVERSITY
CENTRAL LIBRARY

The facilities should be logically arranged. It should be as simple as possible for a reader to find what he needs. Traffic should flow in the building in such a way that there is an absolute minimum of disturbance to people who are studying.

The new library should be functional. Besides there is a limit to the funds available for both constructing and maintaining the building itself. It is felt, money should not be spent for commercial effects that do not add to the usefulness of the building as a library. The physical plant should not place barriers between the readers and the work they are doing. Unobtrusive design does not need to mean darkness. However, students should be attracted to the library as a place to work in quiet, where their reading, study, and research will be most effective. The design should be one of study, investigation, and browsing.

The library should be planned for ultimate flexibility. There should be a minimum of interior bearing walls, so that future changes can be made unobtrusively. Permanent facilities should be grouped to keep the large open area and clear for an unobstructed appearance. The design impression and the arrangement of the interior should be one of a number of related study areas which are stacks, study rooms, work areas, offices, and reading areas. There should be made with demountable walls for easy and unobtrusive changes.

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Part of the library's function is to provide a place where students can study and work. It is felt that the arrangement of the interior should be one of a number of related study areas which are stacks, study rooms, work areas, offices, and reading areas. There should be made with demountable walls for easy and unobtrusive changes.

The plan of the library should be close to the existing buildings so that it be convenient to faculty offices and to the students between classes. It should be close to the student residence so that it will be convenient to study in the evening, and it should be close to the entrance removed from

I.

Basic Assumptions

A library exists to supply information to its community. For this reason, there needs to be a very definite emphasis on the subject approach to resources in the new library. This is the principal assumption.

Related to this first assumption is the second: that books and readers shall be brought together by close physical relationship of reading areas and stacks. In each section of the library where there should be a subject grouping of resources, there should also be ample seating accommodations for those who wish to use the resources.

The facilities should be logically arranged. It should be no more difficult for a reader to get the particular book he wants than it is for a shopper to get a loaf of bread in his familiar supermarket. Traffic patterns should flow in the building in such a way that there is an absolute minimum of disturbance to people studying.

The new library should be functional. Because there is a limit to the funds available for both constructing and maintaining the building after it is built, money should not be spent for monumental effects that do not add to the usefulness of the building as a library. The physical plant should not place barriers between the readers and the work they are doing. Functional design does not need to mean drabness, however. Students should be attracted to the library as a place to work in comfort, where their working tools are conveniently at hand and where the atmosphere is right for study. The general climate should be one of study, investigation, and browsing.

The library should be planned for ultimate flexibility. There should be a minimum of interior bearing walls, so that future changes can be made inexpensively. Permanent functions should be grouped to keep the large areas free and clear for an uncluttered appearance. The dominant impression one should receive in all parts of the building should be one of a number of related study rooms whose walls are stacks. Actual rooms, such as offices, seminars, and lounges shall be made with demountable walls for easy and inexpensive changes.

Part of flexibility is expansibility. The library should be planned with the idea that in perhaps twenty years or less it will be too small. At the rate the enrollment is increasing and the collection is growing, this is a reasonable assumption. We should plan for linear expansion rather than vertical expansion, for vertical expansion will mean the expense of additional space for utilitarian functions such as stairs, heavier footings, and columns that are bulkier and more obstructive to the free flow of space. The plan of subject arrangement of floors would be disrupted by additional floors. Since the library will be an academic building in a complex of other academic buildings that are relatively low-lying, it should also present a low silhouette.

The site of the library should be close to the academic buildings so it will be convenient to faculty offices and to the students between classes, it should be close to the student residences so that it will invite students to study in the evening, and it should be close to but somewhat removed from

the student union building so that students can feel free to take their study breaks in the union rather than in the lobby of the library, and the union keeps its rightful place as the social center of the campus. There should be ample space for parking nearby, and for trucks to unload easily. The longest walls should be oriented for a good view of the campus and exposure to north light.

In summary, the library should be a building planned for an uncertain future, but with a firm understanding of the needs of the present and desire to meet these needs in an honest and forthright manner.

II.

