Space Planning as a Solo Librarian

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Seattle Art Museum
The Situation

• Teacher Resource Center (TRC) currently at our Asian Art Museum and serves primarily educators

• Will close in March and reopen in September 2017 at our main location, expanding with new resources for families and educators

• Families are a new audience
The Situation

- Asian Art Museum is closing for two years for renovations
- Desire to move to main location where majority of education programming takes place
- Moving into current space near Education Spaces – no major architectural work needed
1) Know Where You Are

• Space assessment
• Identify biggest cheerleaders (internal and external) and potential roadblocks
• Capitalize on other initiatives at your institution

This move would not be happening without the Asian Art Museum closure
2) Be Strategic

- Partner with new departments or audiences
- Get rid of items/collections that are no longer relevant
- Refresh items in your collection
- Update your infrastructure with new technology hardware or systems

Transferring collection from Microsoft Access Database into EOS Integrated Library System
3) Talk to Everyone

- Externally
  - Meet with other librarians in your area with similar collections
  - Professional organizations
  - Surveys of other librarians and current audience
- Internally
  - Education and Curatorial Staff
  - Volunteer Manager
  - Security
  - Other staff

*Tips from the SAM Shop*
4) Intentionally Compromise

- You will have to compromise, but know when to push and when to let go.

_New Center Staffing and Hours_

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