

Submission to General Synod Fergus 1998

November, 1997

From: The Board of Governors of the Theological College of the Canadian Reformed Churches

Submission of the Board of Governors of the Theological College of the Canadian Reformed Churches with respect to the expansion of the College facilities

1. Introduction/Mandate

The matter of the expansion of the College facilities was placed before Synod Abbotsford 1995. Article 97 of the Acts of Synod Abbotsford 1995, Section IV, I. states:

"To direct the Board of Governors to study and prepare a more detailed and definite proposal for the expansion of the College facilities, and seek the possibility of financing this project without increasing the assessment to the churches. A proposal should be submitted to the churches and the next Synod at least six months before the next Synod,"

In response to the direction of Synod Abbotsford, 1995, the Board of Governors of the Theological College of the Canadian Reformed Churches (the "College") appointed a committee to further consider and develop a comprehensive plan and proposal for the expansion of the Theological College. Committee members were K.J. Veldkamp, P. Feenstra, J. Vander Woude, N.H. Gootjes, M. Vander Velde, and C. Mechelse (the "Committee"). What follows is a somewhat detailed review of the activities of the sub committee, its activities and the research that has been undertaken. The Committee and the Board thought it relevant that there be a full appreciation of the analysis and thought which forms the basis of the Board's recommendation.

2. College Facilities and Expansion Requirements

At the present time the College consists of the following:

- 5 faculty offices inclusive of the Principal's office
- 1 Administrative office (which includes Library administration) adjacent to the Library
- 1 student lounge (also used by professors)
- 3 lecture rooms
- 1 small meeting room (14' x 19')
- The Library consists of:
 - a. Books and periodicals
 - b. Study area
 - c. Special Collections
 - d. The Library's Catalogue (both Computer and cards)
 - e. Equipment, i.e. photocopier, micro-fiche reader, micro-film reader and CD-Rom

The Committee has been advised by the Senate, the Faculty and Staff that the Library is the primary impetus for expansion. **Attached as Appendix A is a report of the Principal of the College (that is, the Principal at that time) commenting on the expansion issue (inclusive of memorandum of the Librarian dated December 19, 1994).**

It should be understood that the College Library is an academic/archival library. Virtually one hundred percent (100%) of the materials acquired, whether periodicals or texts are retained for reference purposes. This is to be contrasted to a public library, or even to some degree university libraries, where a substantial amount of turnover is experienced and material is regularly discarded.

The Library has, primarily through the generous support and work of the Women's Savings Action (obviously with the underlying support of the individual church members), grown from its humble beginnings in the original College facility to an approximately 22,000 volume resource centre. The Library receives approximately 120 (of which 105 are paid subscriptions) periodicals on a current basis and maintains holdings of 170 titles.

The Library is well on its way to becoming computerized and has substantially completed the transition from the Dewey classification system to the Library of Congress classification system. CD ROM technology is also being utilized. The 22,000 volumes and the periodicals are stored on 162 bookcases. Each bookcase has the capacity for an average of 144 volumes.

The Library is used by:

- a. students
- b. the Professors
- c. Ministers and Church members within the federation of the Canadian Reformed Churches
- d. Other interested individuals

The rate at which the Library is expected to continue to grow is very difficult to predict. In addition to the annual increase through acquisitions in the ordinary course of 400 volumes, donations of private libraries can occur at any time. What is clear, is that the Library at the present time is filled to its capacity. There have been substantial reorganizations of the volumes over recent years (movement of books) in an effort to utilize the available space most efficiently.

The Library is also lacking in the following areas:

- a. No designated workroom for book processing and short term storage
- b. No designated and secure Special Collections (archives and rare books) room
- c. Periodical holdings and current periodical space require reorganization for efficiency
- d. No designated area for reference consultation

3. Summary of Meetings and Considerations

The Committee met in early 1996 to review the mandate given by Synod Abbotsford 1995 and the direction of the Board Governors. The Librarian and the library technician were requested and instructed to undertake a "needs assessment" for the library and to seek input from other professional librarians and to formulate any other needs of the College and determine by way of available statistics and other current resources to determine what the library's needs will be in the next 20 years. (See Library Needs Assessment **Appendix B**)

The needs assessment report was presented to the Committee by the Librarian. This report, together with physical considerations and input from those relevant to the College community, inclusive of the Senate and the Faculty, served as the basis for further planning. The study showed that if the College were to be served well, a facility built specifically for the library would be required, but that the facility would not have to be as large as initially presented to Synod (the "preferred plan"). Lengthy consultations were conducted with the professional architect. Options and concerns were considered at length.

It was decided that the most efficient use of space would be to keep all the library functions together, to create an extra faculty office in what is currently the library, to set aside a proper lounge/meeting area for the faculty and visitors, and to use the remaining space as the much needed chapel/workshop/large meeting room. The architect was convinced and was able to demonstrate that it was more cost effective and easier to construct a building specifically for the library than to spread its functions throughout the building and to remodel the building to accommodate those library functions. After extensive discussion with the architect, it was decided that a two-floor plan would best suit the library's needs and would be better situated on the property.

The architect submitted plans for the Committee to consider. After careful consideration, the Librarian, library technician, and the associate librarian all felt that a number of improvements were needed for the library to function properly. The aforementioned prepared a sketch outlining the necessary changes and these were discussed with the architect at the next meeting. Through these consultations the Recommended Plan was finalized as attached (**Appendix C**).

4. The Recommended Plan

The Recommended Plan includes 6702 square feet of "additional" space. Of this space, 6250 square feet are devoted to the library and the remaining 452 sq. ft. are comprised of washrooms and an elevator, which complies with the current building accessibility requirements.

