

## **A1 Users Group Presentation: Warner Research Center Update**

Debra Steidel Wall, Deputy Archivist, August 18, 2011

### **SLIDE 1: TITLE SLIDE**

Thank you Susan, and thank you all for coming today for this update on the remodeling of the ground floor of the Robert M. Warner Research Center at Archives I.

As Susan says, I am the new Deputy Archivist – I've been on that job for 6 weeks but with NARA for close to 20 years. The Archivist asked me to give this presentation today as a sign of his continuing commitment to you all, but if he hadn't I would have volunteered anyway. I know many of you, but not all, and I'm happy to be able to introduce myself to you in my new role and to be able to say to you in person that I care about providing the best service to you that we can.

### **SLIDE 2: COMMITMENTS**

There are three commitments we have made to you:

- First, we are committed to making the Warner Research Center a better place to do research.
- Second, we are committed to keeping you informed as decisions are implemented, and new questions arise. Today's session is part of that effort.
- Third, we will listen to and respond to your questions and concerns during this process.

### **SLIDE 3: PRESENTATION OVERVIEW**

- I will begin by giving you an overview of the new configuration of the ground floor of the Warner Research Center.
- Then I will show you both the floor plans and artist renderings for each of the separate spaces and highlight some of the features in each space. It is important to note that the renderings are not definitive and are for illustrative purposes.
- Finally, I will describe in detail the sequencing of the construction activities.

I would appreciate it if you would hold your questions until I have finished this presentation. We have allowed ample time for questions; however, this is not your only chance to comment. We are taping this session and it will be posted on our web site. You are invited to look at that video and contact us with any questions you don't get to ask today. Or questions you think of after you leave the theater. We'll talk more about how to do that at the end of the presentation.

#### **SLIDE 4: CONSTRUCTION ACTIVITIES**

- Projected start date for construction is September 26<sup>th</sup>, but preparatory work will begin on August 22<sup>nd</sup>
  - Most of the preparatory work shouldn't affect you, but the movements of staff to temporary swing space, which you will see when we cover the phases of the project, is schedule to occur sometime between September 21<sup>st</sup> – 27<sup>th</sup>.
- Goal: Completed in 10-11 months
  - Of course with construction projects there is always the possibility that the schedule may change, but we are committed to keeping you apprised of any changes to the construction phasing as we move forward
- Keep disruption to a minimum
  - Construction will be done at night with a minimum disruption of your work during the day.
  - Will be beginning work by 7:00 PM in order to get full “work day” in overnight, but for days that we are open till 9:00 PM, the contractor will work on the least intensive and disruptive work until we are closed. With the phasing plan, you will also see that we have designed the construction areas to be removed from the highly active research areas.
- All services will continue throughout the construction
  - Functions will have to be moved around during construction so that spaces may be worked on, but every function will continue during after construction is complete

#### **SLIDE 5: PLAN D**

Many of you here today were involved in the discussions with John Bartell about the new layout for the research space. As a result of that process, we determined that “Plan D” was the layout that was preferred by both staff and researchers. For those of you involved in that decision the layout is very familiar; however, not everyone here was involved in that decision.

The going forward floor plan is essentially “Plan D” with some slight tweaks that were made after measurements were taken to make the space fully functional and up to code. The slight tweaks are things like the exact placement of the doors to meet code requirements, and the precise location of furniture to make sure it doesn't block traffic flow.

I want to orient you to the space, let me point out these components:

- Research Commons
- Library

- Microfilm Research Room
- Consultation/Finding Aids Room
- Classroom
- Support
- Restrooms and Locker Room
- Pennsylvania Avenue Lobby

#### **SLIDE 6: AERIAL VIEW**

This is an “aerial” view of the same space. Some people find floor plans hard to read so here’s a different view. I will point out the same spaces for you.

