

LIBRARY CLOSINGS AND RENOVATIONS

A Planning Guide for BCCLS Libraries

BCCLS staff experience with recent renovations has raised a number of issues that need to be addressed as libraries plan for changes, large and small, to existing facilities. Following the steps below will help save added call-backs and site visits.

1. *Planning for BCCLS equipment as part of the renovation project.*

Does this project involve moving, upgrading, or adding to existing BCCLS equipment? If yes, directors, architects and contractors need to be aware of the technical requirements for any BCCLS equipment involved in the proposed project. [Consult the regular BCCLS rate card for pricing and fees for additional computers.]

Before the launch of a renovation project, the director and architect should meet with BCCLS technical staff to do a walk-through of the site and outline the steps involved in making changes (preferably with blueprints of the present site in hand). [See BCCLS Equipment Worksheet].

2. *Current telecommunications standards.*

Many (most) BCCLS libraries are operating with outmoded cabling, equipment and locations. Any renovation project that requires a BCCLS presence, e.g. a new circulation desk, moving BCCLS equipment, changing the location of data lines, is likely also to require upgrading of telecommunications equipment and their placement, including creation of a telecommunications “closet” away from high traffic areas. (See Rate Card for Library Closings and Renovations for specific costs.)

3. *BCCLS equipment during the renovation.*

Appropriate storage and care of BCCLS equipment during the renovation must be part of the planning process to prevent loss or damage to equipment.

4. *Temporary computer service.*

Libraries planning to continue operations on a limited basis during the renovation will need to plan for alternate or temporary hook-up of BCCLS equipment.

5. *Furniture.*

Any furniture intended for use with BCCLS equipment must be computer ready, i.e. with the appropriate grommets for cabling and power, of adequate size for PC's and printers, etc. Circulation desks and workstations must be large enough to accommodate equipment.

6. *Communications.*

Appoint a BCCLS contact for the project to keep BCCLS informed on a regular basis regarding the progress of the project. The contact person should be responsible for assuring that BCCLS requirements are met as outlined on the BCCLS Equipment Worksheet, including for storage of equipment.

7. Phone Service

Re-installing existing phone lines can be costly (e.g. Meridien, Norstar). Get an estimate from your provider and plan your budget accordingly. If a new phone system is planned, consider adding a portable/cordless phone for troubleshooting technical problems, both during and after the renovation.

**BCCLS EQUIPMENT WORKSHEET for _____ LIBRARY
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To be completed in consultation with BCCLS technical staff, as part of the library walk-through. The library is responsible for filing this plan with the BCCLS office and for implementation of the technical plan outlined. Copies of the worksheet should be made available to the architect, contractor and relevant sub-contractors. Equipment may be grouped, where appropriate.

Equipment Type and Full Description of Equipment (e.g. Celeron Computer, X Monitor; Y Keyboard, etc.; e.g. Networked Printer):

BCCLS IP Address(s): _____

Present Location (e.g. First Floor Reference – Internet Workstations, Station #3):

Cabling at Present Location (e.g. # data lines, power, etc.):

Furniture at Present Location (e.g. carrels, note that current workstation setup is too small):

Location at Temporary Hook-Up (e.g. None, directly to storage):

Storage Location During Renovation (e.g. Municipal Hall, Basement):
List here requirements for storage:

Proposed Location (e.g. New: Second Floor Reference – Internet Workstations Cluster at Column, Station # 3)

Cabling Requirements for New Location (e.g. # data lines, power feeds, including specifications of cable types, placement, etc.):

Proposed Furniture:

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Network Infrastructure:

Libraries with renovations exceeding \$50,000 are required to factor in 100% of the telecomm equipment costs of \$9,000 or \$7,000 (depending on the number of devices) in their construction budgets, beginning 1/01/02. For the remainder of 2001 new telecomm equipment costs, not to exceed \$7,000 in BCCLS' funds, will be split with libraries where BCCLS determines such a change is necessary. New equipment includes Cisco switch, router, and peripherals. [Approved BCCLS System Council, May 17, 2001]

Additional Computers and Log-Ons

Pricing for computers and additional log-ons is included in the regular BCCLS rate card.