Chapel

What is currently the library will be used in part for a chapel/workshop/large meeting room. The room will measure 44.29 ft. by 33.79 ft. (width of the current library) to give a chapel with 1496.6 sq. ft. This room will be used for the twice-weekly chapel sessions, as well as for public speaking, and sermon sessions. The benefits of this room for sermon sessions and public speaking are obvious. It should be noted that the room currently used for these activities measures 34 ft. x 21 ft that is 714 sq. ft. The space would also be used for minister's workshops, College-sponsored public lectures, and also for full Board of Governor's meetings. This will mean that the existing large classroom will not need to be rearranged several times a week for the chapel and sermon sessions.

Faculty Lounge

A room (19.2 ft. x 17.3 ft.) will be set aside for the faculty as a faculty lounge/meeting room. This room would be used for the faculty on a daily basis, but more importantly, it will provide

an appropriate and needed space for meeting with visitors, and so on.

Faculty Office

Since it has been a long-term goal of the College to have a fifth faculty member, and since there is no other available space in the existing building, it is most prudent to plan for this office now, when it can be included at virtually no extra cost. The office would be 19.2 ft. x 9.7 ft. and it would be directly across from the faculty lounge. Currently the College does have an office which is not used by a faculty member, but this is used as a central computing centre, where the communal printer is located. The office is also used by the professor who has the smallest office as an overflow for his books. In addition, the spare office is used to store photocopier supplies and other administrative supplies too large to store in the office.

Library - General

The committee has as its goal to provide a workable library facility for the next 20 years. The committee feels that we cannot adequately predict beyond the next 20 years, especially since experts in the field caution that it is difficult to predict what the coming 20 years might hold. At the same time the current library plan proposal offers flexibility allowing for the future use of compact shelving.

The most obvious requirements for the library is to house books, periodicals and other formats of information. In addition the library requires study space, computer catalogue/reference space, and reading/viewing space. Processing/staff/storage space is also required so that new books, donations and other work commonly performed by a "technical services" department can be accommodated out of sight and hearing by library users. A modest room where the library can organize, house and preserve special collections and College archives must also be provided.

Upper Floor Plan

The upper floor accommodates the majority of the various information gathering functions of a library. Situated strategically between the entrance and the librarian's office is the library's computer catalogue and other computerized indexes etc. Adjacent to the computer information area is the reference section. This area is designed for quick consultation, although a table is provided for those wishing to spend more time searching the reference tools. The photocopier is also located in this area, since it too must be located near the librarian's office. This whole area generates a certain amount of noise.

The Librarian's office has a direct line of vision to the door, the checkout counter, and overlooks the reference area. It is attached to a work room where donations and new books can be stored until the items can be processed. It would also provide a workroom for volunteers and provide much needed storage area for library supplies. Should the College library become fully networked some of the space would be taken up with wiring and a central server.

The remaining bookcases on this floor will house the entire commentary collection and as many periodicals as can be accommodated. Since all this material is non-circulating, study carrels have been located near the windows to capitalize on the natural light. Those desiring less formal study space or just wanting to keep up with the current periodicals can make use out of the lounge located at the entrance/exit. A checkout/book return has been placed by the entrance/exit for the convenience of the library user.

Archive/ Special Collection Room

The library has the duty to preserve the College archives and other documents unique to the Canadian Reformed heritage. These documents should be secured and stored in such a way that they will not be subject to the same rate of deterioration as the other library materials. This room, therefore, should have adequate climate control and material would only be available upon request to the librarian. This room would also contain the rare book collection.

Lower floor plan

The lower floor will house the remaining periodicals and the entire monograph collection. There will be several study carrels and a study table, as well as a computer catalogue and microfilm/microfiche reading stations. Because of the grade of the land, there will only be one set of windows, namely on the west side. With this floor plan there is always the possibility that compact shelving can be installed on the lower floor at a later date, without having to worry about the cost of reinforcing the floor.

The lower floor has a set of stairs leading to the upper floor, with a necessary emergency exit on the landing. The lower floor also has an exit to the washroom, elevator and back door of the College. An alarm can be attached to this door to ensure that no library materials are stolen.

Lower Floor - Existing Building

The approach from the current parking lot will be altered to make access much easier to the building for handicapped users. A ramp will be built alongside the existing stairs leading from the parking lot to the sidewalk under the overhang. This pathway will lead into the lobby where there will be an elevator and a wheelchair-accessible bathroom. The lobby will be lowered to match the hallway and classroom level.

5. Fund Raising

The recommendation of Synod Abbotsford 1995 included "...and seek the possibility of financing this project without increasing the assessment to the churches. One of the "Considerations" under Article 97, section III. D. states: "...This proposal should indicate how this project can be financed from sources and means other than the regular assessment so that it does not necessarily burden the churches...". The matter of how funds should be raised for the expansion also has had the attention of the Board and the intentions can be found in the Summary below.