Spatial Requirements

There need be no reading rooms and stack rooms as such in the library, but rather an amalgamation of reading areas and stack areas. In computing space requirements, the assumption is made that each collection will continue to grow at about the same rate it is now growing. Seating capacity is planned with the idea that there should be a variety of seating accommodations available to each collection of books in each subject reading area. Special emphasis is given to individual seating in open carrels.

Space requirements for staff are predicated on a staff size no larger than the present one. As the pressure of use of the library becomes greater, and more professional staff is needed, the subject arrangement of the facilities is such that we will probably staff each of the subject departments in depth (for more hours a day rather than doubling the staff in the present work day). This kind of arrangement will not make additional office space necessary, for the additional staff will use the same office space the present staff uses, at a different time. If office space needs to expand, mobile partitions will permit such expansion readily.

A

Space For Resources

Using fifteen volumes per square foot of floor area, the building could ultimately house 150,000 volumes. Because our present book collection housed in the central library is about a third this size, it would seem logical to plan the growth of the collection in a series of steps. Rather than plan for fifteen volumes per square foot, the following plan is for a liberal ten volumes per square foot, which will give us a shelving capacity of about 100,000 volumes. The stack ranges will be standard, double-faced steel bookstacks, 7½ feet high, each section with seven three foot shelves. In the beginning each range will be set five feet apart instead of the customary three feet apart. As the ranges of stacks fill up, they can be placed the usual three feet apart to allow the library to house its ultimate capacity.

First Floor - Humanities.

General Reference and Bibliography	20 sections
General Periodicals and Indexes	18 sections
Philosophy	10 sections
Religion	18 sections
Literature and Languages	36 sections
Fine Arts (Except Music)	18 sections
Music	<u>30 sections</u>
Total	150 sections

At three hundred volumes per section, the book capacity of the humanities floor would be 45,000 volumes at the end of the initial phase.

Second Floor -
Social Sciences.

Education and Psychology	36 sections
Sociology and Anthropology	27 sections
Business, Economics, and Insurance	36 sections
Political Science	18 sections
History and Biography	36 sections
Pure and Applied Science (Not in Science)	<u>27 sections</u>
Total	180 sections

At three hundred volumes per section, the capacity of the Social Sciences floor in volumes is 54,000 volumes. If we assume the total capacity of the library on both floors to be so distributed, there will be three hundred and thirty sections of shelving required initially to shelve our first goal of about a hundred thousand volumes.

Such a library will house comfortably, i.e., without the need for constant shifting of books to make room for any additions, about twice the number of books we are housing in our present building, with most shelves at capacity or near it. As the shelves reach the point of capacity, additional ranges can be brought in and the shelves placed with three foot aisles between them, to allow for the ultimate expansion to 150,000 volumes.

If I were to make a prediction about the length of time it will take for the new library to fill its shelves to the capacity that Buck has filled its shelves, I would say it will take about twenty years. The reason I am so skeptical about my ability to estimate the time it will take is that there are so many imponderables. How many volumes a year will we be adding even so soon as five years from now? We are now growing at the rate of about five thousand volumes a year, but we were not growing this fast a few years ago. What kind of resources will we have in the library of ten years from now -- teaching machines? books stored on magnetic tape? We know there will be an increasing use of microforms, but how rapidly will the use increase? Bibliography is in such a stage of transition that we do not know the answers to these questions for sure. Our only safe ground is to make our libraries roomy and flexible, and to plan them so they can be expanded if necessary.

B

Seating

The enrollment at Illinois Wesleyan is currently at 1201 full-time (equivalent) day students. There are very few graduate students, and an inconsequential number of people of the community at large use the library. Most of the students live on campus or close to campus. The campus is very compact, and dormitories are not far from the academic buildings. Good study facilities are provided in each of the dormitories. The university does project its enrollment at a near future peak of fifteen hundred students as the three projected dormitories are completed and food service facilities are made adequate. The pertinent question, it would seem, is this: of the projected enrollment of fifteen hundred students, how large a percentage should be seatable in the library study areas?

