

Library Space Plan, 2014-2020

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1. Summary

The purpose of this document is to describe the nature of the estates provision which the Library seeks to deliver in this period and the major planned changes that will be made to our site libraries.

We currently have four Library sites, 3 on campus and 1 at St James's University Hospital. This will increase to five with the building of a new undergraduate Library, to be named the Laidlaw Library. The addition of the Laidlaw Library will bring 1,000 extra study spaces (many of them for group working and all power enabled, to support mobile working), the relocation of Skills@Library with creation of a new Skills Zone and will also allow us to move in our undergraduate collections from the EBL.

A major refurbishment and remodelling of the Edward Boyle Library will follow on after the new Library opens. The space freed up by the move of the UGL collections will allow us to move the social science collections from the Brotherton which in turn will be remodelled to improve the study spaces there.

The Library has a threefold demand for its space:

- Space to store collections
- Space for learning and research
- Space for service provision, supported by staff accommodation.

Collections will all be assessed and categorised as detailed in the Library's Collection Strategy. Our expectation is that only Heritage collections, including Special Collections, will continue to grow, so extra space will be allocated for Special Collections.

Space will also need to be found in the main Library sites to house the University Archive and the Central Records Office which are currently in unsuitable accommodation. We expect the amount of space in our library sites taken up by collections will shrink over time as digital provision becomes the norm through a programme of stock editing.

The space freed up by the shrinking of collections will be used to increase the quality, size and diversity of our study spaces to meet changing needs in the University. Initially we will be looking to create more group working spaces and some dedicated space for postgraduates.

In terms of service provision we will aim to continue to provide the wide range of Library services and continue to work closely with ISS and their Help Desk which is in the Edward Boyle Library and there may be opportunities to work more closely with the Careers Service in this site to develop an employability zone.

The Library is also working with the Heritage Lottery Fund to develop a new Gallery in the Parkinson Building to showcase the Library's Special Collections.

There remain many problems with the Library Estate in terms of a lack of power sockets, poor lighting and inadequate heating and ventilation. Some of these will be addressed by the major estate projects but not all and we will continue to work with Estates to make improvements in these areas.

2. Introduction

This document describes the nature of the estates provision which the Library seeks to deliver to meet the needs of its customers and will guide more detailed planning for our each of our site libraries. It will be reviewed annually to take account of major changes and trends in library provision, teaching and learning, research and other strategic issues and as each stage of the plan develops. Each section has a summary of key points to guide implementation over the period covered by this plan.

3. Context

Leeds University Library currently has four Library sites: the Edward Boyle Library (EBL), the Brotherton Library (BL), the Health Sciences Library (HSL) and St James's University Hospital Library (SJUHL) which together receive over 2 million visits each year. The Library also has responsibility for the University's collection of 4,000 works of art and operates the Stanley & Audrey Burton Gallery. In addition, the Library is responsible for the running of the University Archive and Central Records Office in the Baines Wing, Skills@Library at 15, Blenheim Terrace and five distinct Library stores which house closed collections in other buildings around campus.

The Brotherton Library is a flagship for the University and is widely used for marketing to students. This is due not only to its outstanding architecture but also to its collections, especially our nationally recognised Special Collections. This iconic architecture does bring with it some constraints in developing the building to make it fit for purpose for the current generation of users. In particular, the Grade 2 listing means that any changes to the interior have to be approved by the planning authorities. The Edward Boyle Library is also a Grade 2 listed building, but is currently in very poor condition. There are issues physically and in terms of heating, lighting and ventilation, all of which regularly attract adverse comments from students. The Health Sciences Library has been extensively remodelled in recent years. At present this is the most modern of our learning environments with a variety of good quality study spaces. All of our sites currently face capacity issues for seating at peak times of the year.

During this planning period, we intend to review and adapt the services and facilities in all our premises in response to increased electronic provision and changes in student education in our own institution, most notably the rise in group working, problem based learning, peer support and student centred learning. We aim to ensure that our premises are arranged in such a way as to support research-led teaching, Leeds for Life and the broader agenda around employability.

Many of our competitor universities have recently had major library new builds or refurbishments, adding to the number, range and quality of study spaces available in their libraries. These developments have made provision for the increasing and changing role of information technology in libraries, most notably the rise in student use of mobile devices. They have also created new types of space within their libraries, with an emphasis on social learning. Some have also created dedicated postgraduate spaces.