6. Further Considerations

The Board further advises that:

- (a) We have been advised by the Architect that the costing at \$76.42 per square foot is a finished price (this is a contract price at arms-length, non-union pricing). That is, it is inclusive of painting, carpeting, light fixtures, etc. The notable exclusions are furniture and library fixtures. It will be possible to utilize most of the existing library fixtures but an allowance of \$35,000.00 should be added to the cost estimates. Also the Architect has advised that the price does include an allowance for unforeseen items. The estimates provided are based on August, 1997 prices. (**Appendix D**).
- (b) It is expected that the construction period would be approximately 6-8 months.
- (c) To December 31, 1996, the sum of approximately \$125,000.00 had been received or allocated within the College, dedicated for the expansion. Of this amount the sum of \$41,000.00 had accrued from budget surpluses.
- (d) The fund raising campaign should have a fixed duration so that it does not run on and on. The campaign should commence in September of 1998 to be completed no later than the end of the academic year, that is, April of 1999. There should be a defined kick-off point with regular/monthly updates and reports to the churches. Target construction commencement for the summer/September of 1999.
- (e) There should not be specific assessments of either individuals or churches. Notwithstanding, the campaign should be via the churches. Only the churches know their local congregations and the most fruitful manner in which the campaign can be conducted locally. It could be suggested that although it is not a fixed assessment, to raise \$500,000.00 we would require approximately \$75.00 for each communicant member. The regular College assessments must not be and will not be increased as a result of the expansion. It should be noted that the assessment has remained at \$63.00 since January 1, 1995, and is remaining at \$63.00 for the calendar year 1998.
- (f) We would utilize a brief but succinct summary showing the proposed addition, etc. Consistories would receive somewhat detailed proposals, whereas the information available to individual members would be in a summarized format.
- (g) We would develop a clear "shared" understanding and objective with the Women's Saving Action to ensure that we are "partnered", working together with the same clear focus.
- (h) By the end of fiscal 1997 (December 31st) the College will have approximately \$193,000.00 set aside and appropriated for the expansion. Conservatively it appears that the WSA will be able to contribute \$75,000.00 for the expansion. This means that additional funds of approximately \$500,000.00 must be raised.
- (i) It is proposed that the College obtain commitments of at least 80% of the funds required before

construction may commence. Funding may include private borrowing at preferred or low rates from members of the Church federation. The College should retain the flexibility to arrange mortgage financing which is appropriate and responsible in the discretion of the Board of Governors.

7. Recommendation and Request for Approval

The Board recommends to Synod Fergus 1998 that the College proceed with the Recommended Plan for the reasons and on the basis as set out within this report. The Board requests the approval of Synod Fergus 1998 in principle to the expansion on the basis as set out within this report, and that Synod Fergus 1998 confirm that the Board should forthwith proceed to implement the Recommended Plan. Synod Fergus 1998 should also understand and acknowledge that implementation will necessarily encounter many unforeseen circumstances and that the Board would have the authority to modify the plan and its implementation provided that such modification or alteration is not materially or substantially different than the Recommended Plan.

Humbly submitted to Synod Fergus 1998 by the Board of Governors of the Theological College of the Canadian Reformed Churches.

November, 1997

APPENDIX A
Principal's Report

REPORT CONCERNING THE LIBRARY EXPANSION AS SUGGESTED

In December the members of the Faculty met with the Librarian and the Library Technician to discuss the provisional expansion plan as it was proposed at the December (1994) meeting of the Finance and Property Committee. Our reaction is briefly presented in what follows.

Functionality for future years:

Unanimously all expressed that they were not in favour of the plan. When it was discussed later with Dr. J. Faber, he expressed the same negative view. For all of us the basic reason to reject the provisional proposal was that it will not provide sufficient space. Even with the regular acquisition the Library will be full again within some fifteen years. Recently the Library has profited from large donations. If this continues, the Library will be filled even sooner. And the College has to expand the library again or look for a more suitable site elsewhere. This would, in the end, cost the churches much more. Our common view is that, if we expand here, let us do it in such a way that we are ready for many years to come, and do it well.

The need for more space that will be necessary in order that the library can function properly for years to come, can be stated in the following three points. Room is to be provided for

- 1) the proper functioning of the library so that the activities can be done there for which a library is to be set up (see the Memo of the Librarian, Miss Margaret van der Velde, added as appendix);

- 2) the work space for the Librarian in a proper combination of both office and workroom on the same floor for efficiency;

- 3) the College archives.

Another need is that of proper supervision. The more the library becomes known and the more it becomes used, the more we need security and supervision. The plan as proposed lacks the possibility of proper supervision, since the lower level has a door(s) close to the back door. The consequence is that people can leave the building and can take with them whatever they want without being seen. The library should have one entrance for normal use, so that everyone who leaves has to pass the place where the librarian has her office.

Outward appearance:

Even though the outward appearance is not our first concern, this aesthetic aspect is not without importance, as was clear also from the provisional plan. There is room for improvement here too. A look at the original expansion plan as made up for the Chedoke Presbyterian Church shows this. The original blueprints present a plan whereby the expansion will be situated parallel with the existing building but then forward toward the 27th Street instead of backward to the 28th Street. The connecting link is the main hallway. When we saw this original plan for expansion, we all immediately liked it. Moreover, if we follow this original expansion plan, the present library could function as chapel room for chapel and sermon sessions as well as for larger meetings. At this moment the room that was previously used for chapel and sermon sessions is presently our regular larger class room. This, too, is a matter of need for more space.


Now we realize that an expansion according to the original plan could cost double the amount of money compared with the cost of the provisional plan. But we are of the opinion that it is better to take some time considering our options rather than to do something hastily which later will be regretted because it does not fulfil the purpose.

Proposal:

We would like to propose the following:

- 1) that the Finance & Property Committee look into the possibility to make use of the original expansion plan for expanding the library for the College;
- 2) that there be more consultation with all involved, such as the Faculty and the Librarian, including also the Library technician, before the next steps are undertaken;
- 3) that we postpone the expansion and store books elsewhere in the building as an emergency measure if, at this time, not enough money would be available.

