Report of the Hesburgh Library Tower Planning Task Force

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On December 10, 2013 John T. McGreevy, Dean, College of Arts and Letters, Diane Parr Walker, Edward H. Arnold University Librarian, charged this task force to develop recommendations for the library stack tower as we proceed toward renovation of those floors. Specifically, we were to focus on the following three areas: (1) to determine what library collections should remain in the Hesburgh Library tower stacks, both in terms of subject matter and types of materials; (2) to define the distribution of collections on floors 5-6 and 8-13; and (3) to allocate the different types of spaces to be developed in each of these tower floors to foster better use of the collections that will be housed in the tower. The task force recommendations in each of these three areas follow.

1. Recommendations on what library collections should remain in the Hesburgh Library tower stacks, both in terms of subject matter and types of materials.

Work commenced at the start of the semester in January, when faculty returned from the Christmas break. Our first task was to determine the number of volumes in the library stacks by LC call number. We determined the stacks, which were originally designed to house a maximum of 2,000,000 volumes, currently contain 3,000,000 volumes. It is clear if we are to continue to expand our print holdings the task force needed to decide which items must remain in the building and which items could be transferred to an annex. We started by consulting the Hesburgh Library Master Plan of September 20, 2013 that assigned tower space for approximately 1,800,000 volumes in the renovated stack space and also allows for five years of collection growth to 85% capacity. We also consulted the results of the recently released report of the Library Off-Site Shelving Working Group that had investigated options for potential transfers from the Hesburgh stacks to an annex. The Working Group had proposed retaining all monographs acquired since 2000 but transferring older items that “have not been touched” since 2000. “Untouched” items refers to monographs that have no record of use in the past fifteen years or longer, that is, they have neither been checked out nor have they been reshelved by library staff since 1999 or earlier. In the STEM disciplines, Social Sciences and Business, which tend to rely on current publications and data sets, this proposal did not meet with opposition. However, in the arts and humanities disciplines several faculty members expressed the need to regularly browse older monographs to facilitate their scholarly research. Further, humanities faculty stated they regularly browsed the collection, reshelving books personally, so that there is no reliable method of determining when a monograph was last used. Others also explained they required their students to browse the stacks as part of the student’s research for class papers. To facilitate research and teaching in the arts and humanities the task force
recommends retaining in the Hesburgh stacks all monographs in the arts and humanities LC classifications for philosophy, theology, history, art, literature and photography (B-BD, BH-BX, C, D, E, F, N, P and TR). Music (classified as M), which currently is in the Hesburgh tower, will soon be housed in a separate library; therefore, it is not in the purview of this report.

The one exception to the above is that the task force recommends all monographs in the Hesburgh tower collection published between 1830-1865, regardless of the subject or discipline, be transferred out of the open stacks and placed in the annex. Books prior to 1830 (that is, from the hand press era) are housed in Special Collections; books from 1830-1865 were published on steam-powered presses but were printed on rag paper and therefore have smaller print runs than post-1865 books printed on newly introduced wood-pulp paper. To help preserve these “medium rare” volumes, that will soon be 200 years old, and to keep them in a more secure environment than the open stacks it was deemed prudent to transfer them to the annex. Given both the academic use and rising market value of titles from this era in the American literature classification (PS), it is recommended those approximately 300 titles in the PS classification be moved to Special Collections.

Based on the above recommendations we have calculated that the pre-2000 “untouched” monographs from the classifications BF, H, J, K, L, Q, R, S, T, U, V, and Z, along with the 20,000 volumes from 1830-1865 from all LC classifications, total 326,133 monographs for potential transfer to an annex.

However, from these titles the committee recommends excluding two categories of materials from transfer. First, we recommend retaining all monographs in the historical subcategories from the LC classifications H, Q, R, S, T, U and V (economics, business, the sciences, medicine, agriculture, technology and engineering, and military and naval sciences). These books are humanities works that happen to be classified in non-humanities disciplines but should be treated as humanities monographs. Examples include HC 253- HC325, which is in the economics classification but represents 89 shelves of monographs on economic history from the ancient to the modern world, other examples are R 125 – R 684, which is in the medicine classification but represents 75 shelves of material on the history of medicine including the opera omnia of major classical authors such as Hippocrates and Galen and R 723 – R 726, which contains 32 shelves of monographs on the philosophy and ethics of medicine. A full listing of the various call number ranges within the LC classifications H, Q, R, S, T, U and V, for which all monographs should be retained can be founds in Appendix One. Overall, these monographs total an additional further 33,359 volumes to be retained in the tower stacks.

