



**FOR RECOMMENDATION TO THE ACADEMIC BOARD**

**TO:** Planning and Budget Committee

**SPONSOR:** Gail Milgrom, Director, Campus and Facilities Planning

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**DATE:** April 4, 2013 for April 17, 2013

**AGENDA ITEM: 5**

**ITEM IDENTIFICATION:**

Report of the Project Planning Committee for the University of Toronto Libraries High-Density Library Storage Facility Expansion at the Downsview Campus

**JURISDICTIONAL INFORMATION:**

Capital projects over \$3 million and up to \$10 million will be considered by the Planning and Budget Committee and recommended to the Academic Board for consideration and approval in principle (i.e. site, space plan, overall cost and sources of funds). It is expected that such projects will be placed on the Board's consent agenda and be confirmed by the Executive Committee of the Governing Council. If a project will require financing as part of the funding, the project proposal must be considered by the Business Board.

**BACKGROUND:**

Completed in 2005, the University of Toronto Libraries (UTL) High-Density Library Storage Facility at the Downsview Campus has proven to be a successful means of addressing the University's increasing collection storage requirements. Low-use materials from all U of T libraries are transferred weekly, and access to the entire collections is provided by an online request service supported by a daily courier with retrievals within 24 hours.

The design of the facility (by University of Toronto's Design & Engineering group) and its operational program was based on that of facilities already in place at institutions such as Harvard, Yale, and Ohio State Universities, as well as several other universities with large research libraries, located in similar climates. It is considered an "exceptional facility" by the Ontario Council of Universities Libraries.

The 2005 UTL Downsview project represented the first two-bay module of an expandable model and currently accommodates up to 2,200,000 volumes. While the temperature and humidity controlled building is considered a model facility amongst peer institutions, it will soon be approaching its existing capacity (total volumes as of October 30, 2012 was 1,980,000).

Current projections foresee that the UTL's existing High-Density Storage Facility will be full by December, 2013; consequently there is an urgent need to increase the facility's capacity in the immediate future.

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Based on the original facility's project design, it is anticipated that a one module expansion of two bays would be the most economical means of presently fulfilling the UTL's pressing collection storage needs. This corresponds to an expansion that would be approximately 1,288 nasm (1,670 gsm).

The Report of the Project Planning Committee was reviewed by the Vice-President and Provost and the Vice-President, University Operations at meetings of the Provost Advisory Group, the Executive Committee of CaPS (Capital Projects and Space Allocation Committee) and is being recommended for consideration.

**HIGHLIGHTS:**

The high-density storage system in use at UTL Downsview uses an industrial racking system with shelves that are deeper and wider than those in typical library units. As well, instead of books being individually placed on shelves, volumes of the same size are grouped together and placed in open trays.

The volumes are encoded with a scannable UPC bar code as well as each box/tray, shelf and rack. With suitable hardware and software to identify, store, locate and retrieve individual items, the collection is stored without concern as to subject matter or author. When grouped by size, boxes or trays are placed on end into shelves (with usually two boxes or trays end-to-end on a 36-inch deep shelf), the available 'storage' volume of the rack is optimized.

The on-going operation is not only expected to process new, incoming items to the facility but also to retrieve, copy or scan, for physical or electronic delivery, and re-shelve material already in the storage collection, as it is requested.

The basis of the design criteria for each bay is to provide the minimum structure to envelop the long-term storage collection in an environment that is appropriate for the preservation of library material. Each bay is programmed to accommodate approximately one million volumes (of predominantly print material) within a building environment of 12-20°C (+/- 2°C) and 40% RH (+/- 10%). The maintenance of a constant environment is crucial in the preservation of print material.

The storage strategy of the existing facility is to be followed for the expansion

The new expansion will constitute an enclosed building envelope with a single oversized door opening capable of forklift passage between the existing storage area and the expansion.

**SCHEDULE:**

Full operational occupancy is anticipated for November 2014.

**RECOMMENDATIONS:**

Be it recommended to the Academic Board:

1. THAT the Project Planning Report for the University of Toronto Libraries Expansion to Library Storage at the Downsview Campus, dated April 3, 2013, be approved in principle; and
2. THAT the project scope to expand the existing high density library storage facility by two bays, or approximately 1, 670 gross square meters (1, 288 net assignable square meters) be approved in principle, with funding by an allocation from the University's operating budget.