Humbly submitted for your consideration on behalf of those working in the College every day,


(J. Beertsema, Principal)

Date: 17 January, 1995

Appendix: Memo by Miss Margaret van der Velde.

M E M O

TO: Prof. Geertsema
FROM: Margaret Van der Velden
DATE: Dec. 19, 1994

RE: PROPOSED LIBRARY FLOOR PLAN

Below are a number of concerns in regard to the "proposed" floor plan.

Functionality

The purpose of a library is not so much to store books, but to offer books and information to the user. A library whose main purpose is to store books does not need to worry about how the user will be able to navigate or move through the library to the desired items. But a good library does. Therefore, a proper library should not resemble a warehouse, where as many books as possible are crammed into whatever space is available.

In light of the above:

- not enough space has been devoted to the activities necessary to retrieve the information needed (i.e. checking the library's computer/card catalogues, checking reference works, indices, etc.)
- although it is difficult to predict the future, technology is changing--the more information that becomes available on compact disc, online, etc. the more computer work stations will be required. In the current plan there is little or no logical room for something like this, because by the very nature of our Reformed heritage, it is very unlikely that all our current holdings would appear on CD-ROM, etc. Therefore we would still need to keep our current holdings in book format.
- if the plan were to be revised to incorporate some of these concerns, a large amount of space in the existing library would be used up for several computer stations, etc., thus negating some of the benefits.
- placing all the key functions of the library near the official entrance of the library will create a traffic flow problem; certainly circulation/book returns and information/searching should be in two separate sections.
- the existing wall which would serve as a connector to the

new section leaves the library with two long rectangles, which is somewhat unpractical: the shortest "path" into the new section is right through the catalogue area; the normal flow of the call numbers is also not obvious to the eye, because there are only three openings in the wall.

Librarian work space

- a workroom for the librarian should be created on the same floor as the librarian's office, if not connected with the librarian's office.

- the workroom in the proposed plan should be retained and used for special collections, college archives, etc. Certainly within the next twenty years more room will be required than what is provided by the current archives "closet".

Photocopier

- it would be very convenient if the photocopier could be placed in an enclosed space of sorts, where the binding machine, stapler, hole punch, etc. could all be placed together. This would keep the library quieter and would keep the normal paper mess to a minimum.

Study Area

- in the current plan there is very little study space on the main floor. It would be better if the desks were scattered throughout to provide for the different studying preferences of different types of library users.

Security

- although the library is currently available to students and faculty on a 24-hour basis, this may change in the future. As well, the library is increasingly becoming known to the larger community and thus we have seen an increase in the number of community borrowers. In some cases, such users may require additional supervision, and some restrictions may have to be placed on their privileges. To keep all our options open, the library should have only one public entrance/exit: all others should be set up so that they can be wired with an alarm if so desired at a later date.

- in light of the above, it is somewhat problematic that the periodicals, a section most prone to theft in academic and public libraries, is isolated on a separate floor and close to the exit of the building.

THEOLOGICAL COLLEGE OF THE CANADIAN REFORMED CHURCHES

LIBRARY NEEDS ASSESSMENT

Prepared for the Building Expansion Committee

Prepared by: Margaret Van der Velde

Date: April 11, 1996

THE THEOLOGICAL COLLEGE LIBRARY--INTO THE NEXT CENTURY, D.V.

OVERVIEW OF THE LIBRARY

The library of the Theological College of the Canadian and American Reformed Churches was created even before the College was officially set up in 1969. In the Acts General Synod Orangeville 1968, the treasurer's report for the Training for the Ministry reveals that books were purchased for the library. But the library really came unto its own through the support of the Women's Savings Action, which has made a yearly financial donation to the library since 1970. In fact, the Women's Savings Action has donated over \$350,000 to the Theological College library. (See Appendix A.) Largely as a result of these donations, the library now consists of some 21,600 books and approximately 100 active periodical subscriptions. In addition to the contributions of the Women's Savings Action, book donations have also been received from retired or deceased ministers and other members of the churches. As befits the library of a graduate theological school, international theological developments are represented. Moreover, in keeping with the Reformed nature of the Canadian Reformed Churches and the strong connection to the heritage and current scholarship of the Netherlands, the library also contains much material originating in the Netherlands.

Collection Strength

The size of the library is a direct result of the level of funding, and to a lesser extent, of the various donations received over the years. Unlike most libraries, the College library does not have a written collection development policy and has never really stated a goal for optimum collection size. The goal of the library is to provide research material for both the students and the faculty. Whereas most libraries will strive to provide a certain ratio of books per students, the library of the Theological College has never taken this approach. Just as the Canadian and American Reformed churches saw the need to set up an institution for the training of ministers, so the churches have also seen the need to build a library to support this work. During the course of any self-examination, it is sometimes useful to compare oneself to others, although given all the variables, statistics are at best a poor method of comparison. Nevertheless, using the *Fact Book on Theological Education*, it appears that the Theological College is neither exceptionally weak nor strong in the area of the library.¹

In addition to comparing the library statistically to other libraries, the students were also surveyed. Of the 14 responses returned, 11 out of 15, or 73 per cent said that they used other libraries in addition to the College resources to complete their assignments. Of the 73 per cent, 64 per cent said that they used other libraries for 50 per cent of their papers or more. These figures can be interpreted as a clear sign that the College does not come close to serving all the needs of the students. On the other

¹Association of Theological Schools, Fact Book of Theological Education, 1994-1995 (Pittsburgh: Assoc. of Theological Schools, 1995), 7. Only one school with a comparable student body size could be found. Philadelphia Theological Seminary, with 16 students (full time equivalents used for all comparisons) and 9 faculty members, has 19,000 books and periodicals. Logos Evangelical Seminary has a faculty of 5.8, a student body of 33, and also 19,000 books. On the other hand, Concordia Lutheran Theological Seminary, (4.3 faculty members, 30 students), has 26,000 volumes; Hood Theological Seminary (5.4 faculty members, 53 students) has 32,000 volumes. Wycliffe College (8.6 faculty members, 122 students) has 28,000 books, but of course they are part of the larger Toronto School of Theology.

hand, it should be remembered that the College location was chosen so that the students could benefit from other libraries. It should also be realized that today most librarians will admit that no library can possibly fill every need and that resource sharing is becoming more important.

