Background

In late Summer 2000, the Phase I “new construction” portion of the Berry Library will be completed. To finish the project (including the construction of Carson Hall, the adjoining academic building to house the History Department) Kiewit will be torn down and major portions of Baker will be renovated between late Summer 2000 and December 2001.

The substantial completion of Berry Library (Phase I) is now scheduled for 17 August 2000. While some moving may be able to precede that date, we expect that the Summer/Fall Intersession will be a period of intense, compressed moving activity. The most important DEADLINE is Convocation on Tuesday, 19 September 2000, when Library and Computing Services must be up and running for the start of Fall Term.

The goal of this Phasing Plan is to allocate space in Baker/Berry Library and in Gerry Hall for the Library and Computing Services during Phase II of construction in a way that:

- minimizes disruptions to user services
- minimizes the wear and tear on staff
- minimizes the cost for temporary installations
- establishes a strong initial identity for Computing in Baker/Berry

Environmental Health and Safety

This phasing plan describes several temporary moves of Library and Computing staff as renovations proceed. Although temporary relocations will be inconvenient and stressful, they do make it possible to accomplish much, though not all, of the renovation work in unoccupied spaces. One activity that will affect all spaces in Baker — both inhabited and uninhabited — will be the installation of a sprinkler system for fire protection.
The Library Disaster Committee is very attentive to issues related to collection safety and security and its chair, Bill Fontaine, attends the weekly Job Meetings to keep those important issues on the minds of the construction staff.

In order to monitor the interior environment of Baker/Berry during this project, Dartmouth’s Office of Environmental Health and Safety is a key part of the project team. The director of that office, Michael Blayney, Ph.D. offers the following perspective:

“With the impending renovation of Baker Library will come potential environmental concerns related to noise, dust, asbestos abatement, transient exhaust and welding odors and other related disruptions and inconveniences while work is taking place. These concerns are understandable and may--at times--be very disruptive. Of all the potential concerns that will arise, everyone should be prepared for a great deal of noise and vibration during certain phases of the project.

“Knowing that there will be potential environmental concerns, disruptions and inconveniences, Dartmouth College has enlisted the help of a respected environmental management firm (Covino Environmental) to provide daily oversight of this project. Covino Environmental has been involved in this project from the beginning and will be actively involved in doing everything practical to help control potential problems before they arise and correcting problems should they occur. A key component of Covino’s role in this project will be to conduct testing and monitoring to ensure that we do not exceed occupational limits for exposure to potential hazards in occupied spaces. All of this information will be made available to you--the occupants of the building--as it is generated through your established means of communication on this project.

“Given the size and magnitude of this project, we are taking an aggressive "up front" approach to this project. When problems arise, we will work quickly to do all we can to eliminate or control the cause. Still, there should be no surprise that this will be a noisy, sometimes disruptive and inconvenient period in the library's history. We appreciate your understanding while all this is taking place and want to assure you that we will do all we can to ensure everyone's well-being.”

Early Phasing Plan  (Fall 1999 — June 2000)

Between January and June 2000, the upper northwest and northeast wings (Tower Room level) of Baker Library will undergo renovation to accommodate Computing Services Headquarters (northwest wing) and Information Systems (northeast wing) when Kiewit is torn down in Fall 2000.

Restrooms B222 and B224 are to remain as accessible as possible during renovations.
Custodial Closet B230 needs to be emptied and will be permanently removed from service.

Classrooms 219 and 224/225 will be permanently removed from service at the end of Fall Term 1999.

Conference Room 231 will be permanently removed from service as of 15 December 1999. The Treasure Room will be available as a conference room to replace Baker 231.

The following staff relocations will occur in early December 1999:

- **Information Systems staff** will move from Baker to Gerry Hall. In Summer 2000, they will move back to their permanent quarters in the upper northeast wing of Baker.

- Four **Reference Librarians**, currently in 215/216 Baker will move to the former Special Collections Workroom behind the Treasure Room. In Fall 2000, they will move to the old Baker Reference Room for the duration of Phase II construction/renovation.

