Smith Neilson Library

Fall 2015 Planning Overview

09.16.15
Project Scope

Renovation
Interface
Landscape
Infrastructure
Swing Space
Establishing vision
Defining decision criteria
Developing philosophies
Listening and studying
Reviewing and synthesizing the results of the campus study and engagement process
Delivering a program
- Vision statement
- Description of our process
- Decision criteria
- Collections and units recommendations
## SMITH NEILSON LIBRARY PROGRAMMING ENGAGEMENT CALENDAR

### Faculty
- **07/24** Fall Engagement Kickoff: Faculty Engagement 01: All Faculty Event: Focus Group Sessions
- **07/24** Fall Engagement Kickoff: Faculty Engagement 02: Faculty Events: Focus Group Sessions (TBD)
- **08/02** Fall Engagement Kickoff: Faculty Engagement 03: Faculty Events: Focus Group Sessions (TBD)
- **08/21** Fall Engagement Kickoff: Faculty Engagement 04: Faculty Events: Focus Group Sessions (TBD)
- **09/06** Fall Engagement Kickoff: Faculty Events: Focus Group Sessions (TBD)
- **09/16** Fall Engagement Kickoff: Faculty Events: Focus Group Sessions (TBD)
- **10/15** Fall Engagement Kickoff: Faculty Events: Focus Group Sessions (TBD)
- **11/04** Fall Engagement Kickoff: Faculty Events: Focus Group Sessions (TBD)
- **12/02** Fall Engagement Kickoff: Faculty Events: Focus Group Sessions (TBD)

### Student
- **08/06** Fall Engagement Kickoff: Student Engagement 01: All Campus Event: Focus Group Sessions
- **08/22** Fall Engagement Kickoff: Student Engagement 02: Student Events: Focus Group Sessions (TBD)
- **09/20** Fall Engagement Kickoff: Student Engagement 03: Student Events: Focus Group Sessions (TBD)
- **10/17** Fall Engagement Kickoff: Student Events: Focus Group Sessions (TBD)
- **11/05** Fall Engagement Kickoff: Student Events: Focus Group Sessions (TBD)
- **12/16** Fall Engagement Kickoff: Student Events: Focus Group Sessions (TBD)
- **01/19** Fall Engagement Kickoff: Student Events: Focus Group Sessions (TBD)
- **02/21** Fall Engagement Kickoff: Student Events: Focus Group Sessions (TBD)

### Staff
- **08/09** All Alumnae Event: SF$B
- **08/10** All Alumnae Event: Houston
- **09/15** All Alumnae Event: ANSC Board Meeting
- **09/16** All Alumnae Event: Alumni Engagement 01:
- **10/15** All Alumnae Event: Alumni Engagement 02:
- **11/06** All Alumnae Event: Alumni Engagement 03:
- **12/01** All Alumnae Event: Alumni Engagement 04:
- **01/23** Smith in the City: Smith in the City: Smith in the City:
- **02/11** All Alumnae Event: Chicago
- **03/03** All Alumnae Event: Philadelphia
- **04/08** All Alumnae Event: Philadelphia
- **05/15** All Alumnae Event: Philadelphia

### Alumnae
- **09/09** Fall Engagement Kickoff: Community Engagement 01: Session of Roles Library
- **09/10** Fall Engagement Kickoff: Community Engagement 02: What We Heard Playback
- **10/15** Fall Engagement Kickoff: Community Engagement 03: What We Heard Playback
- **11/18** Fall Engagement Kickoff: Community Engagement 04: What We Heard Playback
- **12/15** Fall Engagement Kickoff: Community Engagement 05: What We Heard Playback

### Community
- **07/14** Pre-Bot Call: Pre-Bot Call:
- **07/20** Pre-Bot Call: Pre-Bot Call:
- **10/21** Pre-Bot Call: Pre-Bot Call:
- **11/06** Pre-Bot Call: Pre-Bot Call:
- **12/22** Pre-Bot Call: Pre-Bot Call:

### President & Cabinet
- **07/24** President & Cabinet: President & Cabinet: President & Cabinet:
- **08/09** President & Cabinet: President & Cabinet: President & Cabinet:
- **09/16** President & Cabinet: President & Cabinet: President & Cabinet:
- **10/15** President & Cabinet: President & Cabinet: President & Cabinet:
- **11/04** President & Cabinet: President & Cabinet: President & Cabinet:
- **12/02** President & Cabinet: President & Cabinet: President & Cabinet:

