

Summary of Key Points from Attendees at Breakout Sessions

Reduction of Print

Issues	Actions
Physical resources	Inventory collection Network with others
Scope of Collection	Revise collection development policy Analyze what is used Prioritize space and collection Consider budget Contact vendors for electronic access availability Address needs of community and institution
Reduction of print	Analyze cost of electronic collection Reallocate print budget to e-resource budget Determine use and cost ratio Re-house collection in other departments Look at new resources and incorporate into freed space (ie. Wiki, I.T. ...different groups) Make collection more interdisciplinary Look at consortia for collaborative partners Different hospitals responsible for specialized collections Increase backfile collection Create a current working collection (5-7 years) Perform a needs assessment, cost analysis including staff time and cost of ILL Consider bundling of e-resources Do not purchase any print Retain unique items; digitize or store them Make action plan-institution specific
Reduction of space	Identify what part of collection can be reduced Determine cost of off-site storage Relate to mission of institution Perform a needs assessment that drives what you reduce & what you repurpose Determine expectations of users and library staff InterLibrary Loan Implications, analyze usage (determine cost/usage): <ul style="list-style-type: none"> - budget - reciprocal ILL - pay per view costs - consortia

Reduction of Print Continued

Issues	Actions
Pay per Views	Who pays?
Accessibility	Determine how many computer workstations needed Partner with I.T. lab
Access issues related to storage	
Erase Unknowns What do we own? (who, what, when, where, how, time & sq. footage)	Determine shared resources (relate to library somehow) Analysis of collection -- quality comparison between journal formats, usage stats, emphasis of institution
Determine what to weed Which collection to discard	Analyze usage yearly for 5 years (establish criteria) analysis of collection stats -- usage stats -- uniqueness of title
Increase e-resources	Access technology Train staff and users
Embargos	Analyze retention
Delete print when online owned	Determine method of tracking
Copyright Issues	Balance cost of online versus ILL & copyright clearances Library training for users and staff
Everything is NOT available electronically Availability / Reliability of electronic resources	Check usage stats Monitor e-resource availability Identify duplication Review licenses Use ILL for backup Investigate use of link resolvers Availability of backfiles

Reduction of Print Continued

Issues	Actions
Costs (erratic costs of eresources)	Improve negotiation skills Join consortia Cost sharing within institutions (ie departments) Moving target Include cost of printing Track ILL costs Track usage data Talk to other librarians Talk to other administrators Talk to other departments Scavenge
Instability of electronic access	continue to monitor
Potential on-line purchases	Usage of print Budget Departments
Perception Issues	As you move to electronic you lose sense of library and the value of library increase marketing effort
Timelines	Be proactive
Space for Print	Investigate compact shelving create a weeding policy Consider remote storage
Remote storage	Determine retrieval process & cost
Cannot afford eresources	Back to print User analysis Drop contract by users not by sites
IP address	User authentication
Collections	outsource cataloging / technical services decrease print collection

Repurposing Space

Issues	Actions
Relevancy of Library Services	Identify daily operation in detail
Service alignment with Institution	Perform system analysis
Lack of Visibility	Geographically disperse staff to different departments to expand presence
Identify possible partners	Informatics; cafeteria; bookstore; lounge Information Technology; Education administration (e.g. Dean's Office) Coffee cart; Sim lab; I.S; Education Services Bioinformatics Public Services Faculty; Administrators (I.T.); Genius Bar Student activity Center; Learning Center; Student Services Food Services
Neighbor	Identify what you have in common Make new space occupant a library advocate
Decision makers	Determine who made the decision to downsize and why Identify decision makers Determine their expectations
Librarian versus architect's view	Work with designers, contractors & engineering depts. Be prepared with pictures & physical design Speak plainly; no library jargon Be visual, plan aisle access and many electric receptacles
Architectural design	Identify players to involve in construction project What has worked in the past at your facilities Lack of group study space, plan for flexible space
Lack of learning space	Relocate student/ learning space into the library
Usefulness to institution	Determine institutional partnerships Initiate contact
Technology	Create computer commons Create exhibit area Create an instructional classroom with white board etc.