- **The Humanities & Social Sciences Librarian** will move to the former Special Collections Librarian’s office in 114 Baker Library. In Fall 2000, he will move to a yet-to-be-determined location, possibly the northeast alcove of the old Baker Reference Room.

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**Phasing Plan (Summer 2000 — December 2001)**

**Berry Library, Lower Level**

**Computing Technical Services staff** and the **Data Network Headend** will be relocated in one move to their new permanent locations in Berry Library.

- Move of the **Video Network Headend** will be coordinated with the move of video production from North Fairbanks to Berry Level One.

- The old Baker BDF will be coordinated with the new Berry BDF (telephones).

**Document Delivery Services** and the **Print Window** will begin operation in their new permanent locations. (Note: a temporary emergency egress from
the Carson lower level lobby will be created through this space into the Berry Lower Level Stacks.)

**Classroom L09** (70-seat amphitheater) will not be available for use due to the cut line of construction.

**Stack Shelving and Study Areas** must be completed and in operation.

The **Mechanical Room** and **Main Electric Room** must be completed and in operation.

**Baker Library, Stack Tier One & One Annex**

The goal is to have **Stack Tier One Annex** completely empty of books to facilitate construction of new egress stairs, elevator no. 5, HVAC installation, and the replacement of the east wall.

**Stack Tier One**, which has only one stair, will remain open to the public and so it will be important to keep a emergency egress through Stack Tier One Annex during construction.

**Berry Library, Ground Level**

Library **Acquisitions Services** and **Preservation Services** will move to their new permanent locations.

**Shipping & Receiving** and **Custodial Room** will open in their new permanent locations. A temporary canopy will need to be constructed at the loading dock.

The **Café/24-hour study area** will open in its permanent location.

The four **group study rooms** will be outfitted as public computer clusters for the duration of Phase II construction to replace public computers in Kiewit.

The **Instructional Center** will be shell space and not available for use by the Library or Computing until the completion of Phase II.

**Baker Library, Ground Level**

**Reserve Reading Services**, including the **Reserve Desk** and the **Active Reserve Collection**, will temporarily relocate to the east half of the Reserve
Reading Room. Bookstacks and a temporary service desk with new power and data will be constructed during Summer Term, to be ready for Fall Term service.

**Reserve Reading staff offices** will move into the existing enclosed office area of the old Baker Map Room.

The future **Reserve Reading Services** areas north of the mural wall and surrounding the Stack Tower (old Class Dup Collection and Custodians’ Room) will be given over fully to construction, as will the northeast areas of Baker Ground Level destined for occupancy by **Bibliographic Control** and **Bibliographic Records Management** (old Newspaper Reading Room and Jones Microtext Center).

The **Class Duplicate Book Collection** will be moved to temporary shelving in eastern half of the old Baker Map Room.

The **East Baker Computer Cluster** near the east entrance will disappear as Elevator No. 7 is installed and replacement public computers will be installed in the western half of the old Baker Map Room. **Campus phone** needs to be installed.

The **Staff Room** will remain accessible, except during trenching for the new sewer line.

The **Sherman Art Library** stacks in Sherman South (the former Stefansson Workroom) will be in place and fully accessible sometime in Winter Term 2000.

The **Staff Smoking Lounge** will be converted to a new permanent **Storage Room**, containing materials from the **Publications Storeroom**, which will be dislocated by the expansion of the adjacent **Electrical Room**.

The **Storage Rooms, Book Arts Workshop and Exhibits Preparation Room** will be fully operational throughout Phase II.

**Baker Library, Stack Tiers Two through Nine**

During installation of the new **Public Elevator No. 6** the existing **Staff Elevator** will need to be converted to public use (i.e. change keyed call buttons to public push buttons). Also during this time, there will be no elevator access to **Stack Tier Nine** (i.e. no wheelchair or booktruck access) since the staff elevator stops at Stack Tier Eight. Therefore, **Elevator No. 6 will be installed as quickly as possible.**
Berry Library, Level One

Computing Services Help Desk and the Consulting Group, eventually to occupy the northwest corner of Berry Level One, will be housed in Gerry Hall during Phase II construction.

