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SHARED AREAS INTRODUCTION

General Information
The Learning Commons concept allows the programs to share many of their underutilized spaces. This sharing of space activates the buildings in a different way. No program has their own break room or dedicated staff meeting room. Instead, these areas become common space throughout the complex and free to be used by any program. By sharing these spaces while maintaining separate identities, each program will have more ways to interact with students and partner with other programs throughout the Snoqualmie and Tioga Library Buildings.

Need for the Program
Shared areas will include a Welcome Desk for the whole of UW Tacoma, secured entries to the complex, the Powerhouse, large and small meeting rooms, classrooms, break rooms.

The Snoqualmie Building is often mistaken as the "front door" to UWT, and many potential or new students end up here trying to locate their UWT destination. A Welcome Desk at the main entry to SNO will provide a point of service for the university as a whole. The main entry to SNO is an ideal place for this initial interaction with students and families as it provides a dedicated place in the heart of campus with the Learning Commons as a central gateway into the campus.

The Powerhouse is the historic connection of the complex. It is one of the oldest buildings in Tacoma and has been restored with some of the original equipment. This area will become a place where students can gather or take a break at any time of the day. It will also serve as overflow for the programs of the Learning Commons, and as the biggest space in the complex, it will be the place to host events.

UWT is constantly in need of more reservable large and small meeting rooms, as well as larger classroom and active learning spaces. Each program in the SNO/TLB Complex needs some sort of enclosed staff or student meeting area; however, these rooms would be underutilized if they were program-specific. So the units of the Learning Commons have come together to share all of these sorts of spaces as common, reservable rooms. These spaces can be reserved by units in the complex as well as students looking for a group study room. These rooms should be reservable by a new system rather than 25Live.

Break Rooms would also be underutilized as program-specific spaces. However, student staff sometimes have very quick breaks so proximity is important. Both Snoqualmie and Tioga Library Buildings need a break room for proximity, but as shared break rooms, the programs of SNO or TLB can commingle.

Unique Aspects
The renovation of the Powerhouse into the Library Reading Room kept many of the original details of the building. Preserving the history of this building is paramount and displays UWT’s commitment to restoring and preserving Tacoma’s history.

Stakeholder Charrette
As the project grew from finding a place for the new CEI to reorganizing the Snoqualmie-Tioga Library Building complex, McGranahan held a second charrette with the TLC and Library students, staff and stakeholders. (The first charrette was with the CEI exclusively early on in the process, see CEI section for more details.) This charrette took place after the Library site visits and was the turning point to finding a way to come together to form the Learning Commons.

At this charrette, McGranahan Architects showed an initial test-fit based on the program data captured at all the individual unit meetings. This test-fit was largely a segregated program with each unit having its own dedicated meeting rooms and break rooms. This is the Alternative 1 presented in Chapter 3. As the charrette progressed, it became apparent...
that all the stakeholders wanted more from the complex as a whole, even though it might not be apparent how to partner together at this point.

The Writing Center and the Research Help program were compelled by the idea of working in close proximity, but more exploration needed to be done to figure out what it meant to uncouple writing and quantitative tutoring, and how the university would fund such an endeavor.

After this charrette, there was a period of change and conversation throughout the units and leadership for these programs to really understand how to go forward with these two buildings. It was from these discussions all the units decided to go forward with a new integrated learning model where everyone shares space to achieve the best outcomes for all students.

Shared Programming

This section of room data sheets reflects the areas that will be shared by all programs. These areas include the UWT Welcome desk, the Powerhouse, and large and small meeting rooms that are to be reservable by students and the programs that share the complex. These areas have been pulled out of the program data sheets for each unit and are instead represented in this section.

### Building Entry & Security

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWT Welcome Desk</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>SNO Entry &amp; Security Spaces</td>
<td>4</td>
<td>200</td>
</tr>
<tr>
<td>TLB Entry &amp; Security Spaces</td>
<td>2</td>
<td>300</td>
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<tr>
<td>Subtotal Admin/Staff</td>
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### Powerhouse

<table>
<thead>
<tr>
<th>Spaces</th>
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</thead>
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<tr>
<td>Powerhouse</td>
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<td>4,150</td>
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<tr>
<td>Subtotal Tutoring Spaces</td>
<td>1</td>
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### Reservable Meeting Rooms

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
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</thead>
<tbody>
<tr>
<td>Small Meeting Room (6-15 people)</td>
<td>21</td>
<td>110</td>
</tr>
<tr>
<td>Large Meeting Room (16-25 people)</td>
<td>5</td>
<td>400</td>
</tr>
<tr>
<td>Presentation Practice Room (9-12 people)</td>
<td>3</td>
<td>300</td>
</tr>
<tr>
<td>Subtotal Reservable Meeting Rooms</td>
<td>29</td>
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### Reservable Classrooms

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<tr>
<td>Classroom - High Tech Lab</td>
<td>1</td>
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<tr>
<td>Classroom - Active Learning Instruction Lab</td>
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<td>1,090</td>
</tr>
<tr>
<td>Subtotal Technology</td>
<td>2</td>
<td></td>
</tr>
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### Shared Support Spaces

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNO Break Room (w/ kitchenette &amp; lockers)</td>
<td>1</td>
<td>300</td>
</tr>
<tr>
<td>TLB Break Room (w/ kitchenette &amp; lockers)</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Subtotal Admin/Staff</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Program Area</td>
<td></td>
<td>13,750</td>
</tr>
<tr>
<td>Circulation as a % of Net Program Area</td>
<td>20%</td>
<td>2,750</td>
</tr>
<tr>
<td>Walls/Structure as a % of Net Program Area</td>
<td>10%</td>
<td>1,375</td>
</tr>
<tr>
<td>Total Gross Program Area</td>
<td></td>
<td>17,875</td>
</tr>
</tbody>
</table>
Activity Description

The new Welcome Desk will create a front door to campus in the Snoqualmie Building entry that immediately showcases all UWT values with academia, scholarship, diversity and history in one complex.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>BUILDING ENTRY &amp; SECURITY</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWT Welcome Desk</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

Occupants 2

Proximity Requirements

Adjacencies Main Entry to Snoqualmie Building

Casework, Equipment and Furniture

Casework High and low reception desk
Technology Computers, printer
Equipment None
Furniture Chairs

Service Requirements

Lighting Overhead, natural
Electrical Power/data for technology
HVAC No specific requirements
Plumbing No specific requirements

Finishes

Floor Carpet
Walls Gallery walls, clear signage.
Ceiling Acoustic or drywall

Openings

Windows Near exterior windows
Relites Open
Doors Open

Ancillary Support Spaces

None

Other Requirements

Wayfinding is important.
Activity Description
The Learning Commons treats Snoqualmie and Tioga Library Buildings as one complex connected by the skybridge. Each program has the ability to flow between the two buildings, so the whole complex must be secured inside the Library security bubble. This takes security gates, video camera technology, and sightlines to main doors.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>BUILDING ENTRY &amp; SECURITY</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNO Entry &amp; Security Space</td>
<td>4</td>
<td>200</td>
<td>800</td>
</tr>
<tr>
<td>TLB Entry &amp; Security Space</td>
<td>2</td>
<td>300</td>
<td>600</td>
</tr>
</tbody>
</table>

Occupants: Intermittent

Proximity Requirements
Adjacencies
- UWT Welcome Desk at main Snoqualmie Entry
- Library Circulation Desk at main Tioga Library Building Entry

Casework, Equipment and Furniture
Casework: None
Technology: None
Equipment: Security Gates at main exit points.
Furniture: None

Service Requirements
Lighting: Overhead, natural
Electrical: For security gates
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes
Floor: Walk-off mat
Walls: Gallery walls, clear signage.
Ceiling: High ceilings where possible

Openings
Windows: Exterior windows
Relites: Yes
Doors: Yes, with key card access

Ancillary Support Spaces
None

Other Requirements
Wayfinding is important.
Powerhouse Student Activity Center

The student activity space should be a student-centric space. Students should have the feeling that it is a “student-owned” space. Students are invited to use the space at all hours. The space will also be used by the programs that make up the SNO/TLB Complex as overflow area, impromptu meeting space, and event space. There is a desire to keep the warm, industrial, historic, charming aesthetic to be a “special” space for students with no cheesy or blatant UW purple and gold branding. There should be an entry directly into this space from the exterior, preferably a grand entry. Acoustics will also be an issue in this space as it has tall ceilings and a concrete floor.