Current library facility

Any discussion of why the library should be expanded, must take into account the current situation of the library. Presently the library is housed in what was originally a 2160 square feet chapel. The library consists of one room, with the librarian and the general College administrator sharing an office immediately adjacent to the library. Past discussions have focussed on possible options such as a mezzanine or an addition to the existing library, but all options were found to be inefficient because the actual gains were minimal in comparison to the costs involved.

In January 1995 the library was altered to form the present layout. At that time it was decided to put in the maximum number of bookcases possible in the present building. The previous arrangement, which had a "stage" area devoted to study space, was not without drawbacks, but the actual space devoted to study space was greater. The present study area is much smaller and more hemmed in, resulting in a darker, more confined, and uninviting area. The space gained to alleviate the lack of book space, was taken at the expense of study space.

The electrical possibilities of the current library are very problematic. Almost all of the students have personal laptop computers, and these must be plugged in. Because the lighting is so high up on the ceiling, each table has been provided with a personal table lamp. If two or three students are studying in the study area, the electrical outlets are heavily used, and multiple outlet extension cords have to be used.

The library has a number of items which should be handled as "special collections" and these are being stored in an all-purpose office. Special collections are frequently either fragile or in non-book format. Some examples would be the large pamphlet collection the College has from the "Vrijmaking" in the Netherlands (1940's), as well as some personal papers relating to the Canadian and American Reformed Churches, donated by various retired ministers from the federation. At the moment they are stored with a professor's personal library, photocopy supplies, the general faculty/staff computer, caretaker equipment, and other unsorted donations. Definitely not an ideal situation.

The library benefits greatly from the presence of a number of dedicated volunteers, who either work in the administrator's/librarian's office, or in the library itself. Many of these jobs result in a certain amount of distracting noise and do not have to be performed in the library, except that there is no other place for them to work. Having them work in the office is not only crowded, but it also makes them privy to all the financial/personnel/organizational matters, which are dealt with by the administrator and which is not necessarily ideal. We are constantly seeking to balance the students' desire for quiet with the staff's need for space and privacy.

INTO THE NEXT CENTURY

Planning libraries is very difficult at the moment. Libraries are faced with harsh economic realities, an explosion in the number of scholarly publications, and emerging technologies. During the past decade, many libraries have embraced the computer and the benefits it offers, but now a second technological wave is ready to hit libraries. If libraries are built to last, they should be built to accommodate more than one technological development. As part of the consideration of the future needs of the library at the College, it is very important to consider the impact of changing library philosophies and the possible impact of technological advances.

Fiscal reality and library service philosophy

Libraries are experiencing serious funding cutbacks, despite the fact that the publishing industry is publishing more. In addition, the cost of paper has risen dramatically in the last few years, forcing publishers to increase prices. As well, technology is making it possible for people to become aware of publications held at other libraries. Thus demand for ever broader and more in depth collections arises at the same time that libraries are least able to provide such services.

Librarians have realized for years that regardless of how hard one might try, it is impossible to satisfy everyone's needs all the time. Interlibrary loan departments have been around for a long time and they were designed to deal with those patrons who needed material which the home library could not provide. If the library did not own the material, the library would borrow it on behalf of the patron. If the requested item were a book, there would usually not be a charge, or a very minimal one at the most. Today, however, the scenario is much different, with many libraries charging fees to lend a book to another library. In some cases these fees might be quite high (\$25 per book from the University of Toronto). After a while, however, libraries started realizing that the pricing was detrimental to their service goals, and so some libraries started to band together to engage in free or very cheap interlibrary loans, but only among the carefully selected participants of the group.

Access versus ownership -- buzzwords or reality?

As a result of the financial constraints being faced by libraries, and the recognition that the large research libraries could not go on purchasing books at the rate that they had been, librarians started to reconsider the value of ownership. Owning a book is a nice thing, but the book simply takes up space and creates a never ending need for expansions. Why not simply offer access? Eldred Smith and Peggy Johnson explore this option extensively in an article which argues that librarians should concentrate more on regional or national resource sharing and concerted collection building.² A number of serious concerns, however, do arise. Smith and Johnson base their statements on the premise that the book will be obsolete in 30 years. If they are correct, this may prove to be disastrous for the smaller libraries, who might have to pay for a far larger share than warranted by their student body, to ensure that their library partners will have access to their material if the resource sharing model is used. But in the interim, libraries will have to face ever increasing interlibrary loan fees. And for some libraries, few other libraries will have similar collection interests. In the case of the Theological College library, much of

²Eldred Smith and Peggy Johnson, "How to survive the present while preparing for the future: a research library strategy," College and Research Libraries 54, no. 5 (Sept. '93), 389-396.

our material is unique to perhaps three or four institutions in North America. In conclusion, the College should not count on being able to reduce its rate of acquisitions in favour of not-so-cheap access.

