North Dakota State University Library Study
Questionnaire

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Room Name: N/A

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Function/Activities:

The Institute for Regional Studies archives mission is to appraise and collect, preserve, arrange, describe and make available historical records that has a lasting value to the people of North Dakota and the surrounding region. The NDSU University Archives mission is to appraise, collect, preserve, arrange and make available important historical, legal fiscal, administrative and social records of the university. Current staff includes three full-time positions. In addition there are usually 3-4 part-time students and other employees working in the department. Due to our temporary location after the 2000 flood, existing layout of space is of little relevance to our future needs.

Site analysis/Building location:

Since roughly 50% of the users of the archives are from off-campus public, the library’s future location must provide adequate parking for them.

Space Occupancy:

1. Public Research Room (See 1a.- 1d. for ancillary facilities required)
   A. 32 seating capacity
   B. Primarily public, but also staff
   C. 8:00 a.m. – 5:00 p.m. hours of operation (but likely would be adding additional hours at some future time)
   D. Use for researchers consulting materials located in the archives, to include manuscripts, university records, photographs, books, AV materials and other materials located in the archives (Nothing circulates outside of the archives area)
   E. Equipment includes 2-3 on-line computer catalogs; reference desk/counter located near the public entrance to the reading room (with the door to the work area also
in close proximity), computer on staff reference desk located in this room; public photocopier; 8 tables holding four people each; book cart beside each table.

F. Other: Adequate wall space to hang appropriate photographs, paintings, etc. Space needs to be large enough to allow for dispersion of researchers since there is talking and consulting between archives and public. All exterior light and interior lighting must block ultra-violet light, since UV light is damaging to all materials. Reference desk should be located near front door with direct line of sight to front door, microforms area and AV area

1a. Book collection

The book collections (Institute, University Archives, Lawrence Welk) need to be located in a separate area of the reading room using standard library shelving. Shelving ranges located in a separate alcove desired

A. No seating required, but space for shelving (60 sections of shelving x 7 shelves per section)
B. Public and staff usage
C. Hours will be the hours of the entire area
D. Use: Users will have browsing access to the publications with ability to bring the books to their research table as needed. No equipment in the area, other than book carts for re-shelving.

1b. Microforms Area

A. Seating for six people
B. Public and staff usage
C. Hours the same as entire area
D. Use: Public and staff consulting microfilm and microfiche materials.

Equipment will include several microfilm and microfiche readers; several reader/printers with laser printers; space for 5-6 microfilm cabinets and 2 microfiche cabinets.

E. Other: Area should be separate room or alcove off the reading room and close to the reference desk in the reading room. Area around machines needs subdued lighting, yet area around cabinets needs regular lighting. Again, UV filters needed for lighting system.

1c. Audio-Visual area

A. Seating for four people
B. Public and staff usage
C. Hours the same as entire area
D. Use: Public and staff listening or viewing the AV materials located in the archives (includes phonograph records, cassettes, VHS tapes, reel-to-reel tapes, CD and future similar technology). Equipment will include phonograph player; video player and television, cassette and reel-to-reel players, CD players and likely additional equipment for future technologies.

E. Other: This should be located in a separate room off the reading room, likely with windows and that is soundproof from the public reading room area. Arrangement should be such that different people can use different equipment in this one area.
1d. Research Carrel
   A. Seating for two people
   B. Public use
   C. Hours the same as entire area
   D. Use: Allows visiting researchers or local researchers involved in extensive research a small, separate room to conduct such research. Area should include work counter, seating for up to two people and shelving for boxes and books.

2. Staff offices and Work Area (these two components are part of one area)
   This area needs to be immediately off the Public Research Room. Offices should have windows, but protected from UV light.

2a. Staff offices (four)
   A. Consists of four separate offices, with adequate space for work desk, work counter, book shelving and seating for occupant and two visitors
   B. Staff and several visitors
   C. Normal open hours
   D. Use by full-time staff and temporary staff on grant or project; equipment needs include computer, scanner in one or more, office furniture, chairs for three people

2b. Work Area
   A. Large open work area that can be reconfigured easily as needed for daily work and projects. Seating for up to 12 people
   B. Staff, permanent and temporary
   C. Normal open hours
   D. Use by staff, temporary staff and students doing intern work in the archives; tasks include accessioning and processing records, data entry work, exhibit preparation. Equipment will consist of work tables, 4-6 computer workstations, cupboards & counters for storage and work (ca. 20 linear ft.), industrial shelving, staff photocopier, scanners

2c. Conference Room
   A. Prefer if such a room could have dual access from both the Public Research Room and the Work Area. Seating around table for 8 people
   B. Staff, and invited visitors
   C. Normal open hours
   D. Use by staff to meet with donors, staff meetings, small classes; Equipment include blackboard and wiring for Internet access, etc.