Events that could take place here include Freshman Preview Day, Convocation Day food and information area, Veteran Military Services welcome and graduation events, VIBE daily programming, CEI events, Library programming, etc. All programs throughout the Snoqualmie and Tioga Library Buildings would use this space for their larger or showcase event needs. For large events, it should be clear how to set up for entry, check-in, catering area, and seating while also offering a flexible area to support many different types of events.

**General Information**

Harnessing the power of the 270-foot Snoqualmie Falls, the Pacific Northwest’s first hydroelectric plant began producing electricity for Tacoma and Seattle in 1899. This building, erected a few years later, housed the giant transformers needed to reduce the voltage coming directly from the plant. The Snoqualmie Falls Power House supplied electricity to most of Tacoma, including the 600 volts needed for the electric trolleys.

Contractor Charles A. Sayre built this neoclassical brick structure. The building sits kitty-cornered to the buildings surrounding it. Unlike the other historic buildings in this district, it is oriented toward the railroad tracks on the west side of the building. Some of the infrastructure used to move heavy equipment still stands in the building.

The power house continued in service until 1958, when it was converted into warehouse space. It was left unused for many years until the University of Washington Tacoma renovated it, built an addition, and transformed it into the university’s library. Since then, the library has relocated some programming to the Tioga Library Building, but the silent Reading Room still remains in the Powerhouse.

**Activity Description**

This space is a rectangular, 2-story tall space of roughly 41,500sf. The east 1/3 of the room is elevated as a stage with steps and a ramp separating it from the main floor. There is a locked exterior exit door in the northwest corner, and a second floor overlook into the space from the south.

It is currently the silent reading room for the Library, but due to its high volume, openess to the rest of the Snoqualmie building, lack of power outlets, and poor furniture set up, it is under used as a study area. The university is looking to convert it to a high-energy area that is activated all day long as a student study and recreation area, SNO/TLB events, and after-hours Husky card access.

The student activity space should be a student-centric space. Students should have the feeling that it is a “student-owned” space. Students are invited to use the space at all hours as a place to meet up, study, or take a break. The space will also be used by the programs that make up the SNO/TLB Complex as overflow area, impromptu meeting space, and event space. There is a desire to keep the warm, industrial, historic, charming aesthetic to be a “special” space for students with no cheesy or blatant UW purple and gold branding. There should be an entry directly into this space from the exterior, preferably a grand entry. Acoustics will also be an issue in this space as it has tall ceilings and a concrete floor.

Events that could take place here include Freshman Preview Day, Convocation Day food and information area, Veteran Military Services welcome and graduation events, VIBE daily programming, CEI events, Library programming, etc. All programs throughout the Snoqualmie and Tioga Library Buildings would use this space for their larger or showcase event needs. For large events, it should be clear how to set up for entry, check-in, catering area, and seating while also offering a flexible area to support many different types of events.
Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>STUDENT ACTIVITY CENTER</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Study Area</td>
<td>1</td>
<td>2765</td>
<td>2765</td>
</tr>
<tr>
<td>Upper Study Area</td>
<td>1</td>
<td>1175</td>
<td>1175</td>
</tr>
<tr>
<td>Ramp</td>
<td>1</td>
<td>210</td>
<td>210</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>4150</td>
<td></td>
</tr>
</tbody>
</table>

Occupants: Approximately 450 max

Proximity Requirements

Adjacencies: Accessible by programs from all buildings & campus events.

Casework, Equipment and Furniture

- **Casework**: Small sink & countertop area
- **Technology**: Wireless network access, full size and break-out size A/V systems with screens, microphones, videocasting, and projecting systems, copious charging/power stations for student use.
- **Equipment**: Moveable whiteboards for privacy & group study, acoustically separated movable walls/rooms.
- **Furniture**: Flexible, roll-able furniture that stacks for storage to quickly reconfigure for different events (tables, chairs, soft seating).

Service Requirements

- **Lighting**: Overhead, natural, task
- **Electrical**: Power/data for technology and equipment, power for student use
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements

Finishes

- **Floor**: Carpet
- **Walls**: Moveable walls to create more partitioned spaces, acoustical treatments
- **Ceiling**: Acoustical treatment as needed - keep historical feel

Openings

- **Windows**: Exterior views and natural light preferred.
- **Rest**: Yes
- **Doors**: Yes, create separation between rest of SNO building and the event space for loud events.

Ancillary Support Spaces

Campus events furniture storage area, café.

Other Requirements

Acoustics are important. Technology is important. Aesthetics are important.
Collaborative and Group Study

The Library provided statistics on the use of group study rooms. This data highlights the high need for increasing access throughout the campus for reservable large and small rooms.

Quick Data Points on Collaborative Study in the Library

- 88% of open hours these spaces are reserved for group use.
- 82% of Tacoma undergraduate respondents said that collaborative technology spaces were important to their work. (2016 UW Libraries Triennial Survey)

Collaborative Study Spaces in the Library are Designed to be Multifunctional and are Distinguished by the Following Characteristics

- Technology rich spaces with large screens for displaying collaborative projects.
- Specialized rooms set up to support a variety of needs such as presentation practice, panopto recordings, and ADA equipment.
- Availability in a service-oriented space with the longest open hours on campus, currently 82.5 per week. Beginning Winter 2019, the Library will be open 98 hours per week.
- Quick access to materials such as writing style guides, calculators, laptops, and course-assigned textbooks.
- Access to knowledgeable staff and student employees during all open hours.

Services

- Self-serve online reservation system, no training required

“There was a class that I took which required a large group presentation at the end of the quarter. The Library group rooms were the most convenient places for us to all meet up, as we all knew where it was and still had access to the technology that we needed. It would have been difficult to collaborate without the rooms.”

- Undergraduate student, 2016 Triennial Survey
Powerhouse Student Activity Center

Openings
- Relites: Yes
- Doors: Yes, full lite

Ancillary Support Spaces
- Near every program

Other Requirements
- Acoustics are important. Technology is important. Reservability is important.

Activity Description
All large and small meeting rooms are available to student and programs throughout the Learning Commons. Students can reserve them for group study rooms, and programs can reserve them for trainings, staff meetings, etc.

Basic Room Parameters

<table>
<thead>
<tr>
<th>RESERVABLE MEETING ROOMS</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Meeting Room (3-6 people)</td>
<td>21</td>
<td>110</td>
<td>2,310</td>
</tr>
<tr>
<td>Large Meeting Room (8-15 people)</td>
<td>5</td>
<td>400</td>
<td>2,000</td>
</tr>
<tr>
<td>Presentation Practice Room (6-12 people)</td>
<td>3</td>
<td>300</td>
<td>900</td>
</tr>
</tbody>
</table>

- Occupants: Varies per size.

Proximity Requirements
- Adjacencies: Accessible by programs from all buildings & students.

Casework, Equipment and Furniture
- Casework: None
- Technology: Reservable via the internet. Wireless network access, screen that students can plug into with personal laptops, wifi, A/V equipment. Videotaping capability in Presentation Practice rooms.
- Equipment: Whiteboards.
- Furniture: Rollable tables and chairs.

