

**Q&A from Alignment Space Planning Meetings
June 12, 2013**

Questions about the Service Center

- If someone from the public comes to the Service Center, is there a welcome location or someone there to greet and assist them?
 - The door into the Break Room is now open during business hours. There will not be someone there to greet visitors.
- Will collection anywhere have IT set up wired network connections or will they have to use wireless?
 - Undecided, but it's being reviewed.
- What happens to Collection Management after the timeline shown?
 - Part of John Huber's study will look into that. Once we have his recommendations, we will move quickly to implement them.
- Will the Break Room be part of the study for the Service Center?
 - At this time, we do not anticipate adding additional seating to the Break Room at the Service Center.
- What about additional refrigerator space at the Service Center?
 - This is something we had not considered. We will address this in the Departmental Logistics meetings.
- How many "extra" parking spaces are there at the Service Center?
 - The nine in the front lot have been "identified" for the Friends of the Library.
 - There are eight spots in the back lot that are unoccupied.
 - There are four potential spots that could be used for guest parking when the Service Vehicles are out on delivery.

Questions about Downtown

- All of the DN librarians will move to the 1st floor, correct?
 - Yes. Access and Engagement will move to the 1st floor. Special collections will (eventually) have workstations on the second floor in the High Density Storage Room. The Call Center/Virtual Library will be in what is currently the 2nd floor librarian's office.
- With engagement staff moving to the 1st floor workroom, will computers be added to accommodate?
 - The need has been identified and will be discussed in the Departmental Logistics Meetings
- Concern about Access vs Engagement Space in workroom
 - Access staff will still have roughly the same area in the workroom for processing/handling materials.
 - Staff will be sharing the cubicle workstations. It will be up to the Downtown Library Management group to determine how/if the cubicles will be assigned.
- Can the 4th floor concession be used instead of a podium for conference services?
 - Unsure if there is IT infrastructure to try that, but it can be considered.
- Do you expect the staff of the CCVL to grow?
 - Yes.

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- What about computers that need to be moved? Is there enough data?
 - Power/Data needs will be addressed in the Departmental Logistics meetings in the next few weeks.
- Will the Library Event Coordinators be moving in with “Outreach” on the 2nd floor until it becomes “Learning Experiences”?
 - This will be discussed in more detail within the week.
- Will the Outreach Collection move to the SC?
 - The two new groups (Beyond the Walls and Learning Experiences) will decide what stays and what goes.

Questions about the Timeline

- Would we consider pushing the timeline back to due to the busy-ness of summer reading?
 - Not the overall timeline, but portions of it may fluctuate if a demonstrated detriment is identified and it doesn't delay the overall process.