Secondly, historians of science asked that we retain older science and technology monographs; therefore, we recommend all monographs in the Q, R, S, and T classifications with imprints earlier than and up through 1939 be retained. This comes to 16,546 volumes.
Excluding the two-abovementioned categories from the transfers yields a total of 276,228 monographs for transfer to an annex.

In terms of journals the task force recommends that we transfer to the annex all journals in the stacks that we no longer receive in print. A significant number of journals are currently available online with full back runs. We also recommend that all overflow serials transferred to the Hesburgh tower from branch libraries be moved to the annex. These two categories come to a total of 518,747 journal volumes. In many cases using journals from the tower or the annex will be seamless because the library will provide patrons with electronic copies of articles from any journal, whether the journal is in the annex or the stacks through its existing document delivery service. Further, upon a patron request, the library has agreed to transport a run of any journal housed in the annex to the main library and provide patron space for browsing these materials.

Nevertheless, the task force recognizes that in some disciplines defunct journals may not be currently available online and are treated as “primary resources” particularly for work in the humanities and need to be browsed and consulted on a regular basis. Therefore, the task force recommends that the library work with individual faculty members who may request specific journal titles be retained in the open stacks. The task force realizes there is limited stack space so the importance of journals must be weighed against the significance of monographs for available shelf space, but we estimate at this time the stacks could accommodate some important older journals in the tower, without negatively impacting monographs; the actual number of journals would be based on the length of the runs and the available open shelf space on the designated floors.

For a list of recommended transfer categories and exclusions for both the monograph and journal formats see Appendix One. With the transfer of these approximately 750,000 volumes to the annex, and the continued used of the lower level for the STEM collections and some additional materials, the task force determined that we could distribute the remaining collections throughout the stacks and still retain five years of growth space per floor.

2. Recommendations on the distribution of collections on floors 5-6, 8-13 and the lower level:

From the architect’s plans we determined each stack floor of the renovated space would contain 19,785 linear feet of shelf space. Allowing for five years of collection growth we estimated 17,385 linear feet of shelving per floor was available for use at the time of the renovation. Using the architect’s estimate of 13.03 books per linear foot we arrived at a target of approximately 226,530 volumes per floor. For details on these calculations see Appendix Two.
In recommending the disposition of the collections throughout the stacks we endeavored to keep related subjects in proximity to each other, while trying to retain a fairly intuitive distribution of the LC classification scheme and also assigning no more than 226,530 volumes to a floor, whenever possible. Our proposed distribution is listed in *Appendix Three*.

We started on the 13th floor and worked down, with philosophy, theology, history and geography in consecutive LC order on floors 13-10. Based on our estimates, each floor will have between 222,000 and 225,000 volumes. It should be noted that with the approval of the psychology subject specialist, we relocated psychology, the BF classification from the 13th floor to the lower level. On the 9th floor we located anthropology, sociology and political science. Based on the LC classification, economics and business, H-HN, should follow at this point, but the collections are too large to be accommodated in the tower. Currently these materials are located on the second floor, out of the LC sequence; therefore we recommend that the economics and business collection remain out of LC order and be relocated to the lower level. We also recommend moving the art and photography books to the eighth floor. This will put art in its logical LC classification order. N (art) is currently followed by TR (photography) and we recommend these associated areas remain together on the eighth floor, even though this continues to put TR out of the LC sequence. The remaining tower stack shelf space is dedicated to literature, with classical and world literatures on floors eight and six (P-PQ), followed by English, American and German literatures in LC order (PR-PZ) on the fifth floor.

In the lower level we recommend housing the A, BF, H-HN, Q, R, S, T, U, V, and Z classifications; these subjects include general works A, psychology BF, economics and business H-HN, science Q, medicine R, agriculture S, technology and engineering T, military science U, naval science V, and bibliography Z. With the exceptions of psychology, economics and business, all the subject classifications listed here are currently housed in the lower level.

### 3. Recommendations on the allocation of different types of spaces to be developed in each of these tower floors to foster better use of the collections that will be housed in the tower.

