

Components & Partnerships for the Learning Commons

Revised January 27, 2004

Component	Consensus/ Outstanding	Description
Technology		
Wireless Network	Agree	PCs, laptops need to be compatible with other systems on campus (e.g. ResNet)
OPACs	Agree	Increase number of workstations on main floor (50 - 100?). Cluster some for small group teaching capability. Retain current # and placement(?) of OPACs on lower level and floors 2-4. Microsoft Office on all machines in the library. Find way to make "Quickstop" stations more obvious.
Stand-alone Products	Agree	Duplicate OPAC image on every machine. Microsoft Office on every machine. There are currently about 90 public machines in the building.
Special Readers' Services		
Adaptive Technology Lab / Special Reader Services	Agree	[have to pursue with Counselling & Disability Services] Opportunity to correct mismatch in program document for DL and SL 10 years ago. Advantages: aligns students and staff with humanities and social sciences.
Access Services		
Circulation self-check	Agree	Has already been moved to the Boat area.
24/7		Need to review report on use until 2:00 a.m. over exam period. Will continue to offer extended hours but LC should attract more users over these hours. Students like the idea of 24/7. Need to explore issues from space, staffing perspectives
Teaching Spaces		
Electronic Classroom	Agree	Approximately 25 workstations Ability to seat 50 students

		Available for public use when class not in session
Classroom (121)	Agree	Need to retain this space for alternate style meetings, gatherings, and presentations. Need is independent of electronic classroom.
Study Spaces		
Collaborative study spaces	Agree	Should be wired with options for data display, white board, to seat at least six with varying sizes
Video viewing spaces	Agree	Need viewing facilities within small rooms near multimedia collection
Bookable rooms	Agree	For partnerships such as the Writing Centre. Highly visible.
Video Access		
Video / DVD Access	Agree	Accommodates individual and group viewing. Need to develop a core collection. Locate near service point.
Videoconferencing	?	
Reference Collection		
Smaller Ref Collection	Agree Outstanding	Shrink collection - find storage area for materials that must be retained. Create bibliography room elsewhere for large union catalogue sets. Establish collection guidelines for location of print tools replaced by electronic equivalents. How much space can be recouped?
Collection storage space	???	No room in compact, no off-campus storage. What are other options? Can we fill 3 rd floor DL with bibliographies and make it a "Bibliography Room"?
Interlibrary Loans		
ILL Office / Service	Agree	Physical space can be reassigned - Alternate workspace for staff and services would have to be found. Improve relationship and workflow between ILL (in Ref) + DocDel (in Access Services)

Microfilm Collection		
Micro Collection	Agree	Collection should be moved Recommendation: create micro compact shelving area with viewing equipment and support
Microform Equipment	Agree	If micro is moved to lower level (away from light), must include provision for a staffed service area. Could combine with docs/data/maps basic support?
Service Points		
Need 2 service points on main floor	Agree	Circ / reserve desk (current configuration) Integrated reference/info/tech support desk Staffed during hours of opening including using student assistants evenings and weekends
Reference Desk	???	Should be centre of commons. Add more people/partners to desk? Move the desk?
Data Centre	Agree	Keep with docs. collection and maps.
Space Considerations		
Dimensions	???	<ol style="list-style-type: none"> 1. # of workstations 2. area or size of learning commons 3. _____ 4. _____ 5. _____
Staff Offices "Ref Row"	Agree	Keep offices for permanent library staff for proximity to services Continue along this wall if additional offices are required
The "Boat"	Agree	Want to keep functionality of "quickstop" and building directory Useful location for self-serve. Need to address problems of blocking sightlines, high counter, directory visibility

	Outstanding	Is the boat useful? Or a hindrance? Minor tweak or major overhaul? It's a design feature representing architecture of building and should be retained?
Current Periodicals	Agree	Can be relocated including to another floor.
Printing Solutions		
Printing / Transfer of files / Scanning	Agree	Require staff assistance within "hailing" distance Add scanners to printer stations. Create easier methods for moving electronic journal articles to individual server space. Drag and drop?
Staffing		
Staffing	???	Need to explore staffing levels. How many? Who? What level of service? Expertise?
Governance: Need a Learning Commons Coordinator + an Advisory Group	Agreed	One individual must take on coordination of the Learning Commons as a responsibility. This individual needs support from allied units.
Partnerships		
Target Constituent Audience: STUDENTS	Agreed	Although the learning commons has implications for faculty, the major audience will be students. During the planning process, services and configurations will be designed with students as a primary consumer.
ITS		<ul style="list-style-type: none"> <input type="checkbox"/> would like them to sit at our desk at the start of the fall term for several weeks; desk with space for hardware behind it <input type="checkbox"/> their help centre very useful for technical questions <input type="checkbox"/> programming component on getting connected <input type="checkbox"/> to provide infrastructure for desktop solutions such as networked storage space <input type="checkbox"/> is laptop sign-out and maintenance a possibility? <input type="checkbox"/> role of computer maintenance - depends on what configuration we use e.g. PCs, thin client <input type="checkbox"/> students to have joint training - both ITS and Library

Writing Centre		<ul style="list-style-type: none"> <input type="checkbox"/> envisage bookable rooms for several weeks each term <input type="checkbox"/> rooms would be able to accommodate six and would have access to computers and other equipment such as data display, white board <input type="checkbox"/> should use an easily visible suite of rooms <input type="checkbox"/> bring into programming as they see useful
Learning Technology Unit		
Instructional Development Centre		
GIS Lab		<ul style="list-style-type: none"> <input type="checkbox"/> current lab is very big and is conveniently located in Mac-Corry next to the Geography Dept. <input type="checkbox"/> present role of the library is to serve them data and digital mapping resources <input type="checkbox"/> could provide workstations with appropriate software
Teaching Assistants		
Career Services		
Counseling & Disability Services and Special Readers' Services (SRS)		<ul style="list-style-type: none"> <input type="checkbox"/> opportunity to consolidate facilities and services for SRS
Communications		
Strategy	Agreed	<p>Need a comprehensive communications strategy and plan that will ensure:</p> <ol style="list-style-type: none"> 1) regular communication with all parties including those interested but not active in the process 2) method of reaching SL staff affected by changes 3) agendas + records of meetings 4) _____ 5) _____ 6) _____