3. Storage Room
   A. Likely no seating area, other than perhaps a consulting table or desk.
   B. Staff only
   C. Normal open hours
   D. Use is for the proper storage of all archival documents on metal industrial shelving. Equipment will be the shelving installed, 1-2 ladders on wheels to retrieve boxes from highest shelves, and perhaps one OPAC/PC terminal for staff reference use. Ideal would be to install compact shelving; or at minimum place grooves in floor to
accept compact shelving in future along with being built to support weight load of compact shelving. Floor covering should be sealed concrete, no floor tile or carpeting. Have entrance/exit only into Work Area, but ideal would be two doors to allow entrance also into Public Research Room, near the reference desk.

E. Other: Critical is the environmental control of this area (recommend temperature at 68° ±2° and the relative humidity at 35% to 40% ±2%; both maintained year around). Again, UV light filtering and zone lighting. There should be no outside windows in this area. Also, there should be no general plumbing pipes or conduits above the stacks or on the floors above. Security of this area is also a critical concern, thus entrances/exits need to be minimal and controlled by archives staff.

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Public Identity:

1. Highly public
   We will have daily public access in our area, particularly the Public Research Room.
2. Restricted
   The Storage Room will have highly restricted access.

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Ancillary Facilities

Most of the ancillary facilities have been outlined above with the Space Occupancy listing. Other than filing cabinets within the offices, only a limited number (ca. 10) filing cabinets will be used in the Storage Room. In addition the storage area will contain ca. 12-15 large map cases (placed 3 units high)

Ancillary Facilities:

1. Classroom
   1A. Classroom
   1B. Capacity for holding 30 people
   1C. Can be shared with other departments
   1D. Contain chairs and tables to conduct training and class instruction; wired for Internet access and Proxima capability; blackboard; kitchenette

2. Exhibition area
   2A. Exhibit Area/Cases
   2B. Should have cases/exhibits area outside the entrance to Public Research Room, and within the Public Research Room for exhibit cases and that can be hung on walls.
   2C. Cannot be shared
   2D. Proper lighting for cases, security of materials being exhibited

3. Foyer
   3A. Entrance area between library hallway and the Public Research Room
   3B. Capacity of 3-4 people at one time
3C. Not shared
3D. Contains cloak area, lockable storage lockers, and a chair.

Functional Relationships with Other Departments

There is no “high” functional relationships between the archives department and other library departments.

The one “medium” functional relationship may be with the Germans from Russian Heritage Collection. Consideration should be given to locating the GRHC collection adjacent to the archives. Perhaps it’s book collection and reading room should be integrated into the archives’ Public Reasearch Room and Book collection areas. Yet, it could have its own office and work areas adjacent to the archives. The various options need to be discussed by the two departments involved and the director of libraries.

Work Areas and Special Provisions

A. Signage
   The area does need a sign and signs pointing to it in from the general library area.
Internal signs would be needed possibly for the Microforms and AV materials areas.

B. Networking
   Needs computer network, phones, fax, printers in the Public Research Room, work area and offices. Storage Room would need only a computer network drop and standard electrical outlets.

C. Doors/Windows
   Research Room can have windows but must be protected for UV light
   Windows desired in office and work area, but again protected for UV light
   No windows in Storage area
   Doors needed between all area within the archives department, except perhaps from Public Research Room into the Microforms area

D. Lighting
   As has been mentioned throughout, all lighting must be UV filtered

E. Plumbing
   The only plumbing should be a sink in the workroom and a kitchenette in the classroom
   Critical that building plumbing not be positioned directly above this area, whether above the ceiling or on floors above.
   Assume a sprinkler system for fire suppression is code required for the entire library. Archival literature recommends the use of the dry-pipe system over the wet-pipe system

Other Comments

Since this area contains original and largely irreplaceable documents, it is critical that proper environmental standards are included, particularly in the Storage Area. The area, particularly the Storage Area, must be able to adjust its temperature from within the area.
Security of the area is of prime concern.

A certain positive “image” or “statement” is important for this area. The atmosphere of the area, particularly the Public Research Room, should project the importance of the materials contained therein.

Air intake for the library’s HVAC should not be located near the loading dock, causing exhaust fumes to be carried into the building’s air handling system.

This area, particularly the Storage Area, should not be located next to any mechanical rooms or be the building’s entry point for wiring, piping or plumbing, etc.