# Library Space Use Survey

November 26 - Dec 9, 2018

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- **Goal**:
  - To record a snapshot of GC Mina Rees Library (MRL) occupancy and to project impacts of Concourse-level construction.
  - To inform reciprocal access agreements with Metro-area research libraries in the IDS network and the OCLC SHARES program (Columbia, NYU, Fordham).

- **Key findings**:
  - MRL occupancy averaged 27% of capacity (119 occupants). Occupancy ranged from 14% or 62 occupants (a Sunday at 1pm) to 39% or 174 (occupants on a Saturday at 6pm).
  - The Concourse level accounts for 22% (106 of the 445 study spaces) in MRL. Concourse level occupancy averages 25%. Concourse level closure will add an average of 27 occupants into the 339 spaces on the library 1st and 2nd floors, raising occupancy averages to 35%.
  - The workspaces on the 2nd floor, around the perimeter and near windows, are most consistently occupied. Occupancy on the Concourse level was recorded as high as 66%. The maximum observed occupancy for 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.
  - "Low 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 "high density" spreadsheet tab, but 445 is considered maximum capacity.
  - 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.
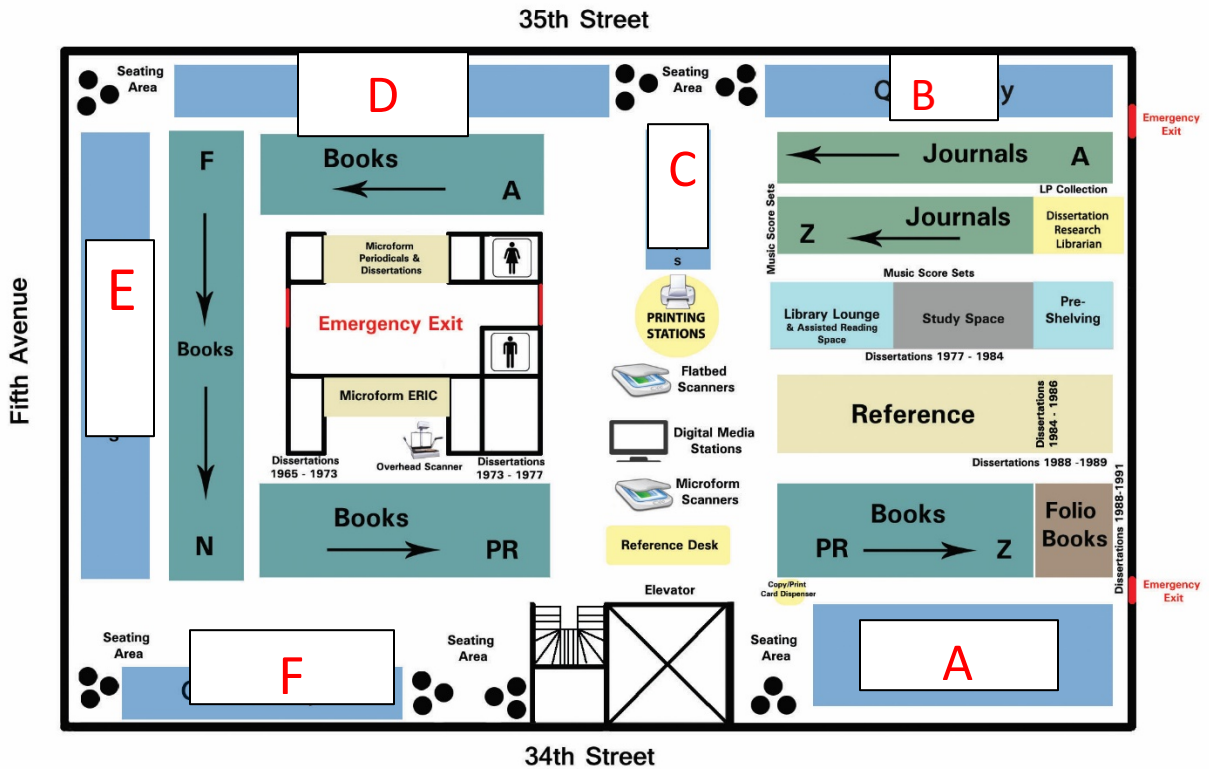
SURVEY INSTRUMENT

DATE_____TIME_____   **FIRST FLOOR**
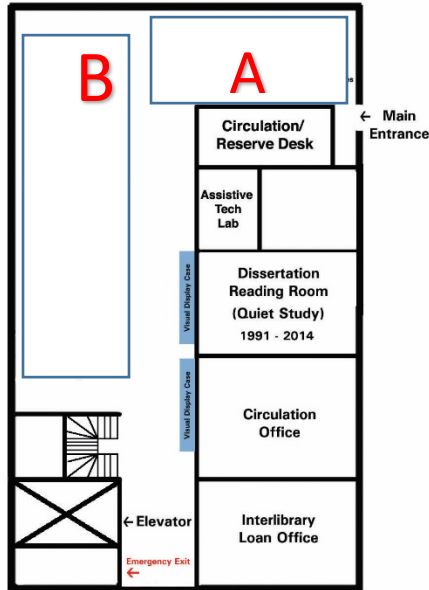
	USING GC COMPUTERS	USING LAPTOP	OTHER	TOTAL
SECTION A				
SECTION B				
Assistive Tech Lab				
Dissertation Reading Room				
Other areas (if observed— please describe)				

NAME _____ DATE_____   **SECOND FLOOR**

35th Street

Fifth Avenue

34th Street

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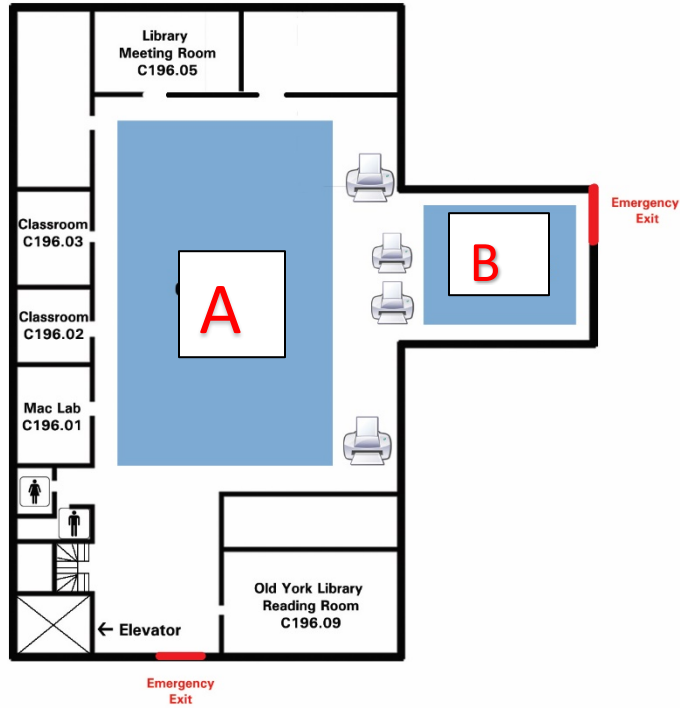
	USING GC COMPUTERS	USING LAPTOP	OTHER	TOTAL
SECTION A				
SECTION B				
Mac Lab				
Classroom C196.02				
Classroom C196.03				
Classroom C196.05				
Other areas (if found— please describe)				