

## FROM THE LIBRARY

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### The H-L Space Odyssey: Renovation Bulletin No. 1: "You can't make an omelette without breaking eggs"



I am delighted to announce that the budget for renovations to the Hawthorne-Longfellow Library has been increased to \$6.2 million and that after four years of planning, construction work has begun in the former Controller's basement area. This is the first of a series of briefings about the odyssey to update the H-L Library into a more comfortable campus center for studying, research, and cultural activities. In this issue we have tried to anticipate your "Frequently Asked Questions" about how your teaching and research will be affected.

#### What is the Construction Schedule?

We hope construction work will proceed in three general phases through August 2001. While details of work to be carried out in each phase are not yet final, I am writing to you now to give you as much advance warning as possible about which library collections we expect will be unavailable this summer. The construction phases are being carefully designed to cause the least amount of disruption in the building during the academic year and to keep all materials, with the exception of the Dewey Decimal collection, accessible whenever classes are in session. This means that the contractors have very small windows of time during vacation periods to carry out the renovation work and that, regrettably, portions of collections will be completely unavailable during the next two summers and winter break.

We are still planning the construction phasing and will share more details as they become available. I emphasize this is a **preliminary schedule that is not final yet:**

#### Phase 1: March 27-August 15, 2000

March 27 – May 2:	Basement Controller's area--demolition and construction work
May 1 - May 12:	Dewey Decimal Collections to be packed up
May 3 - May 15:	Pre-Reading Period and Finals--no construction work
May 22-August 15:	Basement: Controller's area--continued construction; bound periodicals--shrink-wrap stacks; construction work
June 2-August 15:	1 <sup>st</sup> floor: Shrink-wrap most bound periodicals and all stacks of circulating books; construction work North West area

#### Which collections will be unavailable when?

**Dewey Decimal Collection** (housed in Basement compact shelving): unavailable May 2, 2000 until a date to be announced (i.e. until offsite storage facility is available)

**All bound periodicals housed in basement--titles A-P** unavailable May 22-August 15, 2000

**Bound periodicals** titles "State Government"-**"Zygon"** (1<sup>st</sup> floor): unavailable June 2-August 15, 2000

**Circulating collections A-BQ:** unavailable June 2-August 15, 2000

**Folio A-BQ:** unavailable June 2-August 15, 2000

#### Which subject areas are included in the collections that will be unavailable:

**Bound periodicals: humanities, social sciences and fine arts** disciplines, (i.e., almost all titles except those housed in the Hatch Science Library)

**Circulating collections: A-General Works, B-Philosophy and Psychology and**

**Religion-BL-BQ, Religions of the world (Judaism, Islam, Bahaism and Buddhism).**

#### How will I do research without needed materials?

We have designed a coordinated program to provide you with alternative access to materials that will be unavailable during the renovations:

- an **academic coordinators meeting** is scheduled for April 25th to inform coordinators, on whom you rely so heavily, about how they can assist you in acquiring needed materials.

- **classes** will be held on how to access **full-text journals online** from your office and home. Hundreds of titles currently are available, and we know that many of you are either unaware of these or have not yet used them. Titles include those presented through JSTOR, Project Muse from the Johns Hopkins Press, and Expanded Academic Index, and Academic Universe as well as those individually acquired from publishers.
- **InterLibrary Loan and Electronic document delivery services:** classes will be held to train you in using Uncover, the online InterLibrary Loan request form and a new ILL direct service.
- **Librarian liaisons** will be meeting with individual departments as needed.
- **Colby and Bates libraries** stand ready to serve you this summer. The Bates Library has offered to conduct orientation classes for Bowdoin faculty; **the Bates Library also is air conditioned!**; and last but not least
- you are encouraged to **check out individual bound journal volumes or entire journal backfiles** before the renovations begin. Please contact your librarian liaison for assistance or **ask Karen Cook, Periodicals Assistant to temporarily relocate needed titles** to tables on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

### **Dewey or Do we—pack up the Dewey books?**

The only collection that will be unavailable throughout the renovations will be books still classified under the Dewey Decimal system . This collection contains over 30,000 volumes which remain unrepresented in the library's online catalog. They cover many disciplines as listed below and their publication dates range from the 19<sup>th</sup> through mid-20<sup>th</sup> centuries. We know that some of you may not realize that this collection exists! We urge you to take time this month to examine these books. These titles may be accessed through a remaining unit of the card catalog, located on the left in the H-L reference area. It is our goal to reclassify these books to the Library of Congress system and to create online records for them. Since these titles receive less use than others, and many might be packed during the reclassification project anyway, we have decided it is logical to make this group of titles the first to move off-site. **You have from today through Sunday, April 30 to examine these collections and/or search the card catalog and check out as many as you can carry, possibly for an undetermined period.** The major fields represented in the Dewey Collection are (\* denotes largest collections):