The response at Leeds is taking the form of two major estates projects. Firstly, to build a new library focused on undergraduate provision to be called the Laidlaw Library and due to open in 2015. This will add 1,000 study spaces in a modern, technologically rich study environment, with a large number of group study seats. A key aim of the Laidlaw Library project is to develop a landmark site for the University on a very prominent location on Woodhouse Lane.

Secondly, plans are well advanced to refurbish and remodel the Edward Boyle Library to a similarly high standard. This will include space and facilities dedicated to postgraduate study and will permit the creation of a training centre for research postgraduates.

4. Configuring our estate for the future

Our premises are a key supporting element in meeting the changing needs of our customers and can enhance our services through their effective organisation. We need to keep redeveloping and modernising our estate to ensure that it is providing the spaces and services that our users want and need to use.

The Library has a threefold demand on its space:

- Space to store collections
- Space for learning and research
- Space for service provision, supported by staff accommodation

These differing demands are however closely interconnected, since our vision is of Library sites which have study spaces co-located with IT and collections, and with the services to support all of them in close proximity.

The opening of the new Laidlaw Library allows us to plan for a significant reconfiguration of our estate:

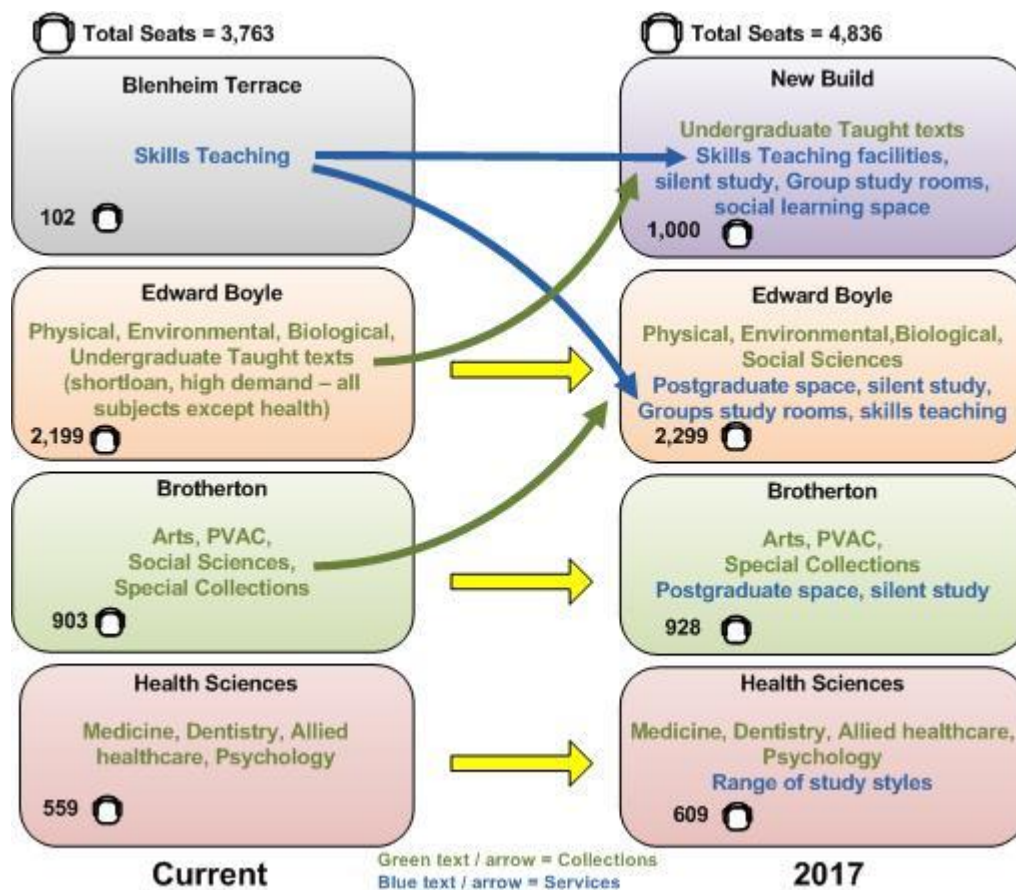
- It will create 1,000 new study spaces, many of them designed for group working
- It will allow for the creation of a Leeds for Life Zone focussed on skills development
- It will allow us to relocate the Skills@Library Team from 15 Blenheim Terrace, (allowing that building to be vacated).
- It will allow us to remove some collections from the EBL.

The space freed in the EBL will enable us to:

- create a new employability zone (to be operated in partnership with the Careers Service)
- create an area dedicated to postgraduate facilities
- move the Social Science collections into the EBL from the BL, permitting us to adopt a strategic approach to addressing current constraints in the BL.