BCCLS Consultation Fees

Libraries with renovation projects exceeding \$100,000 will be assessed a flat, one-time consultation fee for BCCLS logistical support during the project. The consultation fee covers preliminary discussions, technical walk-through, completion of BCCLS Equipment worksheets, establishing a Plan of Service for Residents, creation of temporary hook-up, re-installation of BCCLS equipment and call-backs.

The fee is calculated as follows:

Project valued at \$ 100,000 - \$ 999,999	\$ 500 consultation fee
Project valued at \$ 1,000,000 - \$2,999,999	\$ 1,000 consultation fee
Project valued at \$ 3,000,000 +	\$ 2,000 consultation fee

Payment is expected 60 days from date of library closing as established in the Plan of Service for Residents.

BCCLS LIBRARY CLOSINGS AND RENOVATIONS: PROJECTED TIMELINE

Every library project is unique. The timetable below is intended as a general guide for dealing with BCCLS equipment. Steps may occur in different order or be omitted altogether, depending on the scope and details of the project.

1. Inform BCCLS office of intent to plan for construction or renovation (Outline of potential scope of the project and general schedule.)
2. Preliminary discussion with BCCLS office regarding technical issues (Optimum locations, technical requirements and estimate of capital and operating costs for BCCLS equipment.)
3. Site visits to other BCCLS libraries with completed renovation projects.
4. BCCLS contact for renovation project appointed.
5. Library walk-through with BCCLS technical staff (Optimal location for new telecomm equipment and plywood panel marked).
6. Follow-up meeting to complete Library Closings Worksheets, before completion of architectural plans (See *Attachment A*).
7. Library Closings Equipment Worksheets filed with BCCLS office (*Attachment A*).
8. Proposed construction/ renovation schedule for project sent to BCCLS.
9. Plan of Service for Residents prepared in conjunction with BCCLS office and filed a minimum of 45 days before library closing. (See Plan of Service Worksheet, *Attachment B*.) Calendar modified to reflect Plan of Service.
10. Notification to Highlands regarding Comet deliveries.
11. Notification to other BCCLS Libraries/ Patron notification/ Press releases.
12. Temporary hook-up created / Present system closed down.
13. Computer equipment not used for temporary hook-up put into storage.
14. Renovation: Schedule adjustments communicated to BCCLS.
15. Furniture for BCCLS equipment purchased and delivered.
16. Electrician contacted.

17. Verizon contacted to reroute data lines (BCCLS requires minimum of 2 weeks notification before date desired.).
18. Inspection of cabling before BCCLS re-installation of equipment.
19. Equipment moved out of storage to new locations.
20. Appointment for BCCLS re-installation (Two weeks notification preferred.)

**PLAN OF SERVICE FOR RESIDENTS WORKSHEET
for _____ LIBRARY
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1. Establish timeline for library closing and re-opening.
2. Establish temporary “home library” for patrons. Temporary home library should handle patron registration, library card renewals, electronic and ILL loans, reserves, reference and Internet/computer access. Make arrangements for programming, e.g. story hours and other regular programming. Establish start date and target end date for temporary home library.
3. Provide temporary “home library” with supplies: barcodes, library cards, etc.
4. Staff assignments during renovation. (e.g. will staff remain in the facility during the time the building is closed? work “on loan” at neighboring libraries?)
5. Plan for handling e-mail communications during project. Plan for handling phone communications. Plan for receipt of U.S. mail, deliveries from UPS and other carriers.
6. Plan for Comet delivery of items, including materials in circulation. The Highlands Region office must be notified if delivery is to be suspended.
7. Plan for patron return of items. Most libraries do not have space to store items for other libraries. Extended loan periods or storage at non-library facilities should be considered.
8. Plan for handling BCCLS circuit rotations (UTB and LP) scheduled to occur during the project.
9. Call a meeting of surrounding libraries likely to be impacted by library closing to discuss plan of service during renovation. General notification to all BCCLS libraries of closing date and plan of service.
10. Modify Calendar in accordance with Library Plan of Service so that patrons do not accrue unnecessary overdues.
11. Plan for patron notification of closing. Press releases and general announcements. Notices posted at facility.
12. Contingent plan of service for residents if project takes longer than scheduled.