Charge to the Doe/Moffitt Steering Group on Space and Development Planning

The D/M Steering Group on Space and Development Planning (SDP) will be convened by the AUL and Director of Doe/Moffitt and Interim Director of Collections and charged to layout the Reference Center (North Reading Room, East Reading Room, and Rosberg Room) and the Doe Core to accommodate collections, computers, equipment, and staff for the government information collections, current unbound periodicals, including newspapers, and microforms that will be displaced permanently by the Doe Library Seismic Corrections, Step 4 project.

Since limited funding from the campus will be available for relocations and improvements, SDP will also work with the Development Office on ideas to generate funding support for extensive long-term improvements to existing facilities.

The Doe Annex Surge Project Committee is the overall planning body for the Doe Annex seismic correction work. SDP is a D/M group addressing details of the surge and dislocations specific to Doe/Moffitt. Relocations affecting Doe/Moffitt are scheduled to begin in 2005.

SDP will address two parts of a space renovation project:

1) The minimum that needs to be accomplished to accommodate the one-way moves of collections and services due to the Doe Annex seismic correction work as supported by available campus surge funding.

2) Extensive refurbishment and upgrade to the North Reading Room, and to a lesser extent, the East Reading Room as extramural funding becomes available.

Specifically, the group will recommend:

- North Reading Room layout to accommodate the government reference collection, including the relocation of existing materials within the North Reading Room and the Reference Hall, and the relocation of the government microform collection
- East Reading Room and Rosberg Room layout to accommodate the current unbound periodicals collection, equipment, and lounge seating
- Doe Core layout to accommodate the microform and print newspaper collections, equipment, reader furnishings, staff offices, work areas, and the service desk

The SDP will take into account patterns likely to emerge related to traffic flow, collections use, and service needs, and will address acoustics, electrical/data, and lighting issues. The group will also plan the staging of projects and plan for ways to minimize service disruptions. SDP will work with the Library Space Planning Office, the Library Systems Office, and the Library Development Office, be in contact with the Doe Annex Surge Project Committee, as appropriate, and will provide ongoing reports and seek guidance from the Doe/Moffitt Advisory Group.

The D/M Working Group on the Government Reference Collection, the D/M Implementation/Processing Team, and the D/M Doe Core Newspaper/Microform Group will coordinate their work with SDP.

SDP will convene in June to plan and work through December 2005 as the Doe Annex decanting takes place.

5/29/03