Print versus electronics

Planning for the next twenty or twenty-five years must take into consideration the impact of new technology. For centuries after the arrival of the printing press, the libraries did not have to worry too much about different formats. Suddenly in the twentieth century all that has changed. Audio cassettes, microfilm and microfiche, videotapes, CD-ROM and the internet have all appeared and taken their place in the library. In terms of this review of the library scene, what will be the impact on the library of the Theological College? Does this mean that after 10, 15, or 20 years, the library will no longer buy traditional printed books?

The journals read by and written in by librarians are filled with articles on the future of the electronic book. Despite this fact, it is still difficult to say what impact the internet and CD-ROMs will have. Many, such as Eldred Smith and Peggy Johnson, say the book will disappear in 30 years. However, just as many say that the impact of electronics will be great, but will not exclude books. Based on numerous articles, it appears that the electronic book will not completely replace the book. Rather, the two will strengthen each other.³ Richard J. Bazillion and Connie Braun, who are very much in favour of converting libraries into high-tech libraries, suggest that based on projections of the Association of American Universities, only 20 per cent of the material in the scientific, technical, and medical publishing areas will be available fully (exclusively) in electronic format by the year 2015.⁴ One point which almost everyone agrees upon, however, is the fact that journals are more likely candidates for electronic publishing than monographs, but subject matter will determine which journals will appear electronically. In Britain, libraries have also been studying the potential impact of the electronic book. A major report concluded that academic publishers at this point in time are not yet interested in entering the electronic publishing arena.⁵

Publisher attitudes to electronic publishing

In order to be as thorough as possible for this study, several publishers were contacted. The Director of Strategic Planning (Annelies Moeser) of the American Theological Library Association (ATLA) was contacted first. ATLA is an American organization which indexes articles in journals and festschriften, and I asked her if she foresaw any movement towards to electronic publishing. She was not very optimistic, especially in the area of book publishing. The president of Eisenbraun, a high quality

³David Hoekema, "Why are there Still Lines at the Teller Windows? Coping with the Information Revolution on Campus" in Gateways, Gatekeepers, and the Roles in the Information Omniverse: Proceedings of the Third Symposium, Ann Okerson, and Dru Mogge, eds. (Washington: Assoc. of Research Libraries, 1994), 114. Most scholars prefer an open book on the desk, and use the electronic book as a supplement.

⁴Richard J. Bazillion and Connie Braun, Academic Libraries as High-Tech Gateways: a Guide to Design and Space Decisions (Chicago: ALA, 1995), 18.

⁵"Report of the Joint Funding Council's Libraries Review Group" (the Follett Report"), Dec. 1993, paragraphs 71, 290. [Located at gopher://ukoln.bath.ac.uk. Follow BUBL_Main_Menu_/H/H2/H2C/Follett/ follett.txt.] Leisure, general, and reference publishing will be popular candidates for electronic books.

academic publisher was also contacted. At the present they have not published anything electronically, nor do they have any immediate plans. Jim Eisenbraun also stated that at the moment there are some large economic barriers to publishing material electronically. At Eerdmans, a slightly more popular religious publisher, Ann Salish, Assistant to Editor-in-Chief, said that they have entered the market very cautiously by planning a number of reference books which will appear on CD-ROM. In fact, Eerdman's entire marketing strategy is based on the pleasure of owning a book, so any change to something other than a book would be a drastic step. E. J. Brill, a European scholarly publisher, intimated that Brill is not at all interested in the electronic publishing industry.

Finally, I also contacted two large university presses which the College never uses, but who have set up large experimental projects in electronic publishing. Sandra Whistler at the University of California Press, is involved in a special project known as SCAN, which puts humanities texts on the internet. Initially everything was free for the user, but soon a charge of six or seven dollars per examination of each document will be charged. At the Michigan Institute of Technology Press, Janet Fisher was convinced that some fields of study will see very little electronic publishing. Ms. Fisher also stated that tests have been done which show that if people read something on screen as opposed to on paper, they only comprehend 25 per cent of what they read. Perhaps this can be taken as further evidence that the electronic media will be used to supplement the printed version.

Without providing more detail than required for the purposes of this study, it seems that publishers are holding back from electronic publishing for a variety of reasons, not the least of which is their concern with profit. Although so much of the internet is free now, this will change as soon as the banks unveil a system of digital cash, which is presently under development. While the arrival of electronic publishing may help solve some space problems, it will introduce a host of its own problems for the College library relating to funding, control of the Women's Savings Action money on the departmental level, perhaps the need to institute student research funds, and the list could go on.

Electronics--Conclusions and implications for the Theological College

Of course, all is not bad news. The electronic world has already opened up new opportunities for the College in a limited sense. Potentially the College library could access material which it could not afford to own otherwise. Expensive reference sets or primary texts whose copyright protection has lapsed might be available for consultation to the students, without the College having to invest large sums of money in these sets. Most librarians feel that access to electronic material has simply increased the demand for services from libraries, so that although students might be able to stay at home and do more searching by modems, etc., publishers still see libraries as the key distribution point.

Although the College should not shun the benefits of technology and new trends in conducting scholarly communication, electronic publication is definitely not a panacea, nor will it arrive too quickly. The College would do well to anticipate having books around for at least the next 20 years.⁶

⁶Margaret Beckman, "Library buildings, or virtual libraries?" *Feliciter*, 42, no. 2 (Feb. '96), 37-40. Beckman is a well-respected consultant in library planning on the Canadian scene.