Service Requirements
- Lighting: Overhead, natural
- Electrical: Power/data for technology and equipment, power
- HVAC: No specific requirements
- Plumbing: No specific requirements

Finishes
- Floor: Carpet
- Walls: Screen for collaboration; maximize white boards.
- Ceiling: Acoustic
Activity Description

Classrooms in the complex are available to programs throughout the Learning Commons, and classes who want to pair with Learning Commons knowledge.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>RESERVABLE CLASSROOMS</th>
<th>Space</th>
<th>Area</th>
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<tbody>
<tr>
<td>Classroom 1 - High Tech Lab</td>
<td>1</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Classroom 2 - Active Learning Lab</td>
<td>1</td>
<td>1,090</td>
<td>1,090</td>
</tr>
</tbody>
</table>

Occupants

Classroom 1: 32 (As High Tech Lab - 18)
Classroom 2: 58 (As Active Learning Classroom - 28)

Proximity Requirements

Adjacencies Library

Casework, Equipment and Furniture

Casework None

Technology Wireless network access, full size and break-out size A/V systems with screens, microphones, videocasting, and projecting systems, charging/power stations for student use.

Equipment Moveable whiteboards, computers, printers, screens at each table.

Furniture Flexible, roll-able furniture that stacks; Round tables with tech in active learning classroom.

Service Requirements

Lighting Overhead, natural, task

Electrical Power/data for technology and equipment, power for student use

HVAC No specific requirements

Plumbing No specific requirements

Finishes

Floor Carpet

Walls Whiteboards, tackable surface

Ceiling Acoustic

Openings

Windows Exterior views and natural light preferred.

Retracts Yes

Doors Operable partitions that open to main library area for after hours.

Ancillary Support Spaces

All SNO/TLB programs.

Other Requirements

Acoustics are important. Technology is important.
Activity Description

Break rooms throughout the complex are shared by all programs. Each building will need at least one break room for staff, as some breaks are very short and will need proximity to a break room. Break rooms should also have lockers for student staff to store their personals.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>SHARED SUPPORT SPACE</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
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<tbody>
<tr>
<td>SNO Break Room (w/ kitchenette &amp; lockers)</td>
<td>1</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>TLB Break Room (w/ kitchenette &amp; lockers)</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

Occupants

- SNO - 20
- TLB - 27

Proximity Requirements

Adjacencies
Accessible by programs from each building.

Casework, Equipment and Furniture

- Casework: Kitchenette - 10' uppers/lowers/countertop with sink. Half-size lockers for student use.
- Technology: Wireless network access, wifi, power for charging personal tech.
- Equipment: Whiteboard, tackable surface, coffee maker, refrigerator, microwave.
- Furniture: Large table & chairs, soft seating area.

Service Requirements

- Lighting: Overhead, natural
- Electrical: Power/data for equipment, power for personal use.
- HVAC: No specific requirements
- Plumbing: Sink

Finishes

- Floor: Carpet, hard surface at sink/kitchenette
- Walls: Whiteboard/tackable surface.
- Ceiling: Acoustic

Openings

- Relites: Minimal
- Doors: Yes

Ancillary Support Spaces

None

Other Requirements

None
General Information
As their website indicates, “the Center for Equity & Inclusion aims to enhance campus education, develop community partnerships, and cultivate our diverse campus community. We strive to foster our diverse learners’ education and transform communities through a welcoming and inclusive space, programming, and resources for students, staff and faculty, in efforts to engage and learn through the exploration of human differences.”

CEI Team
James McShay, Assistant Chancellor for Equity & Inclusion, UWT
Jimmy McCarty, Director, CEI
Sara Contreras, Program Administrator, CEI
Nedralani Mailo, Program Support Supervisor, CEI

Need for the Project
The center provides various services to UWT students including serving as a resource for staff, students and the wider Tacoma community, student mentorship, diversity summits, and recruitment. Currently, the Center is housed in several different buildings on campus. Each area (admin offices, the too small student lounge and resource area, storage, and the Pantry) is scattered around the campus. As a welcoming program that celebrates diversity, the Center needs one collective space where everyone can work toward achieving their goals together.

Unique Aspects
The Center should reside in a central campus space that can be a destination location for all students and an important space for Tacoma. As a welcoming and open space, the Center wants to be an extension of the learning center and a home away from home where all students can feel comfortable. It is important that belongs to the students, where dynamic conversations and engagement happen across all lines of difference.

Community Partnerships, faculty involvement, and influencing UWT culture is also important to the Center. There should be space set aside for other community groups to set up a remote office or meet with students a few hours per week, as well as space for faculty members and staff to interact with students in an informal or semi-informal setting.

Student-faculty partnerships are key to successful students during and after college. Outside of the Center, the CEI helps all programs at UWT meet the diversity, inclusion, and access values.

Envisioning
At our first meeting, the CEI team set out the following goals for the project:

- Be a resource to all UWT Students
- Allow for dynamic conversations and engagement across lines of difference
- Build an affirming and inclusive community within and across groups on and off campus
- Serve as a site for leadership and identity development
Stakeholder Charrette

In order to achieve a better understanding of the needs of the CEI, we gathered staff, faculty, students and community members in a stakeholder charrette. First, we showed images of various lounges, study spaces, and other areas discussed previously as part of a successful CEI space. Participants were given red and blue stickers and asked to vote on which images they liked or disliked.

In general, participants placed more blue dots (likes) on the playful, dynamic spaces that used color and furniture in ways to suggest interaction. More red dots (dislikes) were placed on images that had a more corporate or formal atmosphere.

At this charrette, we also dove further into the programming spaces that were needed. To do this we broke into smaller groups and discussed the program spaces in greater detail, and then presented this exploration to the larger group. This is reflected in the room data sheets.

Liked images: a playful lounge for chilling and stress-relieve in vibrant colors; a kitchenette with pops of color and various seating for interactions.

Disliked images: a stark, corporate feeling study space with harsh lighting and rigid seating area; a too formal lounge space with dated colors.
CEI Overall Adjacency Diagram

CEI Program Analysis

<table>
<thead>
<tr>
<th>Center Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lounge / &quot;Chill&quot; Space</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Incubator Space w/ Work Stations</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Large Meeting Room / Training Space</td>
<td>1</td>
<td>300</td>
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</tr>
<tr>
<td>Meditation Room (3 people)</td>
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</tr>
<tr>
<td>Resource Library</td>
<td>1</td>
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</tr>
<tr>
<td>Kitchen</td>
<td>1</td>
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</tr>
<tr>
<td><strong>Subtotal CEI Spaces</strong></td>
<td><strong>6</strong></td>
<td><strong>1,450</strong></td>
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<table>
<thead>
<tr>
<th>Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors Office</td>
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<td>160</td>
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<tr>
<td>Office Manager Office</td>
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<td>120</td>
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<tr>
<td>Staff Offices</td>
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<tr>
<td>Student Staff Desks</td>
<td>3</td>
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<tr>
<td><strong>Subtotal Admin / Staff</strong></td>
<td><strong>8</strong></td>
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<table>
<thead>
<tr>
<th>Support Spaces</th>
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<tbody>
<tr>
<td>Check-in / Welcome area</td>
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<tr>
<td>Copy Area / Lockers</td>
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<tr>
<td>Storage Room</td>
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<tr>
<td><strong>Subtotal Support Spaces</strong></td>
<td><strong>3</strong></td>
<td><strong>140</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

- **Total Net Program Area**: 2,320
- **Circulation as a % of Net Program Area**: 20% 464
- **Walls/Structure as a % of Net Program Area**: 10% 232
- **Total Gross Area**: 3,016
General Information

This should be a large group, multi-use area with a welcoming atmosphere and comfortable feel. It should not feel like an "institutional space". This could be thought of as the living room. This space could flow into the incubator space to open up for bigger performances.

Activity Description

Use soft seating and movable furniture to create a flexible space for hanging out, trainings, spontaneous conversations, peer connections, and easy student-faculty interactions. This is a social space or a third space where all students should feel as comfortable as being at home.