Each site will also need appropriate provision for staff accommodation.

The following diagram illustrates the planned changes to Library sites:



4.1 Collections Space

With the opening of the Western Campus Store (WCS), the Library began a major programme of stock moves to rationalise both our stores and the collections on open access in our library sites. This is complemented by a programme of journal relegation and discard, already running for a number of years as more journals have become available online.

The re-organisation of collections aims to make best use of available space and to remove less used material to store. The number of volumes needing to be on open shelves in the Library is likely to reduce with the move to e-access, making room for other services and allowing for efficient collection management and growth space. In order to support decisions concerning relegation and/or withdrawal, the Library has a [Collections Strategy](#) in place with an aim to categorise all collections as follows: Heritage (international/nationally importance), Legacy (historic importance) and Self-renewing (required for current research and teaching). This will allow us to withdraw some material that is deemed to have no long term value to the institution. By 2016 our aim is to be only growing our Heritage collections.

We are equally keen to preserve our rare and unique material by housing them in appropriate conditions and our involvement in collaborative collection management projects will help us to determine which collections contain significant holdings nationally or regionally. The building of the WCS gave us the opportunity to rationalise down the number of our stores and vastly increased the amount of storage with excellent environmental conditions, suitable for Heritage and Legacy collections. We have decommissioned the worst of our stores and transferred all resources, leaving five separate operational stores. However, problems still remain with some

stores due to poor environmental control, but with the categorisation of collections, we will only house stock that is not of Heritage/Legacy status in these buildings.

If only Heritage collections are allowed to grow, then the space required for general collections will be much reduced and the main area of growth will be in our Special Collections, which, through their richness and depth, differentiate Leeds from most other university libraries in the UK. From this strategic perspective, it makes sense to devote more shelving space to Special Collections, which will be achieved by changing the Brotherton's West Building Annex from being a public area into a closed stack for Special Collections and the University Archive.

As the main growth area in Special Collections is archival material rather than books, investigation may be required of shelving solutions which can be configured appropriately. The Library has responsibility for two collections of institutional records: the University Archive and the Central Records Office. These are currently located in the Baines Wing, which is the oldest part of the University; both areas are inappropriate for archival storage and alternatives need to be found to provide for their long-term accommodation.

Our student texts collection is regularly stock edited to remain essentially in a steady state in terms of the space it occupies. This is helped by the very major shift to online publication we are currently experiencing. Whilst initially this was mainly felt in journal publication, increasingly e-books are becoming available, making an impact on the number of print copies purchased.

The expectation with the space occupied by journals is that it too will become steady state as online only publication becomes the norm. This leaves research monographs as the main area of growth in the next ten years. Our current growth rate for research monographs is about 350m per year, and even this is likely to reduce as alternative models of electronic publication become widespread.

Summary of space plans for collections:

- With the exception of the Laidlaw Library it is anticipated that no new Library storage areas will be provided for collections i.e. holdings will have to be accommodated within the existing estate.
- Stock levels will be reduced in all Library sites to rebalance the space and allow its reuse for study space or services.
- All collections, including Stores, will be systematically assessed and edited on an ongoing basis (through a combination of relegation and discard) to ensure collections fit the accommodation available.
- Within this ongoing process of reconfiguration, additional space will be allocated to permit the continued growth of Special Collections

4.2 Space for learning and research

We have visited many of the new builds and refurbishments that have taken place around the country and will aim to take the best ideas and solutions we have seen and adapt them to fit the learning context at Leeds. Specifically we intend to increase group learning spaces, teaching spaces and postgraduate provision.

We have held focus groups with students to determine their needs in relation to learning spaces. Students told us that on campus only the libraries provide the silent space with the studious atmosphere that they need to work in, and that many of our spaces are not seen as

silent enough. They also expressed a desire for facilities to practise presentations and for bookable group study spaces.

The addition of the new Laidlaw Library will add about 1,000 extra seats and the refurbishment of the Edward Boyle Library will also permit a small increase in the number of seats. These plans will help us to achieve our aim of a 1:6 ratio of seats per FTE student. This is the RLUK average and has for a long time been seen as the standard to aspire to.

As well as increasing the quantity of seating, the estates projects currently planned also aim to improve the quality, size and variety of study spaces available in the Library. The provision of power and wifi and the increased size will make these spaces better suited for the use of mobile devices .