- Research Commons
- Library
- Microfilm Research Room
- Consultation/Finding Aids Room
- Classroom
- Support
- Restrooms and Locker Room
- Pennsylvania Avenue Lobby

#### **SLIDE 7: ROOM-BY-ROOM VIEWS**

Now we will go room-by-room to get a sense of how each space will be laid out and what it may look like

#### **SLIDE 8-9: RESEARCH COMMONS**

- Hours of Operation: Same as now  
     Mon-Tues & Sat – 9-5  
     Wed-Fri – 9-9 (However this area may only be manned 9-5 Mon-Fri)

#### **SLIDE 10: RESEARCH COMMONS**

Computer access hub (16 stations, room for 8 Public access computers) – intent is to have staggered workstations between desktop computers and additional workspace which will have power for plugging in laptops and access to the internet

**SLIDE 11: RESEARCH COMMONS**

Initial researcher consultation desk. Ongoing discussion about the best place for this desk.

**SLIDE 12: RESEARCH COMMONS**

Volunteer Station

**SLIDE 13: RESEARCH COMMONS**

Researcher Registration – 4 stations

**SLIDE 14: RESEARCH COMMONS**

Double glass door vestibule

**SLIDE 15: RESEARCH COMMONS**

New lockers that have the 3 different locker sizes (S, M, L) with a greater number of luggage lockers as was requested by researchers.

**SLIDE 16: RESEARCH COMMONS**

Artist's rendition of what the Research Commons may look like.

**SLIDE 17: RESEARCH CENTER – PLAN OVERVIEW**

**SLIDE 18-19: LIBRARY**

- Hours of Operation  
Mon-Fri 9-5 (Staffed 10-3)  
For part of the day, staff will be assigned to the Library, but you will always be able to receive help from the Customer Services staff.
- Same resources that were available before  
The Serial Set was purchased in electronic form, so you will still have access to that information.

**SLIDE 20: LIBRARY**

Room for 15 Public access computers

**SLIDE 21: LIBRARY**

New staff offices

**SLIDE 22: LIBRARY**

Artist's rendition of what the Library may look like.

**SLIDE 23: RESEARCH CENTER – PLAN OVERVIEW**

**SLIDE 24-25: MICROFILM RESEARCH ROOM**

- Hours of Operation: Same as now  
Mon-Tues & Sat – 9-5  
Wed-Fri – 9-9

**SLIDE 26: MICROFILM RESEARCH ROOM**

27 workstations

- 18 are larger with space for a notepad or laptop computer
- Of the 18, 3 are left-handed
- 9 are small
- Will continue to use existing microfilm readers and reader/printers until we are able to get the 12 new microfilm reader/scanners
- Will also order a DVD player/viewer for US Colored Troops records in the future
- We recognize that technology is changing and we are working to accommodate researcher needs for space for laptops, Wi-Fi and access to outlets.
- There are fewer microfilm readers than the 34 we have now, but based on the study we conducted of their use, there will still be enough to accommodate everyone

**SLIDE 27: MICROFILM RESEARCH ROOM**

Room for 5 Public access computers

**SLIDE 28: MICROFILM RESEARCH ROOM**

Near the new emergency egress door which has been moved, but still has access to the same staff corridor.

#### **SLIDE 29: MICROFILM RESEARCH ROOM**

Artist's rendition of what the Microfilm Research Room may look like.

#### **SLIDE 30: RESEARCH CENTER – PLAN OVERVIEW**

#### **SLIDE 31-32: CONSULTATION/FINDING AIDS ROOM**

- Hours of Operation:  
Mon-Fri – 9-5
- This room will be smaller than it is now, but is designed for its intended purpose, so it will be more organized and have a better flow.

#### **SLIDE 33: CONSULTATION/FINDING AIDS ROOM**

Room for 6 Public access computers

#### **SLIDE 34: CONSULTATION/FINDING AIDS ROOM**

Staff office space in the back with a glass wall between, so help will never be far away

- Has enough desks for 3 teams – with one person always on duty, an another there as back-up

#### **SLIDE 35: CONSULTATION/FINDING AIDS ROOM**

Artist's rendition of what the Consultation/Finding Aids Room may look like.