Repurposing Space Continued

Issues	Actions
Determine user needs	Identify key users Conduct focus groups 1 on 1 interrupts (interviews) Track library usage Analyze institutional plan Usage survey to identify usefulness of resource (weeding policy) Identify alternative housing for resources Training and marketing to let users know where things are located
Lack of space	Identify temporary office space for future library space
Unique Collections	Identify possible storage locations, on and off-site and compact shelving
Determine space usage	Focus on training (i.e. lunch&learns) Knowledge management sharing Survey students and staff Perform observational studies Look at specific group utilization Walk around method Door survey
Space Repurposing	Private study; Group study; Collaborative areas; Computer stations Social area; Carrels; Study pods; Technology lab; Multimedia center Coffee bar; Smart classrooms; Instruction space; Consumer health space; Training and development center; skills lab
	NO desk, no stacks, no chairs, more compact shelving, more patron seating, more instructional space
	Collapse to one service point; Roaming reference All staff carry laptops; Liaisons; Imbed librarians ;move information to users –clinical; Collection to clinical areas then repurpose that space Create virtual space using web 2.0 in other people’s areas Desktop delivery; Virtual teaching; Multifunctional space and furniture Create study pods

Repurposing Space Continued

Issues	Actions
	Laptop area; Relaxation room (message chair, recliners, comfortable seating); projection devices; quiet space; training room – open use study space – variety; flexibility / multi-purpose*; social area (with café); collaborative space *; white board / smart board; technology space for learning / sharing; laptop cart; emerging technology space computing facilities; wifi; distance learning technology; fun space; private study space; group study space; movable space; conference room*; consumer health space; 24/ 7 access to space; exhibition space; lounge with wireless; conference room with virtual conference calling; portable video conference space;
	Adjacent space/departments will impact library
Atmosphere	Put journals around perimeter so space looks like a library but do no binding Notice traffic patterns and plan accordingly
Office space	Provide private space for specific functions

Adjusting Library Services

Issues	Actions
Café	Food & drink; cyber café with 24/7 access; excellent coffee; pod coffee and tea maker
User needs	Health literacy for public; Book club for staff – lunch and learns MedlinePlus classes; Outreach to seniors (into to internet) Welcoming reception area; Good noise; Comfortable seating Customer service; Collaborative space; budget for new services; obtain grants for funding; Instant reference through IM and text messaging
Collections	More resources at point of care resources; provide user training
Marketing	Expand clientele; get staff involved; educate or facilitate education; Promote library resources (marketing); make personal contacts with users
Identify worthwhile projects	plan ahead and be ready; survey users; identify partners; write contingency plans
Role of archives	Determine who has last copy

Emerging Roles for Librarians

Issues	Actions
Training	Train staff to fulfill more sophisticated roles (i.e. meta data training and information management)
Services/ new roles	Information management; Liaison; Rounding; Serve where the users are; Information sites (imbedded); blogs across libraries; be careful of political implications; write grants; collaborate with vendors instruction; technology; be open and flexible; promotion and positive public relations; increase I.T. skills for staff; archival role; create institutional repository; link to institution's mission; professional organization dialog; cross train staff (i.e. electronic collection maintenance); technology person (someone who knows how to use Web 2.0 technology); create title information consultant; look for trends in technology among familial and societal contacts); negotiate with vendors; grants; work with library school intern to create tutorials
Changing Roles	Provide training for staff; update job description ; stop providing non-critical service (have legal dept deal with contracts and licenses)
Support education	Editor; editorial support / medical writing; teacher / instructor / educator; encourage staff and community publishing; CME; work with nurse and medical educators; choose topics / speakers; gather patient / clinical data; search options (terminology)
Support Research	EBM training – lit searching to assist with systematic review authors Lit search more globally not just literature searching and articles
New Tools	Become technologically more adept; course management software, captivate etc.; freeware like Gimp and Gliffy
I.T. Restrictions on new tools	Make friends and collaborate; use youtube for instructional videos use facebook for marketing; Web 3.0
Organization of e-Resources	Translate information from spreadsheets to databases for organizational sharing
Loss of office space	Imbed librarians in public areas – inside & outside library (ie clinical or education labs); One person Library – Roaming; Kiosk; Cell phone pager; COWS = computers on wheels; IM; VRS
Collaboration with wealthy partners (be open to opportunities)	Employee health; morning reports; audio visual including patient audio visual; report hospital statistics to reporting body (i.e. health department, government agencies)
Training	Library staff needs retraining; increase I.T skills