

**MANDATE FOR
LIBRARY TASK FORCE
October 6, 2006**

This task force should develop criteria for the space required to support our existing library and project what future space may be desired. The possibility of a UU book store may also be included in future space requirements. They will report to the building committee as an ongoing subcommittee. The Analysis Tool should be referred to as it has many areas that apply to library needs and placement within the buildings. **Your recommendations should be realistic and prioritized to meet our immediate needs (and our budget) with further materials acquired as finances become available.**

An important part of this task is to solicit Congregational input on priorities.

This task force will report to the building committee as an ongoing subcommittee through the building project.

Initial report from this task force should be available on **December 15, 2006**

Building Project Task Forces Research and Reporting Tool

Task Force: **Building Library**

Some QUUF Values To Be Considered and Balanced (not in any order):

- ❖ Build “green” and make choices that lead to low cost operation and maintenance
- ❖ Build for multi-purpose use of facilities (such as: services, weddings, speakers, performers, fundraisers, disaster preparedness, classes)
- ❖ Accessibility for disabled, including for volunteers who work with the technology
- ❖ Use of volunteer labor
- ❖ Buy local when possible
- ❖ Control costs

Priority Ratings: **N - Necessity** (considered to be essential for meeting QUUF Primary Purposes)
 P - Preference (recommendation for a significant enhancement beyond basic needs)
 EP - Expansion Potential (recommended for when money is available to acquire it)
 NR - Not Recommended

Building Goal: Create a comfortable and functional library.

Priority	Library Area	Reasons for Priority Rating	Research Results and Information
N	Create a comfortable and functional library	While provision of a library is not mission specific, it promotes the goals of the fellowship by collecting and making accessible a wide range of information that enhances both the appreciation and understanding of the Unitarian Universalist covenant, mission and history.	
N	The library serves multipurpose functionality; i.e., may be integrated within a Board room, meeting room, or other private area/alcove of the building, etc.	<p>Sharing space, furniture and equipment increases the efficient use of the building.</p> <p>However, the area should be quiet during periods when library use is anticipated. Therefore it cannot be in a heavily trafficked area.</p> <p>Area should be secure enough to ensure access to collection and equipment while deterring crimes of opportunity.</p>	
N N N N P N P	<p>The library provides a warm and welcoming environment. Elements contributing to this ambiance include room for:</p> <ul style="list-style-type: none"> ▪ Comfortable, overstuffed couch and/or chairs ▪ Conference table and chairs and/or individual reading desk ▪ Wood shelving ▪ Propane fireplace ▪ Adequate lighting for reading including natural lighting as possible. 	<p>The library needs to be accessible for browsing and reading as well as storage and maintenance. Comfort and functional access to the collection is necessary.</p> <p>The aesthetics should match the high standard set in the sanctuary.</p>	
N	The library provides for functionality of current and future library media resources including:	Library plans include provision of a permanent print collection and space for	Collection currently includes about 350 books and videos. Shelving for 1000 units

<p>N N P N P P N N</p>	<ul style="list-style-type: none"> ▪ Shelving for 1000 items ▪ Periodical display shelving for 5-10 titles ▪ Display case for archival artifacts. ▪ Storage for archival artifacts and records ▪ Computer access to collection records and digital resources ▪ Projection equipment for analog and digital resources ▪ Storage for projection and network equipment ▪ Storage for supplies 	<p>rotating collections, analog media formats and increasingly access to digital records. Archive collections of items as well as documents require secure, acid free storage.</p>	<p>@8 units per foot = 125 lineal feet plus 6 lineal feet for periodicals.</p> <p>Shelving and storage can be standard adjustable library modules: 36 shelves (36" wide, 6" to 24" deep and 12" to 18" tall) for book/video collection, one periodical display unit (1-2 shelves), one display unit (1 shelf), three lockable drawer units, one lockable equipment cabinet, and one cabinet or drawer for supplies.</p> <p>Computer with library management database software.</p>
<p>N N N N P</p>	<p>Area is ADA accessible including:</p> <ul style="list-style-type: none"> ▪ Wheelchair access to all collections. ▪ Furniture meets ADA requirements ▪ Assistance with access to top and bottom shelves and drawers ▪ Screens and software provided for the vision impaired. 	<p>The library needs to serve everyone in the fellowship and collections should be accessible to all.</p>	