

Library Use Survey

November 26 - Dec 9, 2018

J. Silvia Cho, Interlibrary Loan Supervisor

Diana Teeter, Interlibrary Loan Coordinator (Survey Design)

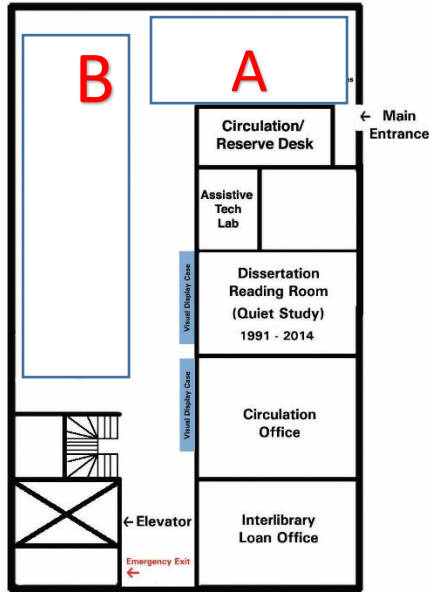
Polly Thistlethwaite, Chief Librarian

- **Goal:**
 - To record a snapshot of GC Mina Rees Library (MRL) occupancy and to project impacts of Concourse-level construction.
 - To inform reciprocal access policies with Metro-area research libraries in the IDS network and the OCLC SHARES program (Columbia, NYU, Fordham).
- **Key findings:**
 - The mean MRL occupancy was 26% of capacity, or 117.5 occupants. Occupancy on all three floors ranged from 13% or 60 occupants (a Sunday at 1pm) to 38% or 170 occupants (a Saturday at 6pm).
 - The Concourse level accounts for 24% or 106 of the 445 study spaces in MRL. The Concourse level occupancy mean is 22%. Concourse level closure will add an average of 24 occupants to the 339 spaces on the library 1st and 2nd floors, raising occupancy mean of the top two floors to 35%.
 - The workspaces on the 2nd floor perimeter near windows are most consistently occupied. Occupancy on the Concourse level was measured once as high as 41%. The maximum observed occupancy for both the 1st and 2nd floors was 45%.
- **Method:**
 - Method: Data recorded twice daily (with 3 exceptions) for two weeks, at 1pm and at 6pm, from Monday November 26 to Sunday December 9, 2018, weeks 14 and 15 of a 17-week term.
 - Data recorded on floor plans with labeled sections, noting: (a) people using GC equipment (b) people using laptops, (c) others, (d) total.
- **Notes:**
 - High attendance count for the November 26, 2018 evening 1st floor event (*A Sit-in at the Library: '68 Revisited*) was excluded so not to skew results.
 - Data are missing for both 1pm and 6 pm Saturday, December 1st. Saturday, December 8th reflected relatively high occupancy counts. The missing Saturday count may skew results.
 - "Reasonable density" counts reflect MRL capacity at 445 total seats. Graduate students need larger spaces to work comfortably. The MRL contained 595 seats, reflected in the "all seats" spreadsheet tab.
 - People were counted as section occupant if they were stationary, in motion, or seated.
 - IT, 2nd floor: 89 desktop computers; 4 GC printers; 1 guest printer, 8 book scanners; 2 microfilm scanners; 2 A/V conversion stations
 - IT, Concourse: 81 desktop computers; 3 GC printers (one color printer)
 - IT, 1st floor: 3 Mac/3 PC desktops, public login
- **Recommendations:**
 - Differentiate among those seated, standing, walking.
 - Count soft seating areas separately.
 - Include two full weeks, including weekend days.