We will soon have four campus Library sites. This gives us the opportunity to create a large number of quite different spaces, and provide the variety to match customers' needs and preferences. It is notable that some students retain affection for the EBL despite its current poor state. The aim will be to retain the different character of each Library site and so give our customers a wider choice in terms of the style of study area. A significant part of the Laidlaw Library is planned as a vibrant active place with ample provision for group learning. This in turn may help to make the BL and EBL slightly quieter, more reflective places suitable for research.

The Brotherton Library is currently very dominated by collections at the expense of suitable spaces for the use of those materials. The building of the Laidlaw Library and the refurbishment of the EBL give us an opportunity to move the social science collections to the EBL and thereby rebalance the use of space in the BL. Making effective use of this space will require further investment to create suitable study spaces, equipped with power and data, as well as specialist facilities such as dedicated provision for postgraduates in the Arts and Humanities.

The Health Sciences Library similarly has more collections space than is now required to support its customers, in contrast with an ever growing demand for its user spaces. Plans are in progress to rebalance the space and expand the number of study seats during 2014.

We intend to create spaces dedicated to postgraduates, initially as part of the EBL refurbishment. This postgraduate centre planned for that building will provide premium quality study areas as well as a focus for research postgraduate training, with seminar and meeting facilities to encourage interdisciplinary interaction.

IT provision is an important part of the service we offer in our libraries. Historically, PCs in our libraries have been grouped into clusters. Whilst this can be convenient in terms of queuing, it does tend to make hothouses of these areas, both because of the heat given off by the devices and because of the popularity of these spaces, with the consequence that they become rather noisy and crowded. In the future, we are therefore planning to disperse the PC provision, so that they are more evenly distributed around our buildings, reflecting the fact that IT is an integral element in the core activities which we support.

In addition to study space, the library also has teaching rooms. The EBL Conference Room is in regular use for a series of skills workshops for students, but it also provides a neutral, central flat space that is widely used for University events. A number of other teaching rooms in EBL, HSL and Blenheim Terrace are used by the Faculty Teams and Skills@Library for their teaching sessions. The number of these sessions has continued to rise, due to ongoing demand, but more importantly, the size of the groups being taught has also increased substantially, to the point where our present rooms are often too small to be used, and there

is a shortage of suitable teaching spaces across campus. Plans for the Laidlaw Library and for the EBL refurbishment both incorporate larger teaching rooms. A community classroom will be provided in the Laidlaw Library which can be used to enhance engagement with schools and the wider community. The intention is to provide a range of different training spaces, varying in size and configuration, but all equipped with modern, flexible presentation facilities.

Special Collections plays a key role in supporting the University's learning, teaching and research activities, but the public space available is somewhat restricted and cannot easily support the range of uses which are now required. In particular, the reading room does not currently provide any appropriate group study space, something which is in regular demand by our customers. The Brotherton Room - the prestigious oak-lined room build to house Lord Brotherton's own collection which he donated to the Library – also presents issues. This room still houses that collection but is now also used extensively for teaching, meetings or filming. The environmental controls are very basic and struggle to meet the varied demands arising from the way the room is used, with consequent detriment to both collections and users. We will seek to address both these issues in our medium-term planning.

Summary of plans for Learning and Research space:

- Library planning is based on no expansion of student numbers in the immediate future.
- Space for learning will remain a key part of our estate and will expand as collections reduce in our main sites.
- Dedicated space for research will be developed as an integral part of our planning.
- Space may need to be reconfigured in the future due to changes in pedagogy and student behaviour, so we will create spaces that are adaptable and flexible.

4.3 Service provision and Library staff accommodation

The third strand of usage of the Library's estate is service provision. As well as space for study and collections, the Library provides a wide range of services to our customers, many of which require significant amounts of space. As well as our frontline customer services such as borrowing, reception and enquiries services, we also run a number of more specialised services.

The Library's expertise in knowledge management has been acknowledged in recent years with the development of the Skills@Library service, the VLE service and the Portal all being within the Library's remit. Current trends across the sector demonstrate a growth in research support services such as support for scholarly communications, bibliometrics and research data management. The Library has played a leading role nationally in many of these developments and the new postgraduate centre proposed for the EBL will provide a physical focus for this research training provision.

The Laidlaw Library will provide an opportunity to develop innovative service provision, particularly in learning and skills support in the new Leeds for Life zone which will house an integrated approach to skills provision, comprising collections, learning and study space and staff support all in one area in the new Library.

The Library works closely with ISS in the provision of frontline support services to students, with the main ISS Helpdesk located in the EBL and laptop loans (staffed and self-service) also provided there. Such integration across services brings clear benefits to our customers, and is being further developed in planning for the Laidlaw Library and the EBL refurbishment.