NEEDS ASSESSMENT

One should never wait to plan for an expansion until the library is full. Most librarians who are involved in planning, stress that planning should begin when libraries are 50 per cent full.⁷ This provides plenty of time to avoid rash and unnecessary expenses. The library of the Theological College has certainly surpassed this stage and should press ahead with planning. And in planning for a new facility, our experiences with the current situation should be kept in mind.

Any needs assessment and proposal for a new library must begin with a look at the past and present. Unfortunately, the only available method seems to be a statistical analysis. This section will therefore focus on a series of statistics compiled for the purpose of this study. Collection statistics, shelving statistics, growth rates, and growth projections will be presented. On the basis of these statistics and the preceding discussions, a proposal for a new library for the Theological College will be outlined. A floor plan will also be included, but this plan was created to determine the necessary square footage, and does **not** represent the only acceptable plan. In fact, it is fully open to discussion and improvement.

Collection Statistics

The following statistics are current as of February 23, 1996.

Total number of bookcases:	162
Number of bookcases excluding periodicals ⁸ :	134
Number of shelves:	899
Total linear space available ⁹ :	28,969.75" or 2414.2'
235 x 30¼" =	7,108.75"
332 x 31¼" =	10,375
48 x 33½" =	1,608
62 x 34" =	2,108
222 x 35" =	7,770
Linear space in use:	18,721.16" or 1560.1'
Linear space not in use:	10,248.59" or 854.04'

⁷Gregg Sapp and George Suttle, "A method for measuring collection expansion rates and shelf space capacities," Journal of Academic Librarianship 20, no. 3 (July '94), 156-161.

⁸The statistics for the periodicals have been kept separate since the periodicals are a distinct collection.

⁹Total linear space available measures every available inch of space without considering the need for empty space between classification sections to prevent frequent shifts during reshelving, etc. Once this space is full, not one additional book could be crammed onto the shelves.

Point at which 80% full ¹⁰ :	23,175.8" or 1,931.3'
Current space in use as a percentage of total available space:	64.6%
Space in use as a if all circulating books are returned: (527 x .94" = 495.3" or 41' + linear space in use) ¹¹	19,216.46" or 1,601.4'
Space in use if all books returned - expressed as percentage:	66.3%

These figures can be broken down further, since they actually represent three distinct parts of the collection. The commentary section and the reference section should actually be examined separate from the general collection and the relevant figures are given below.

Commentaries

Total linear space available:	2,187" or 182.5'
Linear space in use:	1,699.25" or 141.6'
Linear space not in use:	487.75" or 40.6'
Point at which 80% full:	1,749.6" or 145.8'
Current space in use as a percentage of the total available space:	77.7%

Reference

Total linear space available:	1,867.5" or 155.6'
Linear space in use:	1,282.5" or 106.9'
Linear space not in use:	585" or 48.8'
Point at which 80% full:	1,494" or 124.5'
Current space in use as a percentage of the total available space:	68.6%

¹⁰Ellis Mount, ed., Creative Planning of Special Library Facilities. (New York: Haworth Press, 1988), 17. According to library standards, no shelf should be fuller than 80%. Others use the measurement of eight unused inches on a 36 inch shelf, which actually translates into even less than 80% on a shelf. (Bazillion and Braun, 91.) This will prevent constant shifting of books during reshelving of returned books. This space can also be used to separate classes or call numbers in a logical manner, which makes browsing much easier.

¹¹See below where average width of books has been calculated.

Average Width of Books in the Theological College Library

Average width of books in the library based on above survey: .91"

(linear space in use divided by # of books in library on day of survey)

of books housed in library on the day the calculations were made: 20,472

Based on a sample of books (102) bought during 1995/1996, average book width is .96"

The average of both of these averages: .94"¹²

This figure is of utmost importance, since it determines how much space each book will occupy on the shelf. I have had several discussions with other librarians in an attempt to verify the accuracy of this figure. Columbia Bible College in Clearbrook, B.C. felt that the figure was rather on the low side, although the librarians at Mid-America Reformed Seminary and a Saskatchewan seminary felt that the figure was realistic. Columbia Theological Seminary (Decatur, GA) is currently undergoing an expansion and for its needs assessment, the Director used the figure of one inch for circulating books, 1.5 inches for reference books, and 2.2 inches for bound periodicals. Since the College library does contain a large number of smaller works (purchased when the College began) it might be better to count on an average of one inch per book. For the purposes of the proposal included in this study, the figure of **one inch** will be used.

Rare Book Statistics

This is one area in which the library only purchases hesitatingly and sporadically. Rare books are only bought when they are no longer in print or available otherwise. For that reason, these statistics have not been included in the statistics discussed above. These books should be shelved separate from the main collection and therefore they do not take up space in the regular stack areas.

Number of bookcases housing rare books:	1
Number of shelves:	7
Total linear space available:	416.5" or 34.7'
Linear space in use:	369.5" or 30.7'
Linear space not in use:	47" or 3.9'
Point at which 80% full:	333.2" or 27.8'

¹²Ralph M. Daehn, "The Measurement and Projection of Shelf Space," Collection Management 4, no. 4 (Winter 1982), 25-39. This figure matches the average figure of books in the British Library. The figure is higher than that of the National Library of Canada, but lower than that of several libraries, including the New York State Public Libraries, and Newcastle-upon-Tyne University Library.