### Program Committee
- **09/09** Library Program Committee: Library Program Committee:
- **09/10** Library Program Committee: Library Program Committee:
- **09/15** Library Program Committee: Library Program Committee:
- **10/15** Library Program Committee: Library Program Committee:
- **11/05** Library Program Committee: Library Program Committee:
- **12/02** Library Program Committee: Library Program Committee:

### Design Committee
- **10/15** Library Leadership Workshop:
- **11/04** Library Leadership Workshop:
- **12/02** Library Leadership Workshop:

### Coordination Team
- **11/05** Calendar Sub-Committee:
- **12/02** Calendar Sub-Committee:
- **01/21** Calendar Sub-Committee:
- **02/22** Calendar Sub-Committee:

### Engagement Events
- **~30** Engagement Events
- **~12** Campus Playback Sessions

### Spring 2016

**WINTER & SPRING**

**NOT YET PLANNED**

**Finalizing Program and Moving into Conceptual Design**

* = Dates that are tentative/proposed are shown in parentheses

---

### Stakeholder
- **Playback**
- **Regular**
- **Milestone**
- **Meeting**

**Hosted by Alumnae Association**

---

**SMITH NEILSON LIBRARY PROGRAMMING ENGAGEMENT CALENDAR**

**MAYA LIN STUDIO // Shepley Bulfinch**

**10 NOVEMBER 2015**

*does not include survey responses*
Reading the Fall Engagement Calendar

How to Read the Engagement Calendar…

Look for your “swim lane.” *But what is a “swim lane”??* Your “swim lane” is the colored bar that highlights the meeting schedule of your engagement group.

*OR*

Look for your list of engagement sessions. Meetings for all engagement groups are listed below the swim lanes with the meeting type, date, and a brief description.

Meeting types are shown with the following symbols:

- ● Stakeholder Engagement
- ◇ Playback Session
- ○ Regular Meeting
- ○ Milestone Meeting

() = *Dates that are tentative/proposed are shown in parentheses*
Methods of Engagement

FACULTY LUNCHES:
A platform for idea sharing
09/24, 10/15, 10/21

THEMED CAMPUS SESSIONS:
Focused workshops around more specific aspects of the vision and program.
09/23-24, 10/21, 11/04

ONE-ON-ONE INTERVIEWS:
Directed conversations with the anthropological consultant, by appointment
10/20-10/21

SURVEY:
Electronic questionnaire covering topics such as collections, user preferences, what’s working, what could be better...

End of September
**Engagement Dates**

**Faculty**
- 07/24: Library Focused Classes Conference Call: Maya Lin + Faculty
- 09/16: Fall Engagement Kickoff
- 09/23-09/24: Faculty Engagement 02: Faculty focused Lunch Focused Group sessions (TBD)
- 10/15: Faculty focused Lunch
- 10/21: Faculty Engagement 03: Faculty focused Lunch Focused Group sessions (TBD: engagement with library focused classes)
- 11/04: Focus Group: Sustainability
- 11/18: What We Heard: Playback
- 12/16: Draft Program: Playback 01
- 01/13: Draft Program: Playback 02
- 01/21-01/22: Symposium

**Collections**
- TBD: Faculty and Student Survey (collections specific questions)
- 09/24: Themed (Listening) Session - “Collections for Research + Teaching” (open to all)
- 10/15: Faculty Lunch #2 – “Collections for Research + Teaching”
- 10/21: Anthropological Observation in library spaces
- 11/18: What We Heard: Playback
- 12/16: Draft Program: Playback 01
- 01/13: Draft Program: Playback 02
Proposed Faculty Lunch Formats

#01 General Discussion //
Engagement Process + Think/Pair/Share
(9/24 Seelye 201)

#02 Topic Driven //
Collections for Research & Teaching
(10/15 Seelye 201)

#03 Interactive /Hands On
(Topic TBD) + results of the survey
(10/21 Neilson Browsing Room)
9/23-9/24 Themed Campus Session Topics*

1. Space Types
2. What does Flexibility mean to you?
3. “Technology + Tools”
4. Collections for Research + Teaching

*Visit Neilson Library lobby 1 day prior to sessions for final schedule of topics and times.