The Library Circulation Desk and Stacks Maintenance will occupy the area eventually to be occupied by the Help Desk, CRC and Student Development Center in the northwest corner beside the Grand Stairway. Stacks Sorting Shelves are to be moved from their old location in Baker. Circulation staff offices will continue to occupy some Level 9 Baker Faculty Studies.

The Reference Desk will occupy its permanent location on the east side of the Berry Main Street. The Reference Collection and Workstations will occupy the portion of Berry Level One that is completed in Berry Phase One.

Government Documents and Interlibrary Loan offices will occupy the space eventually to be occupied by the Reference Department Offices on the east side of Berry Level One, directly behind the Reference Desk.

The Reference Office for librarians and staff will move to what is currently the Reference Room in Baker Library. Temporary power and data will be needed. This plan will necessitate delaying until the very end the conversion of the old Reference Room into the new Serials Reading Room.

Research Computing, Curricular Computing and Media Production will immediately occupy their designated spaces on the northeast corner of Berry Level One.

New Books Display needs to find a temporary home during Phase II.

Baker Library, Level One

The Information Desk will be built and in service in the Baker Main Hall during Summer 2000.

An interior passage connecting Baker Main Hall to Berry Level One will be maintained throughout construction. If possible, a second interior passage will be maintained to provide the shortest possible route between the old Reference Room (where Reference offices will be located) and the Reference Services area of Berry Level One.
The Serials Reading Room will be maintained in its former location in the southeast wing of Baker Level One. The Newspaper Reading Room will be relocated from the old Jones Microtext Center to the old Government Documents Center adjacent to the Serials Reading Room. Serials and Newspaper Processing will occur in the old Reference Librarians’ offices.

The existing public computer workstations should remain in Baker Main Hall to ease the pressure for public workstations, especially BlitzMail stations, in the not-yet-completed Berry Library.

Bibliographic Records and Bibliographic Control will be moved to the 1902 Room in Summer 2000. The department heads of those departments will share Room 120. 1902 Room tables and chairs will be put into storage for the duration of Phase II Baker Renovations. Temporary power and data must be provided. The door between the 1902 Room and Room 120 will be re-opened.

The Collections Services Backlog will be shelved in the Documents Mezzanine in the southeast wing above the old Serials Reading Room.

The Library Administration will remain in its permanent location.

The Treasure Room will function as a reception and meeting space. However, since there will be no secondary egress during construction, occupancy will need to be kept under 50 persons at one time.

Baker Library, Mezzanine Level

A location needs to be found for ten Shelflist Catalog Cases.

Conference Rooms 152 and 158 will remain accessible during Phase II construction.

Berry Library, Level Two

The Library Map Room and Clerestory Study will open in their permanent locations.

The Jones Media Center will open in its permanent location with the video collection and staff moving from North Fairbanks and the Jones Microtext Center and staff moving from Baker Library Ground Level.
The **Instructional Center** will open in its permanent location.

**Baker Library, Level Two**

The **Tower Room** will remain unchanged and fully accessible during Phase II construction, except possibly during installation of the sprinkler system.

The **Dickey Center**, in the southeast wing will experience disruption as Elevator 7 is installed and a new entrance is built through Room 202. There also will be important coordination issues related to sprinkler, mechanical and ductwork installation.

The southwest wing (**Senior Fellows, Seminar Room 244/5 and offices**) will remain unchanged and without disruption, except during sprinkler installation.

**Computing Services Headquarters** and **Information Systems** will move into the northwest and northeast wings of Baker Library, respectively, in June 2000 prior to the demolition of Kiewit.

**Berry Library, Level Three**

The **Stacks** and **Study Areas**, including two **Group Study Rooms** and the two rooms for **Media Production**, will be completed and available for permanent use.

The **bridge** to Baker Stack Tier Eight will be open for use.

**Berry Library, Level Four**

The **Class of 1944 Place** will be complete, except for a slight truncation on its northwest corner. **Stacks and Study areas**, including three **Group Study Rooms**, will be completed and available for permanent use.

**Public Workstation Maintenance/Storage** will be available for permanent use.
Baker Library, Level Ten

**Faculty Studies** on Baker Level Ten will need to be vacated from June 2000 until December 2001 during installation of Elevator No. 6, sprinkler and HVAC systems.