A. Reference Reading Rooms - The committee recommends each tower floor contain a well-appointed reference reading room. As a basic model for these spaces we looked at the Byzantine Studies Reading Room on the 7th floor. We recommend that each reading room be about the size of the Byzantine Studies Reading Room, approximately 750 square feet of space with 900 linear feet of shelving (which holds approximately 7,500-10,000 volumes depending on the size of the volumes and about four large tables accommodating up to eight researchers at a time). We suggest these rooms remain open to all library patrons but that there be priority seating for scholars using the reference materials. For
departments with a significant numbers of graduate students, such as the theology department with over 100 Ph.D. students and 60 faculty, a somewhat larger sized reading should be considered to accommodate additional researchers. The committee members liked the setup of the Byzantine Studies room consisting of large rectangular worktables in the center surrounded by wooden shelving on three walls and a section of metal stack bays at the west end, each bay displaying a wooden end panel. The recommended distribution of the proposed reading rooms is listed in Appendix Four, with each subject specific room on the same floor as the LC classification representing that subject. Based on the present allocation of space for the thirteenth floor Fr. Hesburgh’s office takes up much of the non-stack footprint; should this space be returned to the library at some point in the future, we recommend using it to create a Philosophy Reading Room along with open reader space similar to those spaces planned for the other tower floors.

B. Graduate Carrels – The Master Plan proposes 16,800 square feet of the library tower be allocated to designated graduate carrels. However, since the master plan was distributed on September 20, 2014, the construction of several new social science buildings have been announced, some of which will include graduate student office space. Specifically how many graduate study offices will be available outside of the library has not yet been determined. Once this question has been settled we propose that a working group be formed to study the size, style, number and distribution of designated graduate student carrels to be included in the Hesburgh Library tower where doctoral candidates will have privacy and security in the library stacks.

C. Open Reader Spaces – Whereas the reference reading rooms are envisioned as areas of active scholarship, where individuals will be consulting numerous reference texts spreading their various references over large tables, the open reader spaces are areas for either group study or quiet reflective reading. The composition of these spaces may differ by floor based on the needs of the users.

When the specific plan for each floor is under development the task force recommends that the Library Renovation Steering Committee appoint a consulting team consisting of the Library subject specialists for the areas concerned, along with some faculty and graduate students from the departments representing those subject disciplines to assist with creating the specific floor plan for stack space, graduate carrels, the reference collection reading room and the open reading areas on that floor. In regards as to which stack floor should be the first to be renovated we suggest starting with the tenth floor because it will require less displacement of both people and collections than will be the case for other floors.

March 7, 2014
Appendix One

Proposed transfers to the annex

Monographs


Monographs in all classifications A-Z published 1830-1865 20,000

Subtotal 326,133

Two exclusions from the monograph transfer:

1. Retain volumes from H, Q, R, S, T, U, V classifications (economics, business, sciences, engineering and military sciences) in LC history subcategories as cited below.* These items comes to 33,359 volumes, reducing the total to 292,774

2. Retain QRST monographs with imprints up to 1939, which comes to 16,546 volumes, further reducing the total to 276,228

Total Monograph Transfers 276,228

Journals

Volumes

Journal volumes in all LC classes A-Z no longer received in print: 434,418

Overflow Serial Transfer volumes from the Branch Libraries 84,329

Subtotal 518,747

Exclusion from the journal transfer:

1. Faculty selection of selected journals to be retained in the stacks for special content, estimated at about 200 titles with 50 volumes per title come to 10,000 volumes, reducing the journal transfers to 508,747

Total Journal Transfers 508,747

Total Monograph Transfers 276,228

Total Journal Transfers 508,747

Grand total for transfers 784,975
*The LC call number ranges are as follows:

