



About Our (Old) Library

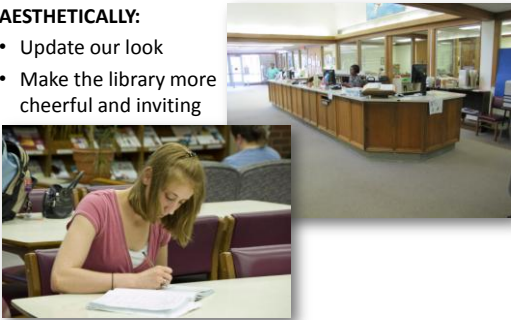
- Built in 1969 and opened in January 1970
- 11,132 sq. ft.
- Seating for 191
- 37 computers (23 are in a lab)
- 10 staff (6 FT & 4 PT)
- Other staff/faculty offices located in library
- Share building with Business Services & Security Departments.



What do we want to accomplish?

AESTHETICALLY:

- Update our look
- Make the library more cheerful and inviting



No more 70's & 80's Retro Look!



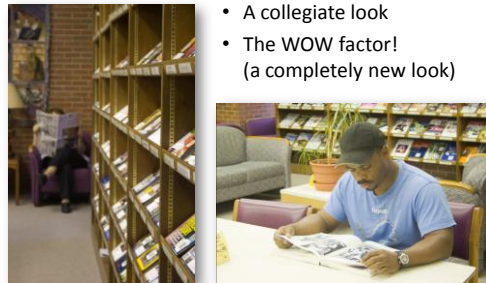
What do we want to accomplish?

- Lighter, brighter colors
- Smooth, rounded edges (no sharp edges/corners)



What do we want to accomplish?

- A collegiate look
- The WOW factor! (a completely new look)



What do we want to accomplish?

FUNCTIONALITY:

- Comfortable furniture
- Circulation desk had to be in the same location and same size (carpet was cut around it)



What do we want to accomplish?

- Bring special collections up front in one area.



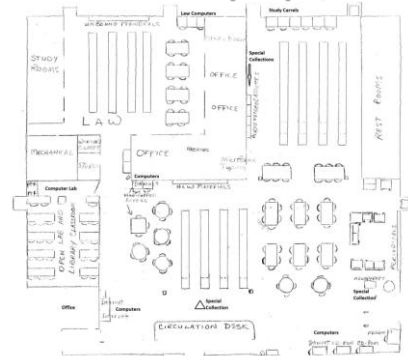
What do we want to accomplish?



- Put all computers in one area and create more quiet study spaces in other areas.



Old Library Layout



What do we want to accomplish?

- Ergonomic workstations for library staff
- Privacy for circ. desk staff
- Staff satisfaction with work area and library
- Renovate staff offices



What do we want to accomplish?

- More storage space!



Facility Upgrades Needed



- Computer relocation required new electrical wiring and network connections (allowed for adding more PCs in future)
- Painting the library, staff offices, and break room
- New lighting was already scheduled (installed overnight while closed)
- New blinds (time ran out)

What to do with the old furniture?

- Not enough room in our warehouse to put it all
- Took pictures and posted on a photo hosting site
- E-mailed list of items with links to photos to all NCCCS Library Directors
- Found homes for almost all the old furniture, and very little had to be taken to State Surplus



New Library Layout



Vendors Used

Triangle Office Equipment

- Ordered office furniture
- Sales rep had an interior design degree
- Easy for staff to select office colors with her recommendations
- Quicker to get items ordered
- Used her input on paint colors for library after selecting furniture

Hughes-Rankin, Inc.

- Ordered all library furniture
- Sales rep did not have an interior design degree
- We did all the work with selecting colors and fabrics – a drawn-out process!
- Took longer to select colors and get items ordered, but it was a larger order and there was more staff input to consider

Stages of the Renovation and Actual Timeline

- Order office furniture (early Dec. 2010)
- Order library furniture (mid-Dec. – early-Feb. 2011) – Ordered wood furniture first; had more time to select colors for upholstered furniture.
- Paint offices and entire library (early Feb. 2011) – Staff worked in break room on laptops during office painting/furniture installation.
- Install office furniture for 5 offices (mid-Feb. 2011 – 1 day) – Maintenance removed old furniture the same morning. *Note – Vendor held furniture for a month to wait on library painting.*
- Install new computer wiring (early/mid-March 2011)
- Install library furniture (late March 2011 – 4 days) – Wake Tech picked up old furniture the morning of the first day.
- Re-opened March 31, 2011.