A significant factor is the growth of the independent study movement. Independent study, properly carried out, can be done best with the full range of library resources at hand -- reference books, periodicals, books, pamphlets, etc., and the skilled advice of the specially trained subject reference librarian. Perhaps there should be room for seven hundred or more students to study in this manner at one time. For the present we might be conservative to the extent that we are being conservative in planning for book capacity. I suggest we plan to seat five hundred students and leave room for more seating if the demand so indicates.

About half of the seating should be in individual study carrels. Of these carrels 180 should be open carrels, around the periphery of the library, twenty should be enclosed carrels for faculty and honors students, twenty should be typing carrels, and there should be a carrel each for listening to tape recordings, and phonograph records and for viewing microfilms and microcards. There should be five group study rooms seating four students each at small tables. Tables in the open reading areas should be half 42" square tables with two chairs each, and half 36" by 60" tables with four chairs each. There should be lounge chairs in the "new books" display area, the current periodicals display area, and the lounges for readers and staff. Smoking can be permitted in the lounges, the group study rooms, and the enclosed carrels.

The carrels should be individual study tables with a study surface approximately 30" by 24," and with a shelf above the table surface to hold books, papers, and personal effects. There should be at least three feet in the clear between the back of one carrel and the front of the next, to allow ample room for seating without crowding. The twenty typing carrels can be located in two typing rooms, one on each floor, with ten carrels per room. The enclosed carrels are similar to the open carrels with the exception that they are each enclosed in a booth that is ten feet by three feet, with a door that can be locked. Listening carrels have a built-in phonograph turntable or tape deck for earphone listening. The micro-reading carrels are enclosed in a small room that can be dimmed.

The group studies each have a 36" by 60" table and four chairs, and measure about 150 square feet.

? || The lounge will serve the dual ^{separate} purpose of serving as a staff room and a meeting place for small groups of students and faculty that are book-oriented. A kitchenette should be provided to serve the lounge as a place to prepare and store food for teas and for the staff.

Two seminars, one on each floor, with seating space for about fifteen people around a table, should be provided. Each seminar can be divided by a folding door into two smaller seminar rooms seating six people each. The seminars should each have about 300 square feet, which are divisible into two rooms of 150 square feet each.

All partitions enclosing these rooms should be demountable and sound-proofed.

C.

Space for Staff

The library offices need to be planned in terms of the size of the current staff, with the realization that of all the areas of inadequacy now faced in the present library, the inadequate space for staff is one of the most severe. It is, however, relatively easy to add space to offices in a modular building. The offices should be planned as somewhat long but narrow rooms, with the idea that if they must be enlarged they could be expanded in width and still keep their present inter-relationship with one another.

Librarian's Office

About 450 square feet; includes desk, chair, letter-size file, and table and chair space for the library committee to meet. A small office with 125 sq. ft. for librarian's secretary.

Reader Services

About 300 square feet, including desk, chair, and book shelf, for the Reader Services Librarian.

Cataloging

About 300 square feet, including desk and chair for Cataloger and desk and chair for typist, plus wall shelving for books in process.

Acquisitions

About 300 square feet, including desk and chair for Order Librarian, desk and chair for typist, and wall shelving for books in process.

Work Room

About 450 square feet, with permanent fixtures including a sitting height counter with a sink and cupboards above and below the counter. There should be plenty of electrical outlets for business machines, and for marking tools at the counter. There should be three typewriter desks and chairs for student typists.

Receiving Room

About 125 square feet, with door opening on a loading dock where materials being received by the library can be opened, stored temporarily, then sent to the proper department.

Reference Stations

There should be a glass enclosed reference station on each floor that is central to the book-reader areas; where the subject reference librarian can work with and be accessible to the students and faculty. This office can be about 125 square feet, and house a desk, two chairs, a book truck, and perhaps three sections of wall shelving.

Circulation Department

It is the plan to circulate reserve books from the main desk, so that in times when there are few people in the library one or two people can staff the entire building. The same staff member can charge reserve books, control the exit, and charge out regular books at such a slack time.

Predicating the size of the department at double the size of the present department, which should take care of the immediate future at any rate, there should be an area of 375 square feet including space occupied by the charging desk, space behind the desk, and a small, glassed-in office for typing. There should be shelving for about 900 reserved books, or five double-faced sections.