Basic Room Parameters

- Square Footage: 400 sf
- Occupants: 24

Proximity Requirements

- Adjoinences: Close or open to the kitchen area for coffee, potlucks, and cultural food exchanges.
  - Overseen by Student Staff
  - Proximity to Resource Library
- Could be near or flow into Incubator space (bigger performances could utilize both spaces)

Casework, Equipment and Furniture

- Casework: None
- Technology: Wireless network access
- Equipment: Whiteboards or moveable glass wall/whiteboard to create separations
  - LCD Smart Screen Technology
- Furniture: Soft (comfortable) seating – couches, chairs, coffee table, side tables

Service Requirements

- Lighting: Dimmable lighting (by zone) for presentations
- Electrical: LCD Screen
- Power for student use

Other Requirements

Acoustics are important.
General Information

The Incubator is a collaborative maker space with technology and work stations. It should be fun and inviting, but also facilitate spaces where students can create a culture of learning. This is a space where marginalized students can feel ownership of their education and confront the stigmas associated with academic success while also having a space to study with peers or individually.

Activity Description

Use tables, flexible furniture, and computer work stations to create a work space where students can study and collaborate in an inviting and relaxing space.

Basic Room Parameters

Square Footage 400 sf
Occupants 24

Proximity Requirements

Adjacencies Close or open to Resource Library
Overseen by Student Staff
Proximity to kitchen
Could be near or flow into Chill Space

Casework, Equipment and Furniture

Casework None
Technology Wireless network access, wifi, (4) accessible computer stations, printer, large screens w/ hook ups
Equipment Whiteboards
Furniture Flexible tables & chairs, soft seating, computer stations

Service Requirements

Lighting Overhead and task lighting
Electrical Power/data for computers and student use
HVAC No other requirements
Plumbing No other requirements

Finishes

Floor Carpet
Walls Whiteboard surfaces at various locations around the room for group problem solving work
Ceiling Acoustic

Openings

Windows Exterior views and natural light required.
Relites Open
Doors Open

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
General Information

Due to the nature of their work, the CEI needs an enclosed area where students can feel safe to explore issues of diversity and inclusion. This area should be acoustically and somewhat visually separated from the busyness of the more open Learning Commons spaces.

Activity Description

A large meeting space dedicated to the CEI to provide for a safe space to explore diversity issues as well as a place to have meetings and host training sessions. This area might open up into a bigger space via operable walls.

Basic Room Parameters

Square Footage: 300 sf
Occupants: 20

Proximity Requirements

Adjacencies: Admin offices, Student spaces (incubator, chill space)

Casework, Equipment and Furniture

Casework: None
Technology: Wireless network access, wifi, A/V equipment, projector/screen.
Equipment: Whiteboards
Furniture: Flexible furniture - table for 12, chairs

Service Requirements

Lighting: Dimmable overhead lighting for presentations
Electrical: Power/data for tech and equipment
HVAC: No other requirements
Plumbing: No other requirements

Finishes

Floor: Carpet
Walls: Whiteboard surfaces at various locations around the room
Ceiling: Acoustic

Openings

Windows: Exterior views and natural light required.
Refltes: Yes
Doors: Yes

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
General Information
Meditation room for the complex, open to any one to use. Should have a sense of privacy and respect.

Activity Description
Meditation space for religious or spiritually affiliated persons to use.

Basic Room Parameters
Square Footage  90 sf
Occupants  3

Proximity Requirements
Adjacencies  Admin offices
Student spaces (incubator, chill space) but with privacy.

Casework, Equipment and Furniture
Casework  None
Technology  Wireless network access
Equipment  None
Furniture  Small storage bookshelf

Service Requirements
Lighting  Dimmable overhead lighting
Electrical  No specific requirements
HVAC  No specific requirements
Plumbing  No specific requirements

Finishes
Floor  Carpet

Walls  Acoustic
Ceiling  Acoustic

Openings
Windows  Natural light
Relites  Translucent or opaque to allow for meditation
Doors  Half lite or smaller

Ancillary Support Spaces
None

Other Requirements
Acoustics are important.
General Information
Area to hold all the current books and periodicals for student use.

Activity Description
Could be current UWT class books for students who can’t afford them, periodicals on race, gender and justice, or books on current identity and inclusion issues.

Basic Room Parameters
Square Footage  20 sf
Occupants  1

Proximity Requirements
Adjacencies  Incubator / Chill Space

Casework, Equipment and Furniture
Casework  Bookshelves
Technology  None
Equipment  None
Furniture  None

Service Requirements
Lighting  No other requirements
Electrical  No other requirements
HVAC  No other requirements
Plumbing  No other requirements

Finishes
Floor  Carpet
Walls  Painted
Ceiling  Acoustic

Openings
Windows  Natural light
Reflites  Open
Doors  Open

Ancillary Support Spaces
None

Other Requirements
Acoustics are important.
General Information
Kitchen for staff and student use. Not a commercial kitchen – fridge, microwave, sink, coffee/tea, and prep/catering areas.

Activity Description
Kitchen for staff lunches and student use. Coffee station available for all. Student potlucks, catered events or culture food sharing during performances the center puts on or helps students plan.

Basic Room Parameters
Square Footage 240 sf
Occupants 3

Proximity Requirements
Adjacencies Could be open to Chill area for events
Or could be enclosed nearer to Admin spaces w/ an extra space for catered food closer to the Chill space

Casework, Equipment and Furniture
Casework Uppers, lowers, island countertop. Recycle/trash area.
Technology Wireless network access
Equipment Refrigerator, microwave, coffee machine, sink, dishwasher.
Furniture Tall stools at island

Service Requirements
Lighting Overhead lighting
Electrical Power for crockpots, fridge, microwave, dishwasher
HVAC No specific requirements
Plumbing Sink, dishwasher

Finishes
Floor Hard surface
Walls Backsplashes as needed for wet areas
Ceiling Acoustic

Openings
Windows Natural light
Relites Open to chill space or relites to adjacent areas as wall space would provide.
Doors Open or operable wall for separation

Ancillary Support Spaces
None

Other Requirements
Acoustics are important.
**General Information**

For the director for The Center for Equity & Inclusion. This person will oversee the programming and finances for the CEI.

**Activity Description**

The director needs an enclosed office space for privacy, but should also be welcoming that any student feels like they can disclose any information. There should be enough space for a small meeting area.

**Basic Room Parameters**

- **Square Footage**: 160 sf
- **Occupants**: 1 most of the time, up to 3

**Proximity Requirements**

- **Adjacencies**: Close to Office Manager. Readily identifiable.

**Casework, Equipment and Furniture**

- **Casework**: Tall cabinet, bookshelf
- **Technology**: Wireless network access, Computer
- **Equipment**: None
- **Furniture**: Desk & file cabinet. Round table w/ 3 chairs.

**Service Requirements**

- **Lighting**: Overhead lighting, task lighting
- **Electrical**: Power/data for tech and equipment
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements

**Finishes**

- **Floor**: Carpet
- **Walls**: White board, tackable surface
- **Ceiling**: Acoustic ceilings

**Openings**

- **Windows**: Natural light
- **Relites**: Yes for visual connection to admin areas.
- **Doors**: Yes, lockable

**Ancillary Support Spaces**

None

**Other Requirements**

Acoustics are important.
OFFICE MANAGER’S OFFICE

General Information
For the Office Manager for The Center for Equity & Inclusion. This person assists the director, implements programming, and oversees the student staff for the Center.

Activity Description
The Office Manager needs an enclosed office space for privacy, but should also be welcoming that any student feels like they can disclose any information. There could be space for 3-4 people to gather in this office or proximity to a room for small meetings or staff evaluations.

Basic Room Parameters
- Square Footage: 120 sf
- Occupants: 1 most of the time, up to 3

Proximity Requirements
- Adjacencies: Close to Director. Readily identifiable. Oversight of the Student Staff area.

