



# University of Toronto

OFFICE OF THE VICE- PROVOST, SPACE AND FACILITIES PLANNING

TO: Planning and Budget Committee

SPONSOR: Ron Venter, Vice-Provost, Space and Facilities Planning  
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DATE: September 2<sup>nd</sup>, 2003 for September 16<sup>th</sup>, 2003.

AGENDA ITEM: #11

## **ITEM IDENTIFICATION:**

Project Planning Committee for the Library Storage Facility.

## **JURISDICTIONAL INFORMATION:**

Under the Policy on Capital Planning and Capital Projects, section 5.A, the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

## **BACKGROUND:**

There is an urgent need to address the short and long-term storage of collection materials, primarily books, within the library system at the University of Toronto.

## **PROPOSED COMMITTEE MEMBERSHIP:**

Carole Moore, [Chair] Chief Librarian, University of Toronto  
Alfred Cheng, Director of Finance and Administration University of Toronto Libraries  
Ken Bartlett, Chair of the Advisory Committee on the Library System  
Junior Mileczarek, undergraduate student  
Julian Binks, Capital Projects  
Bill Yasui, Campus and Facilities Planning  
Ron Venter, Vice-Provost, Space & Facilities Planning

## **TERMS OF REFERENCE:**

The Project Committee will be chaired by Carole Moore, Chief Librarian University of Toronto. The terms of reference for the Project Committee are as follows:

1. Identify the short and long-term storage requirements [extending over a twenty year period] for the storage of library material, primarily books, of the University of Toronto Library system. Identify the frequency of use of this facility.
2. Assess the suitability of locating the storage facility at the Downsview, UTM and UTSC Campuses.
3. Investigate the suitability and cost of locating an interim storage facility in the Borden Building, Canadiana Building and possibly 89 Chestnut Street.

4. Identify space programs for the interim and long term facilities.
5. Identify any secondary effects.
6. Identify all equipment, movable and fixed furnishings necessary to the project, and the estimated costs for the equipment and furnishings.
7. Identify all resource implications and the sources of funding. Include a preliminary estimate of capital costs, financing and cash flow costs and all projected increases to the annual operating costs of the University.
8. Include a detailed funding plan for the capital and operating costs.
9. Establish an implementation schedule for the interim and long-term plan that is proposed.
10. Report as soon as possible.