- HC 253 – HC 325 – 89 shelves
- HD 4841 – HD 4865 – 4 shelves
- HF 3501.S – HF 3790.8 – 20 shelves
- HG 231 – HG 661 – 30 shelves
- HG 932 – HG 1206.5 – 10 shelves
- HJ 1000 – HJ 1681 – 13 shelves
- Q 11. A512 (Am. Philosophical Soc. monographs) – 10 shelves
- Q 113.A53 – Q 113.Y78 – 8 shelves
- Q 124 – Q 130 – 67 shelves
- Q 143 – Q 157 – 27 shelves
- Q 174 – Q 175 – 90 shelves
- QA 21 – QA 33 – 23 shelves
- QB 15 – QB 24 – 24 shelves
- QC 16 – QC 17 – 24 shelves
- QD 11 – QD 27 – 28 shelves
- QH 26 – QH 46.5 – 31 shelves
- QH 331 – QH 332 – 28 shelves
- QH 359 – QH 395 – 48 shelves
- QK 15 – QK 41 – 6 shelves
- QM 11 – QM 21 – 66 books
- R 125 – R 684 – 75 shelves
- R 723 – R 726 – 32 shelves
- S 417 – S 522 – 28 shelves
- SB 211 – SB 319 – 4 shelves
- SB 451 – SB 479 – 14 shelves
- T 15 – T 21.5 – 19 shelves
- T 395 – T 890 – 4 shelves
- TF 9 – TF 40 – 6 shelves
- TS 519 – TS 549 – 8 shelves
- TT 1 – TT 298 – 10 shelves
- TX after 298 – 50 shelves
- U 19 – U 26 – 18 shelves
- U 750 – U 973 – 8 shelves
- UA 25 – UA 34 – 5 shelves
- UA 649 – UA 876 – 40 shelves
- UB 413 – UB 418 – 4 shelves
- UG 365 – UG 444 – 10 shelves
- V 25 – V 61 – 3 shelves
- VA 450 – VA 845 – 7 shelves
Appendix Two

Method of calculating the linear feet of available shelving and the maximum number of volumes per floor to be placed in the renovated stack space

On page 32 of the Hesburgh Library master plan the architects estimate the general collections in the stacks at 138,500 linear feet; this was spread over seven floors (5-6 and 9-13) yielding 19,785 linear feet per floor. Subsequent to the publication of the master plan, the Music Library, which had been assigned the eighth floor of the tower, has now been moved out of the tower to a branch location, thus increasing the tower collection space by one additional floor, allowing a total of 158,280 linear feet for the general stacks.

The master plan discusses both the number of books in the building and the linear feet of shelf space at different points in the report but does not state their estimate for the number of books per linear foot, which would allow us to link these two numbers. Fortunately, when examining the architect’s more detailed draft notes of May 31, 2013, we noticed under “Proposed Program Detail” they estimated that removing 1,000,000 volumes would reduce 76,735 linear feet of shelving. Using these numbers we arrive at an estimate of 13.03 volumes per linear foot of shelving.

We next estimated a growth rate of 50,000 print volumes per year. The architects had estimated a total collection growth rate of 70,000 volumes per year, and since we were not including the branch locations, music, the medieval institute, special collections or reference, we estimated a growth rate that was limited to the tower collections. We then calculated five-years of growth at 50,000 print volumes per year, or 250,000 print volumes over five years. At 13.03 volumes per linear foot, we estimated five years of tower growth would require 19,186 linear feet of shelving. We next subtracted that figure from the tower’s full 158,280 linear feet, yielding 139,094 linear feet of available space for tower collections at the time of the renovation. Next, we divided 139,094 by the eight tower floors yielding 17,386 linear feet of shelf space per floor. This was rounded to 17,385 linear feet per floor, then, using the figure of 13.03 volumes per linear foot we arrived at our target of approximately 226,530 volumes per floor (or about 85% of capacity), as the maximum number of volumes to be allocated per floor, which would allow for an estimated five years of growth.
Appendix Three

Proposed distribution of collections by floor in the renovated stack space

13th Floor: B-BD, BH-BS
[Note: BF, psychology, will be located on the lower level]

12th Floor: BT-BX, C

11th Floor: D-DS 101

10th Floor: DS102-DX, E, F, G-GF

9th Floor: GN-GV, HM-HX, J
[Note: H-HN, economics and business, will be located on the lower level]

8th Floor: K, L, N and TR; P-PG3999
[Note: M will go to the Music Library, following N, art, is TR, photograph]

6th Floor: PG4000-PQ

5th Floor: PR-PZ

Appendix Four

Proposed reference/reading rooms to be developed on the following floors:

13th Floor: Currently, Fr. Hesburgh’s Office (should this space be reclaimed we suggest creating a Philosophy Reading Room)

12th Floor: Theology Reading Room

11th Floor: World History Reading Room

10th Floor: North and South Americas History Reading Room

9th Floor: Social Sciences Reading Room

8th Floor: Fine Arts Reading Room

6th Floor: World Literature Reading Room

5th Floor: English and American Literatures Reading Room