Casework, Equipment and Furniture
- Casework: Tall cabinet, bookshelf
- Technology: Wireless network access, Computer
- Equipment: None
- Furniture: Desk & file cabinet. Chairs for visitors.

Service Requirements
- Lighting: overhead lighting, task lighting
- Electrical: Power, data, phone
- HVAC: No specific requirements
- Plumbing: No specific requirements

Other Requirements
- Acoustics are important.

Openings
- Windows: Natural light
- Relites: Yes for visual oversight of the student staff & CEI spaces
- Doors: Yes, lockable

Ancillary Support Spaces
None

Finishes
- Floor: Carpet
- Walls: White board, tackable surface
- Ceiling: Acoustic
General Information
There are 3 support staff at the Center. These support staff positions need acoustically separated offices to assist students with private matters. They also need oversight to the main CEI floor.

Activity Description
Office work.

Basic Room Parameters
Square Footage  90 sf each
Occupants  1 per desk (3 total)

Proximity Requirements
Adjacencies  These offices can be in proximity to each other and should be near the Office Manager and Director Offices.

Casework, Equipment and Furniture
Casework  Accessible/stand/sit desk, file cabinet, storage cabinet/drawers
Technology  Wireless network access, Computers
Equipment  None
Furniture  Chair

Service Requirements
Lighting  Overhead lighting, task lighting
Electrical  Power, data, phone
HVAC  No specific requirements
Plumbing  No specific requirements

Other Requirements
Acoustics are important.

Openings
Windows  Natural light if possible
Relites  Yes
Doors  Yes, lockable

Ancillary Support Spaces
None
General Information

There are (9) total student staff who work part-time at the center. At any given time, there will be up to (3) students working at the center.

Activity Description

Desk space for up to 3 student staff that can be adapted (various heights, different seating options, larger screens, etc) for accessibility – consult with Disability Resource for Students at UWT. Students oversee the student spaces, plan programming, and help with the overall running of the Center. Some student staff work in a different UWT building at The Pantry – a food bank that any UWT student can access. The Pantry will remain in Dougan Hall.

Basic Room Parameters

- Square Footage: 60 sf each
- Occupants: 1 per desk (3 total)

Proximity Requirements

- Adjacencies: These desks can be in proximity to each other and should be near the Office Manager for oversight.
- Proximity to other admin staff.
- It should be clear that this space belongs to student staff and not to the chill or incubator student spaces.

Casework, Equipment and Furniture

- Casework: Accessible/stand/sit desk, storage cabinet/drawers
- Technology: Wireless network access, Computers
- Equipment: None
- Furniture: Chair

Service Requirements

- Lighting: Overhead lighting, task lighting
- Electrical: Power, data, phone
- HVAC: No other requirements
- Plumbing: No other requirements

Finishes

- Floor: Carpet or hard surface.
- Walls: Painted, Desk partitions.
- Ceiling: Acoustic ceilings

Openings

- Windows: Natural light
- Reitics: Open
- Doors: Open

Ancillary Support Spaces

- None

Other Requirements

Acoustics are important. Accessibility is important – consult with DRS at UWT to talk about ADA and other accessibility features.
General Information

Students visiting the center are asked to check-in on a computer so that the center can track visitors. This might change to a student ID card scan in station. This area should also welcome the students and provide current programming or resources happening in the Center.

Activity Description

Student check-in computer. This area does not need oversight – student visitors are trusted to check in and oversight would make it feel more like a “check point”. This feels more like a barrier and would deter students from coming in. While it should be clear that a visitor should check in via the architecture of the entry, the check-in computer should also have a welcoming feel like the rest of the Center.

Basic Room Parameters

Square Footage 10sf
Occupants None

Proximity Requirements

Adjacencies Front door, student areas.

Casework, Equipment and Furniture

Casework Cabinet for computer station
Technology Computer or scan station for check-in
Equipment None
Furniture None

Service Requirements

Lighting Overhead lighting
Electrical Power, data
HVAC No specific requirements
Plumbing No specific requirements

Finishes

Floor Carpet or hard surface.
Walls Painted, tackable surface for posters/programming, or whiteboard for thought-provoking question of the day
Ceiling Acoustic ceilings

Openings

Windows Natural light
Doors Open

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
## General Information
Student staff need space to store their personal items while they are working and staff need access to printers/copy stations in quick proximity to their work station.

## Activity Description
Make copies/print and store student staff personal items in a secure location.

## Basic Room Parameters
- **Square Footage**: 30sf
- **Occupants**: Occupied periodically throughout the day.

## Proximity Requirements
- **Adjacencies**: Near admin spaces; away from chill and incubator spaces.

## Casework, Equipment and Furniture
- **Casework**: Half-size lockers for student staff
- **Technology**: Copy machine, printer
- **Equipment**: Paper cutter
- **Furniture**: None

## Service Requirements
- **Lighting**: Overhead lighting
- **Electrical**: For large copy machine, printer
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements

## Finishes
- **Floor**: Hard surface
- **Walls**: Painted
- **Ceiling**: Acoustic ceilings

## Openings
- **Windows**: Natural light, if possible.
- **Relites**: Not necessary, but would like if possible.
- **Doors**: Not necessary, but locking if possible

## Ancillary Support Spaces
None

## Other Requirements
Acoustics are important.
General Information

Storage for the Center is roughly 90sf located one building over from the current Center. It is not currently at capacity, but close; many the currently stored items will have new places to be stored in the new Center.

Activity Description

Storage for Center programming items that are not used year around, promotional items, overstock kitchen items & office supplies, utility cart, etc.

Basic Room Parameters

Square Footage 100 sf
Occupants None

Proximity Requirements

Adjacencies Near admin spaces; away from chill and incubator spaces.

Casework, Equipment and Furniture

Casework Full height, adjustable, open shelving of different depths.
Technology None
Equipment None
Furniture None

Service Requirements

Lighting Overhead lighting
Electrical No other requirements
HVAC No other requirements
Plumbing No other requirements

Finishes

Floor Hard surface
Walls Painted
Ceiling Acoustic ceilings

Openings

Windows Not necessary.
Retails None
Doors Yes, lockable

Ancillary Support Spaces

None

Other Requirements

STORAGE ROOM

General Information
Storage for the Center is roughly 90sf located one building over from the current Center. It is not currently at capacity, but close; many the currently stored items will have new places to be stored in the new Center.

Activity Description
Storage for Center programming items that are not used year around, promotional items, overstock kitchen items & office supplies, utility cart, etc.

Basic Room Parameters
Square Footage 100 sf
Occupants None

Proximity Requirements
Adjacencies Near admin spaces; away from chill and incubator spaces.

Casework, Equipment and Furniture
Casework Full height, adjustable, open shelving of different depths.
Technology None
Equipment None
Furniture None

Service Requirements
Lighting Overhead lighting
Electrical No other requirements
HVAC No other requirements
Plumbing No other requirements

Finishes
Floor Hard surface
Walls Painted
Ceiling Acoustic ceilings

Openings
Windows Not necessary.
Retails None
Doors Yes, lockable

Ancillary Support Spaces
None

Other Requirements

STORAGE ROOM
LIBRARY INTRODUCTION

General Information

The Library at UW Tacoma has been described as the academic center and the intellectual heart of campus. This is a place where students, faculty, staff and visitors come to access collections, to study, to learn how to research, and to access technologies. As such, the Library is at the forefront of how learning is evolving. As such, the UWT Library established a Strategic Plan for 2016-2021, and the following principles guide their work (their bold print).

- We offer student-centered service that relies upon friendly, professional staff to perform the Library’s complex functions on a dynamic, growing urban campus.
- We build and maintain appreciative relationships with our patrons, colleagues, and partners at UW Tacoma, the UW Libraries, and in the South Puget Sound region.
- We cultivate a welcoming environment that thrives upon curiosity, encourages collaboration, and sustains independent study.
- We embrace established and emerging technologies that enhance learning and research.
- We acquire, manage, and facilitate access to exceptional collections uniquely suited to the UW Tacoma curriculum.
- We promote instructional partnerships that develop critical thinking skills and foster academic success.