Library Services During Renovations

- Remained open during painting and office furniture installation.
- Closed for 4 days during other furniture installation. Still had to provide arrangements for all services.
- Referred students to another lab and to the Academic Assistance Center (AAC) for computers and study space. We had to staff the other lab.
- Made reserves, ILL's, holds, and regular check-outs available for pick-up in the AAC. Students could make arrangements in advance by calling the library.
- Reference services were available by phone or e-mail.

How much did it all cost? (State Funds, State Contract)

- **Total Office Furniture:** \$25,131 (with tax)
- Furniture for 5 offices with 7 staff (2 staff share offices)
- Average: ~\$5,000 per office
- Actual: ~\$4,000 per office for one staff
- **Total Library Furniture:** \$252,471 (with tax and installation charges)
- Installation: \$15,985
- Circulation Desk: \$19,700
- 24 End Panels: \$25,032
- 122 Chairs: \$40,339
- 11 Lounge Chairs: \$16,133
- 41 Computer Chairs: \$17,220

Inspection

- Orders over \$10,000 must be inspected by the State Inspector.
- He will need to look at the order/invoice(s) as well as inspect the furniture.
- Invoices cannot be paid until he gives his approval.
- His schedule is very busy – had to allow time for him to fit us in (a few weeks after installation)

Selecting Furniture Styles

- Looked through catalogs, vendor brochures, and manufacturer websites for design ideas.



Selecting Furniture Styles

- Asked vendor for chair samples to test.
- Asked for feedback on chairs from library staff, students, faculty, and other staff.



Selecting Furniture Styles

- Decided to go with square tables to seat 4
- Had 6-seater tables, but only 1 or 2 people would sit at a table anyway
- Square tables could be moved together for larger groups if needed
- Still used 6-seater tables for Law area where classes are taught, and also in group study rooms

Selecting Furniture Colors



- Asked for staff input on colors for wood and upholstery
- Surveyed staff – color preferences were tied between blue and green!
- Found a patterned fabric with both colors ☺
- Added 2 coordinating solid colors

Consider Color Therapy

- Our chosen colors, blues and greens, are good for concentration.
- Blues and greens are also calming colors.
- Since the renovation our library has been:
 - Lighter and brighter
 - More cheerful
 - More conducive to concentration/studying
 - More quiet ☺

Selecting Fabrics: Comparison and Tips

Cloth

- Shows wear/dirt more – harder to clean
- If poked with a pen and a hole is made, it will blend better with the weave
- Small print patterns will appear solid from a distance (go with larger prints)
- Can get special finishes that are resistant to spills

Vinyl

- Easier to clean – wipe off spills, food, etc.
- If poked with a pen, the hole will show worse
- Vinyl now available in print patterns
- Can get special finishes that are resistant to spills

Selecting Fabrics: “Abrasion”

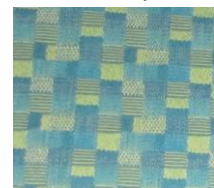
- Abrasion has to do with the number of rubs (done by a machine) before the fabric shows wear.
- Some upholsteries are tested using “double rubs.”
- Anything with an abrasion of 50,000 rubs or more is good to use for seating.
- Our cloth upholstery abrasion: “Exceeds 100,000 Double Rubs.”
- Our vinyl upholstery abrasion: “Passes 930,000 Double Rubs.”

More Tips on Selecting Fabrics: Look at designs at a distance & up close. Always get samples for true color! (Colors are brighter in person.)