SURVEY INSTRUMENT

DATE _____ TIME _____

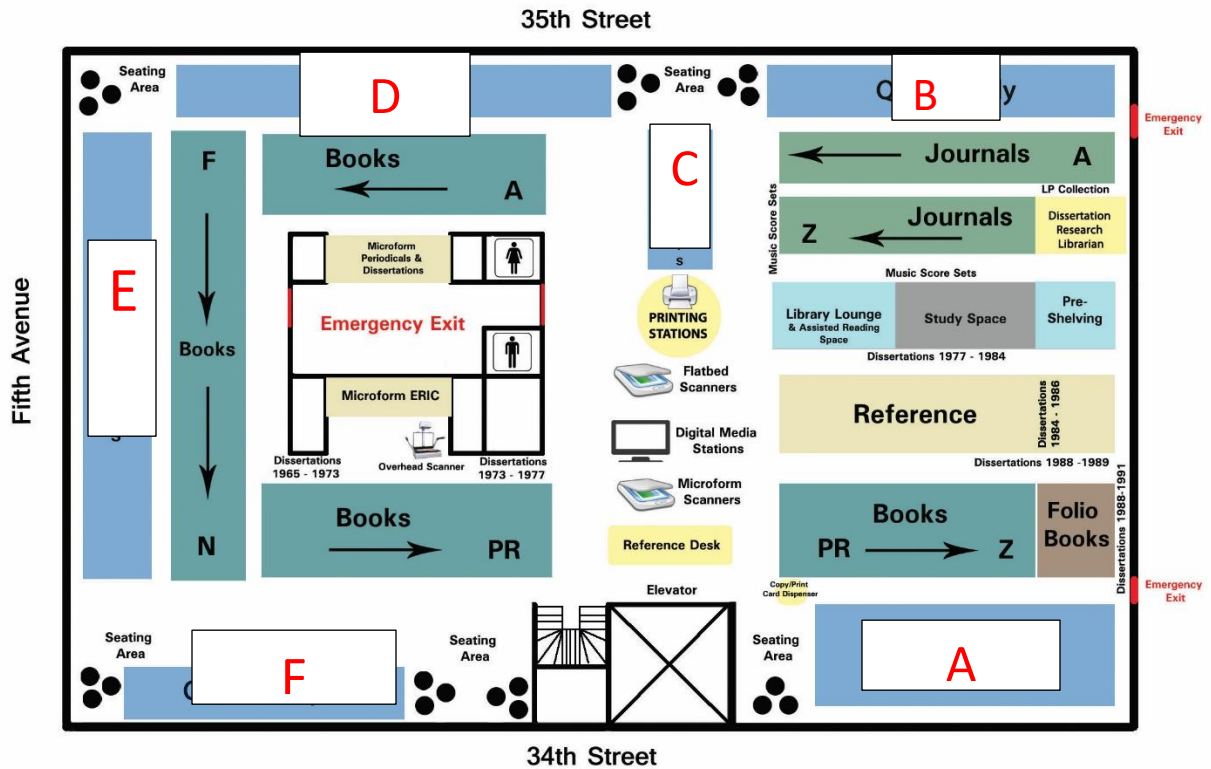
FIRST FLOOR



	USING GC COMPUTERS	USING LAPTOP	OTHER	TOTAL
SECTION A				
SECTION B				
Assisive Tech Lab				
Dissertation Reading Room				
Other areas (if observed— please describe)				

NAME _____ DATE _____

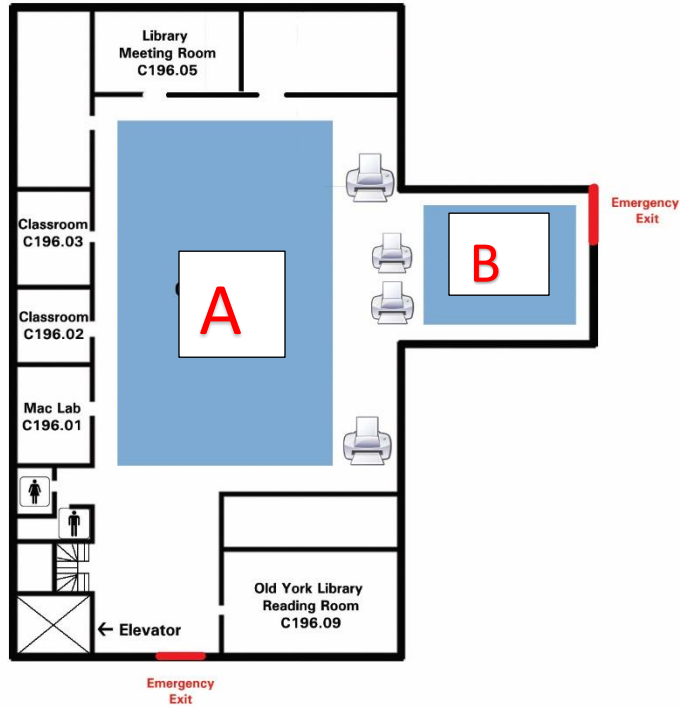
SECOND FLOOR



	USING GC COMPUTERS (OR SCANNERS in SCANNER SECTIONS)	USING LAPTOP	OTHER	TOTAL
SECTION A				
Study Space				
Library Lounge				
SECTION B				
SECTION C				
SECTION D				
SECTION E				
SECTION F				
Microfilm Scanners				
Digital Media Station				
Flatbed Scanners				
Printing Station				
Other areas (if observed—please describe)				

DATE _____ TIME _____

BASEMENT



	USING GC COMPUTERS	USING LAPTOP	OTHER	TOTAL
SECTION A				
SECTION B				
Mac Lab				
Classroom C196.02				
Classroom C196.03				
Classroom C196.05				
Other areas (if found—please describe)				