Need for the Project

Currently and historically, the Library occupies the 1st floor of the Snoqualmie Building (SNO) with a circulation desk, reference help desk, offices, small collections, first media classroom, and the Powerhouse as a quiet reading room. In SNO, the Library also is in charge of the reservable study room spaces on the second floor. In 2012 when the Tioga Library Building (TLB) was constructed, the Library expanded collections, processing, some offices and an additional circulation desk into on the ground floor and partial first and second floors. SNO and TLB are connected by a skybridge over the Prairie Line Trail.

As other programs also occupy Tioga Library Building, the security bubble for the Library is hard to navigate. When entering from Jefferson into the Tioga Library Building, instead of being met with a welcoming, celebrated library desk, there is a blank wall. The elevators and stairs that can be seen from the Jefferson entry or the skybridge lead to programs outside the Library instead of the main collection stacks. The Library has attempted to make the navigation easier with yellow footprints on the floor or updating signage, but none of these surface solutions has solve this issue.

In order to be a celebrated and easily accessible part of the campus, the Library needs an established and welcoming presence. Correcting the navigational issues will be key for this project. The Library also has set forth major projects in their Strategic Plan.
The Strategic Plan establishes six major projects:

- Establish a Learning Commons that builds on a TLC and CEI partnership, establishes other campus partners, creates more student-focused space, and supports the UWT mission of student success.
- Model transformational and synergistic partnerships at all levels
- Develop a staffing strategy that corresponds to campus growth and national standards of excellence
- Facilitate emerging forms of scholarship at UW Tacoma
- Utilize technology integral to today’s information environment
- Tell our story

As the Library strives to meet its goals, more square footage, flexible space, and adjusted layouts will be needed. The aim of the SNO-TLB Update Project is to help establish a Learning Commons between the two buildings that can support a partnership between the Library, the TLC, and the CEI to provide all students the resources they need to succeed.

Unique Aspects

SNO has always been a home to the Library linking the intellectual heart of the campus with the physically central building. A high-tech Learning Commons that connects the two buildings would continue this affiliation and expand the idea that academia and learning are the heart of the campus as it also grows.

The Library at UWT supports all students (graduate and undergraduate) as well as faculty, staff, and community members. It is unique for a university library to be so inclusive. As such, the Library strives to have space for everyone with a dedicated graduate student study room, a scholar lab to support faculty research, an alumni computer station, as well as a community non-profit collection.

The Library is also invested in diversity, inclusion, and the Tacoma community. There needs to be an opportunity for the Library to celebrate these unique aspects like dedicated gallery space for grad student and faculty research, Puyallup Tribe connections, and community partnership.

Envisioning

At our first meeting, the Library set out the following goals:

- Student Centered – research focused, student ownership, partnership opportunities, accommodates various learning styles, adaptable, collection growth and accessibility
- Welcoming – inclusive, safe, accessible, identity, inspiring, inviting, comfortable, acoustics, natural light, open, clear sightlines to service points
- Technology – modern, 24/7 digital tools lab with separate entrance
- Flexibility – collaborative, active learning, various learning style spaces
- Central – physically and figuratively central to campus
- Community Hub – urban serving, child-friendly and parent areas, display of student, graduate student and faculty work
- Staff Work Space – acoustical separation, sightlines to Library

Adjacency Exercise

In establishing the Library program, the team collaborated on an adjacency exercise using the current square footages of the Library spaces. The goal was to explore program and establish a hierarchy of relationships to inform the most ideal space planning for the Library to move into the Tioga Library Building. The following images are from that group exercise.
Library Program Analysis

<table>
<thead>
<tr>
<th>Collections</th>
<th>Spaces</th>
<th>Linear Feet</th>
<th>Area</th>
<th>Subtotals</th>
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</thead>
<tbody>
<tr>
<td>Main Collection (A-Z Stacks)</td>
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<tr>
<td>Compact Shelving</td>
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<td>5,750</td>
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<tr>
<td>Media Collection (Special Shelving)</td>
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<td>220</td>
<td>220</td>
<td>220</td>
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<tr>
<td>Microfilm</td>
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<td>240</td>
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<tr>
<td>New Materials Shell (Display Shell)</td>
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<td>54</td>
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<td>Non-Profit Collection</td>
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<td>Popular Browsing Collection</td>
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<td>550</td>
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<td>Reference/Writing/Career/College Collection</td>
<td>1</td>
<td>576</td>
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<td>Reserves</td>
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<td>108</td>
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<tr>
<td>Scholar Lab (New Collection)</td>
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<td>Small Collections, Maps/Atlases</td>
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<td>80</td>
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<tr>
<td>Special Collections (Controlled Archive Room &amp; Viewing Area)</td>
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<td>260</td>
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<td>YA Collection</td>
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<tr>
<td>Children's Collection (Low Shelving)</td>
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<td>1,272</td>
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<td><strong>Subtotal Collections Spaces</strong></td>
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<th>Spaces</th>
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<tbody>
<tr>
<td>Circulation Desk/Access Services</td>
<td>1</td>
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<tr>
<td>Research Help Desk</td>
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<tr>
<td><strong>Subtotal Service Points</strong></td>
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<thead>
<tr>
<th>Other/Non-Silent Areas</th>
<th>Seats</th>
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<tr>
<td>Soft Seating</td>
<td>12</td>
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<td>600</td>
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<tr>
<td>Normal Talk Zone Area</td>
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</tr>
<tr>
<td>Collaborative Space / Library Event Area</td>
<td>60</td>
<td>15</td>
<td>900</td>
</tr>
<tr>
<td>Children's Area w/ Lectuation Room</td>
<td>1</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Scholar Lab</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td><strong>Subtotal Other Rooms</strong></td>
<td>94</td>
<td>2,650</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quiet/Silent Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiet/Silent Study (mixed in with collections)</td>
<td>50</td>
<td>40</td>
<td>2,000</td>
</tr>
<tr>
<td>Reading Room (Silent Study Room)</td>
<td>120</td>
<td>30</td>
<td>3,600</td>
</tr>
<tr>
<td>Grad Student Study Room</td>
<td>5</td>
<td>70</td>
<td>350</td>
</tr>
<tr>
<td><strong>Subtotal Quiet/Silent Rooms</strong></td>
<td>175</td>
<td>5,950</td>
<td></td>
</tr>
</tbody>
</table>

**Technology**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (Indiv Study Carrels, Silent)</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Student Computer Stations (Quiet)</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>Research Help Student Computer Stations</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>Quick Use Student Computer Stations</td>
<td>12</td>
<td>40</td>
</tr>
<tr>
<td>Microfilm Station</td>
<td>2</td>
<td>40</td>
</tr>
</tbody>
</table>

**Subtotal Technology**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td></td>
<td>2,000</td>
</tr>
</tbody>
</table>

**Admin/Staff Spaces**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director's Office</td>
<td>1</td>
<td>120</td>
</tr>
<tr>
<td>Associate Director's Office</td>
<td>1</td>
<td>120</td>
</tr>
<tr>
<td>Librarian &amp; Staff Supervisor Offices</td>
<td>11</td>
<td>100</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>8</td>
<td>90</td>
</tr>
<tr>
<td>Hoteling Space</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Graduate Student Work Area</td>
<td>4</td>
<td>80</td>
</tr>
</tbody>
</table>

**Subtotal Admin / Staff**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td></td>
<td>2,460</td>
</tr>
</tbody>
</table>

**Support Spaces**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies Storage</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Circ Processing</td>
<td>1</td>
<td>730</td>
</tr>
<tr>
<td>Copy Room</td>
<td>1</td>
<td>200</td>
</tr>
</tbody>
</table>