From catalog/web site:



Actual sample:



Wood Furniture Tips

- Go for laminate tops on tables, carrels, computer furniture, circulation desk, etc. that matches the wood.
- Be sure to ask for tracks for cables, wiring, electrical needs, etc. where needed.
- Make sure holes for wiring/cables are cut in the right place and that they're actually cut!
- Be sure wood is stained evenly. Some panels of our circ. desk were not. This was resolved.

ADA Considerations

- We included an ADA accessible section for our circulation desk. (Did not have this before.)
- Front panel of this section is recessed.
- Circ. desk consequently did not align properly with holes in carpet – had to get it patched.
- Aisle widths in our Law section were too narrow. Had to move ranges to adjust.
- Books were removed and replaced – had been out of order anyway since carpet installation.

Safety Considerations

- When old end panels of stacks were removed, it was more apparent how unstable our shelving was. (Snake Effect)
- Needed braces (cross bars) across tops of shelving.
- Sold as “steel transverse brace”
- Cost \$19 each. Purchased 20 from library supply catalog.

Shelving Braces



Call Number Sign Holders

- Furniture vendor included these, but they were too small.
- Ordered our own from a library supply catalog.



Storage Considerations

- Removed old cabinets in staff work room. Replaced with tall standing cabinets and one low cabinet.
- Instead of tables for printers and work space beside copiers, we purchased storage cabinets.
- Cabinets are now used to store toner and paper for copiers and printers.
- Frees up more space in work room for supplies and other things.

General Ordering Tips

- Allow 60-90 days for wood furniture.
- Allow 4-6 weeks for seating.
- Anticipate back orders, delays, or fabrics not being available/not working on chair styles.
- Had to get a different fabric on our computer chairs.
- Some furniture items were delayed a couple of weeks.
- Be sure you have enough space to fit all your seating. (We had 2 extra tables and 8 extra chairs – sales rep. over-estimated.)

General Quote-Checking Tips

- Make an itemized list of everything you need to order!!!
- Compare your list with the vendor quote to be sure everything is on it.
- **Don't forget keyboard trays for workstations!**
- Quotes will list furniture by the piece (ex. circ. desk will be in sections)
- Get sales rep. to let you know which pieces are what (circ. Desk, carrels – starter pieces + add on sections, etc.)

General Renovation & Moving Tips

- Allow extra wiring for adding more computers in the future if you have to add new wiring.
- If buying new shelving, consider where you will store collections that will go on the shelving.
- Who will clean/vacuum? (We did, twice!)
- Coordinate parking space(s) for delivery trucks with campus security.
- Find out if any areas cannot be painted (i.e. tile).
- Be flexible! (change in break room paint color)
- Involve everyone in planning meetings at same time (Maintenance, IT, Business Office, Library Staff, etc.)

Getting Rid of Old Furniture

- Photos are a must!
- We sent out a spreadsheet list with links to photos.
- Have receiving library pick up furniture.
- Coordinate pick up with other library and delivery of new furniture.
- **Don't forget the hardware!** (i.e. circ. desk)
- Remove old items from inventory.
- Leftovers went to State Surplus.

Renovation Scenes



Empty Library...