#### **SLIDE 36: RESEARCH CENTER – PLAN OVERVIEW**

#### **SLIDE 37-38: CLASSROOM**

- The dimensions of the room are smaller, but it will have the same number of seats, and a better line of sight to the front of the room (no more pillars).

#### **SLIDE 39: CLASSROOM**

RENDERING: *As you can see by the caption at the bottom of this photo, this rendering is actually a photo of the Jefferson Conference Room. It is being used to give you a sense of what the wall treatment will be for the wainscoting and cornices in the new classroom.*

#### **SLIDE 40: CONSTRUCTION SEQUENCING – PREPARATORY PHASE**

- Scheduled to start August 22, 2011
- Construction Staging Space Established

- Temporary Library Offices Constructed in space where Serial Set used to be
  - Serial set has been purchased in electronic form, so will have still have access to them
- Consultation and Finding Aids Moves to Swing Space where old Pension Files room and more recently, some digitization used to be located
- Temporary Cashier's Window Constructed
- Work in restrooms begins (For the visitor's side of the house)

#### **SLIDE 41: CONSTRUCTION SEQUENCING – PHASE 1**

- Scheduled to begin September 26, 2011
- Library Offices Move to Swing Space
- Consultation and Finding Aids Continues in Swing Space
- Work to build new Consultation and Finding Aids Suite, Classroom, Glass Entrances to the Library and Library Offices
  - Work Area Includes Passage for Researchers and Staff
- Locker Room Temporarily Reconfigured with old lockers and Egress (Emergency Exit) Door Relocated
- Restroom Construction Continues

#### **SLIDE 42: CONSTRUCTION SEQUENCING – PHASE 2A**

- Phase 2A scheduled to begin January 23, 2012,
- Staging Reconfigured
- Consultation/Finding Aids/ Training Room/Library Offices Move to New Space
- Library Remodeled
  - 1st – Southwest Corner
  - 2nd – Northwest Corner
  - 3rd – Northeast Corner
  - 4th – Remainder
- Microfilm Research Room Construction begins
  - A –Work area includes Passage for Staff and Researchers
- Support Spaces Remodeled
  - A – Locker Room
  - B – Restrooms
  - C – Staff Office
  - D – Corridor
- Restroom Construction Wraps up

### **SLIDE 43: CONSTRUCTION SEQUENCING – PHASE 2B**

- Phase 2B scheduled to begin May 21, 2012
- Microfilm Research Moves into New Space
- Opening to G.37 is Converted
- Remaining Portion of Research Commons is Remodeled
  - Not all new furnishings will be here by the time the construction is completed. Will swap out as new furniture arrives
- New Entrance with double glass door vestibule is established

### **SLIDE 44: CONCLUSION**

I want to conclude the presentation by reiterating two important points:

- We believe that the changes I described to you today will improve the flow and efficiency of the space.
- We are committed to an open process – which means keeping you well-informed of what’s happening, and listening and responding to your concerns throughout the process.

To that end, Jennifer Nelson, the Acting Research Services Executive who was introduced to you at the start of this meeting, is going to serve as a contact point and ensure that the open process is maintained. Jennifer has only been Acting Research Services for a few weeks, but I’ve known her for my entire career here at NARA and I know she is serious about improving service and communications and improving the experience for both staff and researchers.

### **SLIDE 45: Questions and Discussion**

I have presented you with a lot of information, and a lot of detail today. I am sure that many of you have questions.

I ask that you use the microphones to ask questions or make comments. That will assure that your thoughts are a part of the recording of this event, and make it easier for those who could not be here to follow the discussion. You can make your way to the aisle or we can pass the microphone to you if it is difficult for you to get to the aisle.

This presentation will be posted on the NARAtions blog. If we do not get to your question today or you think of something to ask after you leave the theater, we will continue this discussion on the DC Researcher Blog, and you are welcome to submit your questions there and/or contact Jennifer.