Bible Doctrinal Theology	220-239	Engineering	620-629
*Economics	330-339	*American Literature	810-819
Law	340-349	*English Literature	820-829
*Education	370-379	*Germanic Literature	830-839
Math	510-519	*Geography Description and Travel	910-919
*Physics	530-539	*European History	940-949
Zoology	590-599		

**Don't be misled by the older imprint dates: you will find some gems—seminal, classic works—in this collection.** If you don't know how to find this collection, just come to H-L and ask a reference librarian or circulation staff member to assist you. These volumes currently are housed in old compact shelving units in the basement, which are scheduled for mechanical refurbishment. To permit the contractors to begin work in that portion of the building as soon as finals are over, we must begin to pack up these books on May 1<sup>st</sup> . We regret this very short notice.

### **How should faculty members prepare to do research during the summer renovations?**

#### **PLEASE PLAN AHEAD!!**

- **Examine the Dewey Collection;** check out any books you may need (Today-April 30)
- **Determine which bound journals you will need;** at semester's end, check out single volumes and/or complete back runs or ask Karen Cook, Periodicals Assistant (kcook@bowdoin.edu; x3683), to relocate volumes to 2<sup>nd</sup> and 3<sup>rd</sup> floor tables. (Today-May 21)
- **Check out any books you will need with call #'s A-BQ** (General Works, Philosophy, Psychology, Religion (all except Christianity, Bible and Theology)
- **Attend classes** to be scheduled on accessing full-text journals and ILL and document delivery services
- **Encourage your academic coordinator to attend the Library information session** on April 25, 2000.
- **Meet with your librarian liaison** to discuss particular needs.

We also hope you will attend a meeting to be scheduled by the Library Committee to discuss selection of titles for offsite storage or withdrawal, to review the construction phasing, and to see a presentation of renovations drawings. We apologize for any inconveniences the renovations may cause you. Please contact Susan Burroughs, Judy Montgomery or me if you have any specific questions. Building renovation is like cooking: you often must mess up the kitchen while turning out a beautiful dish. We thank you in advance for your patience as the library begins to make omelettes.

## PLEASE READ: An Important Notice to All Faculty Members

Dear Colleagues:

I am writing to request your active participation in a review of library collections that will occur prior to the upcoming renovations to the first floor of the Hawthorne-Longfellow Library. Renovation goals include relieving serious collection overcrowding and also making the library a more attractive place to study, by bringing more natural light into the main floor interior spaces. This will entail the shifting of circulating books and bound periodicals currently shelved on the main level to new compact shelving in the basement and replacing tall book stacks on the main level with lower units. However, even with this additional shelving, there simply is not room in the library for all holdings, and we also must select books from throughout the collections to store off-site.

Before we begin renovations on the first floor, we need your active assistance with two collection projects:

- Identification of titles to withdraw; and
- Identification of titles to store off-site

**Withdrawals:** Moving collections, even just from the first floor to the basement, is expensive and time consuming, and involves careful planning. This period before renovation is a logical time to consider withdrawal of unneeded, duplicate and superseded titles. Sometimes called “selection in reverse,” weeding requires the same thought and care as the acquisition process, and faculty subject expertise is essential. **We will not withdraw titles without consulting the appropriate faculty members and departments.** I emphasize that we are asking you to reaffirm the retention of titles, as much as to identify those no longer needed.

**Off-site storage:** Currently, the college is investigating the purchase of an off-campus building to renovate as storage space for possible use by several departments, including the library. Eventually we will need to move 100,000 volumes to remote storage. We plan to provide prompt turnaround for requested items. We need your participation in selecting titles from all collections, including those in branches, for off-site storage.

Successful collection development and evaluation requires librarians and faculty to work together as partners. Librarians take collection stewardship responsibilities very seriously. We view ourselves as advocates for the research needs of Bowdoin faculty and students. However, faculty members have the in-depth subject knowledge required for thoughtful collection evaluation. I cannot overemphasize the importance of your involvement in this review process. Our goal during library renovations will be to maintain strong and current collections while creating spacious shelving and improved study space. The success of our collection projects will depend on your active participation.

In the coming weeks and months, Susan Burroughs (x3285, sburroug@bowdoin.edu) and/or your librarian liaison will contact you and your department to request your participation in these collection review projects. We will work together with you to select the procedure most appropriate for your individual collection review work. As always, Susan, Judy Montgomery (x3749, jmontgom@bowdoin.edu) and I welcome your questions and comments.

Sincerely yours,

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Librarian

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