In particular, it is envisaged that the refurbished EBL will include an “employability zone”, operated in conjunction with the Careers Service and providing a range of facilities to support students’ needs around careers and employability.

Library staff need appropriate accommodation to be able to work, meet, interview, present, teach, serve customers and access appropriate IT. Staff accommodation is spread across all Library sites and has often developed in a rather piecemeal way. The Space Planning Group will aim to regularly review staff accommodation to ensure that we have sufficient office space of the right quality and in suitable locations.

4.3.1 Gallery provision

The Stanley and Audrey Burton Gallery is housed in the Parkinson Building. It is an Arts Council accredited museum which houses the University’s exceptional art collection of paintings, drawings and prints as well as small collections of sculpture, ceramics, miniatures and photographs. The Gallery serves as a place to display the collections and has a study and teaching area for the many events that are put on for both students and for the wider community.

The Gallery was recently refurbished and has had a major security upgrade. However the Art Gallery Store in the basement of the Parkinson, which houses all works not currently on display, requires a full refurbishment to bring it up to a standard appropriate for the storage of works of art.

In addition, the Library is currently submitting a proposal to the Heritage Lottery Fund to develop the Centenary Gallery space in the Parkinson Court into a new gallery suitable for displaying Special Collections more prominently in order to promote our distinctive collections and increase our engagement with the wider community.

Summary of space plans for services:

- Service provision and expertise in information management will remain an important part of the value which the Library adds to the University, and space will be required in the Library estate to provide this.
- The Library will develop spaces which offer a focus for specialist provision where there are benefits to be gained through enhanced visibility and the co-location of diverse services.
- Engagement with communities outside of the University will also require space provision, as with the proposed new gallery and the community classroom in the Laidlaw Library.

5. Estate maintenance

All the Library sites require significant maintenance to keep them in a condition suitable for the use to which we put them. However all sites currently have issues with the following:

- Power: there is ever increasing demand for more power sockets to meet users demand but in many buildings the mains circuits are now at capacity, restricting our ability to implement improvements in this area.
- Heating and ventilation: a major issue for all Library sites with very significant variances of temperature, making spaces at times very uncomfortable for our customers. The extremes of temperature and relative humidity recorded in some areas are also extremely detrimental to the collections housed there.
- Lighting: many parts of our estate suffer from ageing and inadequate lighting levels, particularly in the lower floors of the Brotherton main building. This creates a very

gloomy ambiance, can make it very challenging to read the lettering on book spines and also results in high energy consumption as the old lights are inefficient.

- Toilets: we have very busy sites which are occupied for long hours and in most areas the level and quality of toilet provision is inadequate.
- Accessibility: we have some issues with access to our buildings, but more issues within them, especially in the Brotherton Library where the Grade 2 listing has resulted in issues with the very old lift, which is not suitable for disabled users. The circular layout also means that the aisle widths on lower floors of the main building are problematic for wheelchair users.

These are significant issues, some of which will be tackled by the major estate projects but some will not. We will continue to work with the Estates Team to prioritise and implement improvements as funding conditions allow.

There is also an environmental imperative to improve the energy efficiency of all HE buildings. HEFCE funding requires continuous improvements in this area and the Library will look for opportunities to make these improvements. Significant improvement may only be possible as part of major refurbishments, but opportunities will be looked for whenever any reorganisation of space occurs.

Plan last updated February 2014

Appendix 1: Summary of space usage in the University Library Estate

		EBL	BL	Special Collections	HSL	SJUHL	Stores	Skills@ Library	Gallery	Archives	Total
Size sqm		9,788	7,112	2,990	3,133	265	1,972	435	556	239	25,372
Shelving (linear metres) capacity	Open access										
		24,140	31,034	0	4,603	600	0	N/A	N/A	0	57,377
	Closed access	0	0	13,136	0	0	24,271	N/A	N/A	1,100	38,407
	Total	24,140	31,034	13,136	4,603	600	24,271	N/A	N/A	1,100	95,884
Customer spaces											
	Study rooms	24	31	N/A	6	N/A	N/A	N/A	N/A	N/A	55
	Computer spaces	287	126	2	97	14	N/A	N/A	N/A	1	481
	Silent	1378	676	38	279	34	N/A	N/A	N/A	4	2351
	Group	307	107	N/A	165	N/A	N/A	124	N/A	N/A	679
	Teaching rooms	203	N/A	N/A	36	N/A	N/A	N/A	N/A	N/A	239
	Total	2199	940	40	580	48	0	124	40	5	3890