**Subtotal Support Spaces**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>1,120</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,170</td>
</tr>
<tr>
<td>Circulation as a % of Net Program Area</td>
</tr>
<tr>
<td>Walls/Structure as a % of Net Program Area</td>
</tr>
<tr>
<td>Total Gross Area</td>
</tr>
</tbody>
</table>
**LIBRARY - COLLECTIONS**

**Collections**

**Quick Data Points on Library Collections**
- SNO reference and browsing collections: 508 linear feet, occupied at approximately 70%
- SNO media: 11,630 physical items occupying specialized shelving @ estimated 221 sq. ft.
- TLB 1st floor stacks: 2792 linear feet, occupied @ approximately 61%
- TLB 2nd floor stacks: 4283 linear feet, occupied @ approximately 78% (80% functionally full)
- TLB auxiliary (basement) compact shelving: 5751 linear feet, occupied @ approximately 63%

**Distinguishing Characteristics of the UW Tacoma Library Collections**
- The physical collection heavily prioritizes current and prospective curriculum needs and is largely shaped by program/course learning objectives as well as research-intensive student assignments.
- A variety of browsing collections have been intentionally created to serve and reflect the needs of a diverse student body. A sample of browsing collections include:
  - **Writing Resources**: provides quick access to style manuals and disciplinary writing guides.
  - **College/Test Resources**: helps to prepare students taking professional and graduate exams.
  - **Local History**: provides materials documenting the local region and heavily used by classes.
  - **Popular Magazines & News**: created in response to student feedback and requests.
- Two endowed collections have been designed to support specific programs, but also enrich the range of materials available to the broader campus community.
  - **The Belinda Louie Children’s and Young Adult Collection**: originally developed for the School of Education students, emphasizes award winning titles and works celebrating diverse populations, perspectives, and experiences.
  - **The Phil Heldrich Literary Journal Collection**: currently in development will offer writing studies students easy access to a unique, student selected collection of literary journal titles.
- Collections with unique requirements:
  - **Tacoma Community History Project and other potential special collections**: Over 80 oral history projects currently stored in a special collections room on the second floor TLB. Physical items available on requests.
  - **Media Collection**: A collection stored of media items stored in cabinets directly behind the SNO Service Desk.

“*The entirety of my academic success is completely due to my heavy reliance on the Library’s collection. I use the online catalog every day to look up something; I check out materials at least three times a week.*”

- Undergraduate Student, 2016 Triennial Survey
Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Collections</th>
<th>Linear Feet</th>
<th>LF % increase</th>
<th>Area (sf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection (A-Z Stacks)</td>
<td>8,590</td>
<td>30%</td>
<td>3,500</td>
</tr>
<tr>
<td>Compact Shelving</td>
<td>5,750</td>
<td>1,100</td>
<td></td>
</tr>
<tr>
<td>Media Collection (Special Shelving)</td>
<td>-</td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>Microfilm</td>
<td>-</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>New Materials Shelf (Display Shelf)</td>
<td>54</td>
<td>80%</td>
<td>20</td>
</tr>
<tr>
<td>Non-Profile Collection</td>
<td>104</td>
<td>16%</td>
<td>120</td>
</tr>
<tr>
<td>Periodicals/News/Local</td>
<td>108</td>
<td>50%</td>
<td>60</td>
</tr>
<tr>
<td>Popular Browsing Collection</td>
<td>180</td>
<td>205</td>
<td>550</td>
</tr>
<tr>
<td>Reference/Writing/Career/College Collection</td>
<td>576</td>
<td>33%</td>
<td>210</td>
</tr>
<tr>
<td>Reserves</td>
<td>180</td>
<td>108</td>
<td>60</td>
</tr>
<tr>
<td>Scholar Lab (New Collection)</td>
<td>180</td>
<td>195</td>
<td>50</td>
</tr>
<tr>
<td>Small Collections, Maps/Atlases</td>
<td>180</td>
<td>1272</td>
<td>800</td>
</tr>
</tbody>
</table>

Occupants Various throughout the day

Proximity Requirements

Adjaencies

- Media Collection, Course Reserves, Popular Browsing - Access Services/Circulation Desk
- Reference Collection - Research Help Desk
- New Materials, Popular Browsing - Main Entry
- Periodicals - Soft seating area
- Main Collections – Quiet Study
- Special Collections in Controlled Archive Room – Archive Viewing Area
- Children’s Collection – Children’s Area, Lactation Room, Family Toilets, Separation from YA collection

Casework, Equipment and Furniture

Casework Various tall & short library shelves.
Main floor collections – shorter shelves for visibility and orienting ability.
New Materials – display shelving

Service Requirements

Lighting Diffused natural light, overhead lighting, task lighting.
Electrical Power for student use
HVAC Controlled Archive Room – A/C controlled environment
Plumbing No specific requirements

Finishes

- Floor Carpet
- Walls Book display areas, wayfinding
- Ceiling Acoustic ceilings

Openings

- Windows No other requirements
- Retiles Open
- Doors Open

Ancillary Support Spaces

None

Other Requirements

None
LIBRARY - SERVICE POINTS

Service Points

Quick Data

- Three units maintain service desks: Research Help, Access Services, and Library IT
- 14,616 transactions between all desks in academic year 2017/18
- Increasing use of service points from academic year 2016/17 to 2017/18
  - +10.7% Research Help
  - +7.3% SNO Help Desk (including Access Services and IT)
  - +38.3% TLB Circ Desk
- Access Services staffs two desks at all hours of operation - 98 hours in Winter 2019

Distinguishing Characteristics

- Strong focus on customer service
- Different traffic patterns at different service points
  - Access Services - Transaction based service that peaks at certain times of day
  - Reference - Drop-in, one-on-one consultations that require quiet and a degree of privacy
- Staffed with undergraduate/graduate student employees and permanent staff
- Primarily serve UWT students, faculty, and staff, but also support walk-in patrons and community partners
- Access Services provides triage Research Help and IT services when other desks are not staffed

Services

- Research and reference help, drop-in or by appointment
- Reserve textbooks and course materials checkout
- Equipment checkout including laptops, calculators, and peripheral equipment
- Book check out and holds, which provide access to materials across UW and from other regional libraries
- Directional and general information services

“I love the UW Tacoma Library. It is the only place I can study efficiently. The reference librarians are always available and always helpful.”

- Graduate Student, 2016 Triennial Survey
Activity Description

The circulation desk should be the first and last point of contact for the Library. Patrons can use the desk to orient themselves in the Library, check out and return books, and access Course Reserves.

Basic Room Parameters

Square Footage:

<table>
<thead>
<tr>
<th>Main Library Desks</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Desk/Access Services</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

Occupants 3

Proximity Requirements

Adjacencies: Within line of sight of Library Entrances
- Adjacent to Processing Area for holds and returns
- Oversight of Course Reserves & retrieval
- Oversight of Media Collection in special shelving for retrieval
- Overseen by (3) Individual Staff Offices
- Computer Lab for after-hours help
- Queuing space for up to (4) people deep
- Could be adjacent to Loanable Tech Room (or this room is adjacent to IT Services)

Casework, Equipment and Furniture

Casework: Transaction counter and desk area for (3) staff, book/media drop
Technology: Wireless network access, shared printer, PA system, silent alarm system
Each work station - CPU w/ dual screens, book scanner, built in book sensitizer, phone
Equipment
Furniture: (2) return book carts

Service Requirements

Lighting: Overhead, natural, task lighting.
Electrical: Power for technology
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes
- Floor: Carpet
- Walls: No specific requirements
- Ceiling: Acoustic ceilings

Openings
- Relies: Open
- Doors: Open

Ancillary Support Spaces

Reference help desk, IT desk.