The circulation department should have plenty of electric outlets to care for future electric charging equipment if it is incorporated. Some of this equipment may require high voltage so there should be a heavy duty outlet near the charging point for regular books.

D.

Utilitarian Functions

There must be space set aside for two stair wells, one a main stair and the other a secondary one for emergency use, a hydraulic elevator, key operated, for the use of the staff to get books and heavy materials from one floor to the next, a janitor's room where he can store his supplies and mend damaged furniture, men's and women's rest rooms on each floor, and a simple lobby-display area. These functions may take an additional 3,500 square feet. As much as possible, mechanical equipment such as the air conditioning equipment, the blowers, the elevator mechanism, etc., should be housed in a space on top of, or beneath the library. It would seem logical to put this equipment in a basement area, leaving all of the rest of the space unexcavated. This equipment may require 2,000 more square feet.

Lobby

The lobby is the point at which the reader is introduced to the building. It should provide a transition from the inside of the building to the outside, and from the outside to the inside. Entering students are given opportunity to adjust from the outside environment of social activity to the inside environment of serious study. This transition does not take place entirely in the lobby -- partly it can occur in the general circulation area as well, but by the time the student reaches the subject reference and reading area, the proper atmosphere should be well established.

The lobby introduces the library, so it should present a glimpse of the characteristics of the building through its displays of new book jackets, and should interpret the work of the book in the university environment. Book-centered campus events can be given publicity here. There should be facilities for safely checking outdoor clothing, parcels, and other personal property. Pay telephones should be provided.

The lobby does not need to be monumental to serve these purposes. If it were monumental, it would be out of character with the rest of the building. For this reason, it is suggested that the lobby be only one story in height.

Spatial Relationships

Students entering the library from the lobby must be required to enter by the central control point. There must be only one exit (with the exception of the emergency exit) and that one exit must be past a point that is staffed at all hours the library is open for service, so that one person can man the circulation desk and the central exit control during slow periods (such as noons and dinner hours). The circulation desk should be near the card catalog and the general bibliographic area so that telephone questions which require simple answers can be answered. Staff offices should be close to the bibliographies and the card catalog, and they should be close to each other. The Order, Cataloging, and Reference offices should be contiguous so the staff can work together.

The principal stairs should be near the circulation desk, as should the elevator.

Books on subject fields that are closely related must be close together, and reading areas placed between two areas of knowledge that are interrelated so that students are able to use books from both disciplines effortlessly.

There should be a wide choice of seating possibilities available in every reading area. It has been observed that lounge furniture is not appropriate for serious study areas, and for this reason very little use of this type of furniture has been made.

In short, like functions and like sources should be grouped together. When placing functions together or near to one another will save money without handicapping a service, this is recommended.

Space Summary

On the first floor, the space should be allocated thus:

1. Space for Books (@ 10 volumes a square foot)	4,500 sq. ft.
2. Space for Readers	
Open Carrels (90 @ 15 sq. ft. each)	1,350
Studies (10 @ 30 sq. ft. each)	300
Typing carrels (10 @ 15 sq. ft. each)	150
Listening carrels (2 @ 15 sq. ft. each)	30
Group Study Rooms (2 @ 150 sq. ft. each)	300
Seminars	300
Open study tables (25 @ 70 sq. ft. each)	1,750
Browsing area	150
	<u>4,330</u>
3. Space for Staff Offices	2,500
4. Utilitarian Services (lobby, restrooms, etc.)	<u>2,000</u>
Total	<u>13,330</u>

On the second floor, space shall be allocated thus:

1. Space for Books (@ ten volumes per sq. ft.)	5,400
2. Space for Readers (about the same as before).	4,370
3. Staff room, lounge, and kitchenette	800
4. Audio-Visual Department	300
5. Utilitarian Services	<u>1,500</u>
	12,370

Probably the extra square feet indicated will be used for browsing areas on each floor -- new books, current periodicals, newspapers. On the second floor, instead of booths or cubicles for listening to records and tapes, there will be an area of about 60 square feet for microfilm storage and viewing.