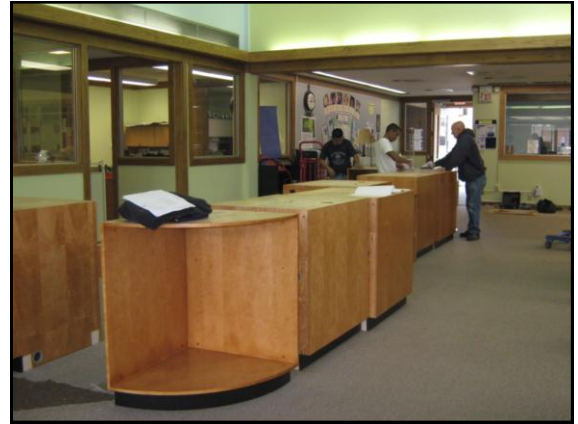


...Before Furniture Arrives



Installing Circulation Desk





Computer Furniture

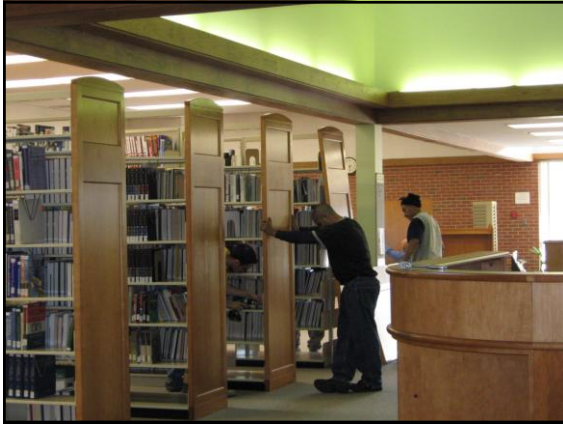


Study and Reading Area



Study Carrels and Special Collections Shelving





Computer Lab & Main Computer Area



Tables in Place & Chairs Arrive



"MOVE THAT BUS!"







Storage Cabinets

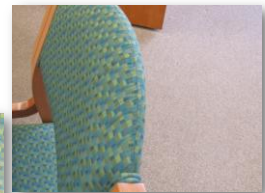


Work Room Storage





Upholstery Puckering Issues (Held invoice until resolved)



Vandalism!

- First day of re-opening, there was heavy ink pen marks on a lounge chair that afternoon.
- Cleaned with a graffiti cleaner that our security department had.
- Writing on the table tops also appeared within the first few days of re-opening.
- **Tip:** Always get laminate tops for tables. These are easy to clean won't get scratched. Laminates are available to match wood colors.

Feedback on Renovations

- "Oh, it's so pretty!" (Student passing through the library)
- "That's what we want!" (Broadcasting student during interview)
- "Now I'll actually WANT to come to the library." (Lee Early College student)
- "I can concentrate better." (Public patron)
- "Now it looks like a college library." (Faculty)
- **"WOW!" (Dr. Marchant, College President)**
- "I love the new work done on the library! It feels much more comfortable!" (Student survey comment)
- "The library looks great!" (Faculty survey comment)
- "Very impressed with the new decorations and layout of the library." (Faculty survey comment)
- "It looks wonderful since the remodel. I really like going there. I hardly ever get disturbed by loud talking now." (Faculty survey comment)
- "The updating of the Library has made the area more welcoming to our students." (Faculty survey comment)

Broadcasting Students' Video



Party Time!

- Staff birthdays during renovations – parties afterward
- Appreciation party for Maintenance & IT staff
- Library Open House – invited faculty and staff
- FOOD!



Cake from Open House



Since the Renovations...

- New blinds have been ordered for Lee Library.
- Added a new Reference Kiosk beside Circ. Desk.
- Plans for converting Microforms Room into a Student Collaboratory Room.



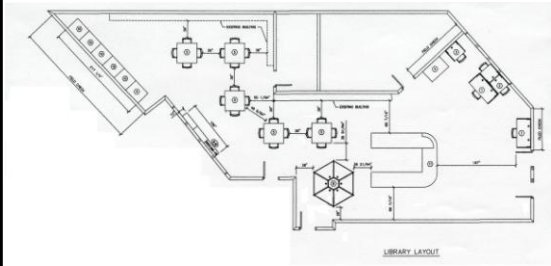
Since the Renovations...

- Approved to renovate the Harnett Library at our Lillington campus. (2250 sq. ft.)
- Built in 1987. Original furniture and carpet are still in the Library.
- Adding 4 more computers (will have 10 total)
- Re-designing layout (slightly) and zoning library.

Harnett Library Renovations

- Using Triangle Office Equipment (with interior designer) for vendor.
- Quote came in at \$51,108 with \$3400 for installation and \$1250 for dedicated truck.
- Process has gone very smoothly with getting quote and order together.
- Will get all new furniture, carpet, and paint.
- Correction Enterprises will be hired to pack and move books and shelving to storage.
- Anticipate completion by late May/early June.

Harnett Library Layout



Questions?

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