Other Requirements

Sightlines are important.
Activity Description

Research Help provides consultations for students to help them understand how to use the Library and how to do quality research for their projects. Research librarians or grad student workers will consult with students for 15min-2 hour sessions. Further instruction can be provided through coaching on adjacent computers. This desk needs to be visible and accessible, but can be on the second floor so students feel as if they can stay longer. Research help is often needed in tandem with TLC’s writing services.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Main Library Desks</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Help Desk</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Occupants</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proximity Requirements

Adjacencies

1. Consultation space for up to 5 people.
2. Overseen by (2) Individual Staff Offices
3. Grad Student Work Areas
4. Research Help Computers
5. TLC Writing Services/Writing Center Reception Desk

Casework, Equipment and Furniture

Casework

Transaction counter and desk area for (2) staff w/ one-on-one, short consultation space

Technology

Wireless network access, shared printer, shared phone

Each work station- CPU w/ dual screens

Service Requirements

Lighting

Overhead, natural, task lighting.

Electrical

Power for technology

HVAC

No specific requirements

Plumbing

No specific requirements

Finishes

Floor

Carpet

Walls

No specific requirements

Ceiling

Acoustic ceilings

Openings

Windows

Exterior views and natural light.

Reflxes

Open

Doors

Open

Ancillary Support Spaces

Access Services Desk, Collections, TLC Writing Center

Other Requirements

Sightlines are important.
Activity Description

The Library needs various soft seating, lounge, & collaborative spaces that accommodate some noise as well as Quiet Zones have similar varied seating. These louder spaces can allow for more interactive study and reading areas.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Other Non-Silent Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft Seating</td>
<td>12</td>
<td>50</td>
<td>600</td>
</tr>
<tr>
<td>Normal Talk Zone Area</td>
<td>20</td>
<td>25</td>
<td>500</td>
</tr>
</tbody>
</table>

Occupants  See table above

Proximity Requirements

Adjacencies  Popular browsing & periodicals collection, circulation desk service point, or dispersed on louder floors

Ensure acoustical separation from quiet/silent areas.

Casework, Equipment and Furniture

Casework  None

Technology  Wireless network access, outlets for students to plug in technology

Equipment  None

Furniture  Various – Soft seating, rollable tables and chairs.

Service Requirements

Lighting  Overhead, natural, task

Electrical  Power for student use

HVAC  No specific requirements

Plumbing  No specific requirements

Finishes

Floor  Carpet

Walls  None

Ceiling  Acoustic ceilings

Openings

Windows  Exterior views and natural light preferred

Relets  None

Doors  None

Ancillary Support Spaces

None

Other Requirements

None
**Activity Description**

A celebrated, library branded collaborative/event space where the Library can hold innovative, inspiring events. This can be space that is activated as library collaboration area all day, but configurable for events.

**Basic Room Parameters**

<table>
<thead>
<tr>
<th>Other Non-Silent Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Space / Event Space</td>
<td>60</td>
<td>15</td>
<td>900</td>
</tr>
</tbody>
</table>

- **Occupants**: Up to 60 for events, up to 30 for more relaxed collaborative area

**Proximity Requirements**

- **Adjacencies**: Main service area, library entrances, easily accessible/findable

**Casework, Equipment and Furniture**

- **Casework**: None
- **Technology**: Wireless network access, outlets for students to plug in technology, A/V, projector, screen, data wall
- **Equipment**: None
- **Furniture**: Podium, flexible furniture, flexible soft seating

**Service Requirements**

- **Lighting**: Overhead, natural, task
- **Electrical**: Power for equipment & charging
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements

**Finishes**

- **Floor**: Carpet or Hard Surface for food area
- **Walls**: Acoustical separation
- **Ceiling**: Acoustic ceilings

**Openings**

- **Windows**: Yes
- **Relites**: Yes/Open
- **Doors**: Yes, operable or open

**Ancillary Support Spaces**

None

**Other Requirements**

None
**Activity Description**

There is an endowed Children’s collection at the Library that should be celebrated with an adjacent children’s reading area where students, faculty and staff with families can bring their young ones. The Library is open the most number of hours on campus each week, and as such would be a good place for a lactation room.

**Basic Room Parameters**

<table>
<thead>
<tr>
<th>Other Non-Silent Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Area w/ Lactation Room</td>
<td>1</td>
<td>250</td>
<td>250</td>
</tr>
</tbody>
</table>

**Occupants**

Up to 5 / 1 in lactation room

**Proximity Requirements**

Adjacent to

- Children’s collection, main service point, family rest rooms

**Casework, Equipment and Furniture**

- **Casework**
  - Counter top w/ sink

- **Technology**
  - Wireless network access, outlets for students to plug in technology

- **Equipment**
  - Breast pump, refrigerator

- **Furniture**
  - Comfortable seating, side table

**Service Requirements**

- **Lighting**
  - Overhead, task

- **Electrical**
  - Power for equipment & charging

- **HVAC**
  - No specific requirements

- **Plumbing**
  - Sink

**Finishes**

- **Floor**
  - Carpet/Hard surface at sink

- **Walls**
  - Acoustical separation

- **Ceiling**
  - Acoustic ceilings
Activity Description
The scholar lab is an area for faculty to access the Library & librarians. It is a forward looking, data driven space. More thought is needed by the Library to further define this space.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Other Non-Silent Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholar Lab</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

Occupants Up to 10

Proximity Requirements
Adjacencies (1) Graduate Student Work Station, librarians, Office of Research

Casework, Equipment and Furniture
Casework None
Technology Wireless network access, outlets to plug in tech, A/V, projector, screen, computers
Equipment None
Furniture Comfortable seating, rollable/flexible tables and chairs

Service Requirements
Lighting Overhead, task
Electrical Power for equipment & charging
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet/Hard surface
Walls Acoustical separation
Ceiling Acoustic ceilings
Quiet Study

Quick Data Points on Individual Quiet Study in the Library

- 92% of all 2014 In-Library Use respondents indicated that the most important service/resource provided by the Library was a quiet space for students to work on their own.
- 67% of 2018 In-Library Use respondents used quiet study spaces during their visit.

Individual Quiet Study Spaces in the Library are Distinguished by the Following Characteristics

- Paces clearly identified and dedicated to quiet study with active monitoring and support of staff. Key areas:
  - **Powerhouse reading room**: A 4,048 square foot space that serves as the Library reading room. Currently has 80 student seats at tables.
  - **Individual seating near TLB stacks**: Approximately 1,793 square dedicated to silent study on the first and second floor of TLB. 43 student seats currently available. Two to three person study carols around the periphery of the TLB.
  - **Graduate study room**: Individual, reservable study space reserved for up to five UW Tacoma graduate students at a time.
  - Desktop computers with dual screens in quiet zones, and mobile equipment to check out and use in tech-free spaces.
  - Quiet study space in a warm, safe, staffed environment. Currently available 82.5 per week with the upcoming expansion to 98 hours per week.
  - Access to knowledgeable staff and student employees during all open hours.

"I would love to see more study spaces available for students and faculty. I know many of my students rely on the Library as a space to work, since home/job spaces aren’t as conducive to productive studying."

- UW Tacoma Faculty, 2018 In-Library Use Survey
Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Quiet Study Areas (mixed in with collections)</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiet/Silent Study</td>
<td>50</td>
<td>40</td>
<td>2,000</td>
</tr>
</tbody>
</table>

Occupants | Up to 50

Proximity Requirements

Adjacencies | Collections, Reading Room, Any other quiet/silent area

Silent study doesn’t need oversight, so it can just be with the collections with good wayfinding.

Casework, Equipment and Furniture

Casework | None

Technology | Wireless network access, outlets at every station

Equipment | Various to match different study styles – soft seating, individual desks, shared table space w/ privacy dividers, cozy individual pods

Service Requirements

Lighting | Overhead, natural, task.

Electrical | Power for student use.

HVAC | No specific requirements

Plumbing | No specific requirements

Finishes

Floor | Carpet

Walls | No specific requirements.

Ceiling | Acoustic ceilings.

Other Requirements

Acoustics are important.

Openings

Windows | Open

Relights | Open

Doors | Open

Ancillary Support Spaces

None