Overload expressed in linear measurement:	82.8" or 6.9'
Overload expressed as a percentage:	8%
<hr/>	
Number of rare books:	155
Average size of rare books: (# of books divided by linear space in use)	2.4"

Periodical Statistics

Number of bookcases housing periodicals:	28
Number of shelves:	168
Total linear space available: 144 x 34" = 4,896" 24 x 31 1/4" = 750	5646" or 470.5'
Linear space in use:	3983" or 331.9'
Linear space not in use:	1663" or 138'
Point at which 80% full:	4516.8" or 376'
Current space in use as a percentage of total available space:	70%
<hr/>	
Linear growth per year for periodicals ¹³¹⁴	99" or 8.2'
Growth taking into account the need to bind, etc.	210 " or 17.5'

¹³This only includes those periodicals for which the College actually pays the subscription or which arrive on a regular basis, even though the College does not pay the subscription. Those magazines which are free of charge and are received infrequently, were not included in the calculations.

¹⁴This figure can also be converted to approximately three shelves, since each shelf is 3 feet. However, a word of caution: unbound issues were measured and the need to bind or place them in boxes greatly increases the amount of linear feet required to store the periodicals.

Growth Projections

To calculate the amount of space that the library requires for growth in the general collection, many factors must be considered. A good starting point is the acquisitions history of the Theological College library. Unfortunately there are neither exact nor approximate statistics until the 1990's, so the following figures will have to suffice.

Year	# of Books Added to Library
'95/1996	556*
'94/1995	362
'93/1994	432
'92/1993	900
'91/1992	625
'90/1991	NO DATA
'89/1990	280

*Based on all books received from June 1, 1995 until and including March 12, 1996. In a sense this figure is misleading because the year is certainly not over.

These figures represent the total number of books added to the library in a given year, including both purchases and donations. On the basis of these figures, the average increase in collection size amounts to **525.8** books per year.

The average number of books added to the library each year is influenced by a variety of factors. The most fundamental factor is of course the amount of money the Women's Savings Action raises. Should the Women be unable to raise money as they have in the past, the library would not be able to maintain its rate of acquisitions. A related factor is the rate of inflation. Although the rate of inflation in the Canadian economy has been very low, the publishing industry has not reflected this trend. The cost of paper has increased dramatically and hence the price of books have increased as well. Faxon, a Canadian serials agent, has already released its projections for the 1997 costs of journal subscriptions. They predict that depending on the country of origin, price increases will be between 9.2% and 12.6%.¹⁵

Donations also seriously affect the rate at which the library grows. Donations usually appear

¹⁵Virginia Roy, [virginia@faxon.ca], "1997 Subscription Price Projections for Canadian Libraries," Library and Information Science in Canada/Biblioth conomie au Canada. (BIBCANLIB-L@INFOSERV.NLC-BNC.CA). The problem is actually part of a vicious circle: price increases have caused libraries to cancel subscriptions ruthlessly, leaving the remaining subscribers to pay higher costs because publishers wish to maintain their profit margins.

unexpectedly and can number in the hundreds of books, although admittedly the library receives numerous smaller donations as well. Although the library's core collection of standard earlier works is growing, nevertheless there are still many items which the library does not have. Thus while the net increase as a result of donations may be decreasing, the potential for substantial increases as a result of donations should not be overlooked.

Space needs based on library statistics

The library acquires an average of 526 books per year, and thus assuming that the library will continue to acquire books at this rate, the library will grow by 10,520 books over the next 20 years, giving a total number of 32,123 books. If each book is an inch thick, the library will need 2676.9 feet if all the books are crammed together. Taking into account the fact that there should be a 20 per cent buffer zone, the library would need 3346 feet to house the books. Standard bookcases are 36 inches wide, but only 35¼ inches are available for shelving. If a bookcase has six shelves, the total available space for linear shelving is 17.6 feet per bookcase. However, the library has quite a number of odd-sized bookcases, which only provide 15.6 feet of shelving. These odd-sized bookcases offer 2152.8 feet of linear book space¹⁶. In total the library requires 206 bookcases to accommodate the monographs for the next 20 years.¹⁷

The periodicals would require an additional 350 linear feet over the next 20 years, to make a total of 681.9 linear feet, and when the 20 per cent comfort zone is added, the total is 852 feet. This figure translates into 49 bookcases.¹⁸

In addition, the library will require study space for students, faculty, and others, catalogue/reference space (fortunately one no longer has to measure the growth of the card catalogues!), both in a print and non-print scenario, and reading/viewing space (for microfilm/microfiche, electronic texts, etc.) Processing/staff/storage space should also be created, so that new books, donations, and other work commonly performed by a "technical services" department can be accommodated out of sight by the library users. A modest room where the library can organize, house, and preserve special collections must also be considered. In this way, many of the problems encountered in the current facility will be avoided.

¹⁶One could argue that these bookcases offer 2414 feet of linear space. (See "Collection statistics, total linear space available.) However, many of the bookcases have had an extra shelf inserted to provide more room, which means that many of our books are turned on their side and jut out into the isles. For the purposes of this study, one shelf width measurement was used (31¼" with six shelves per bookcase, to give the figure 2152.8 feet.

¹⁷Calculations were done as follows:

3346 ft. needed
<u>-2152.8 ft. provided by our 138 odd-sized bookcases</u>
1194 ft.

1194 divided by 17.6 shows that 68 bookcases would be needed.
Total number of bookcases needed for monographs: 206.

¹⁸Calculated as follows: 852 ft. needed - divided by 17.6 ft. = 49 bookcases.

LIBRARY PROPOSAL

The Theological College of the Canadian and American Reformed churches should consider building a new facility on the present property. The College should plan for approximately 15 to 20 years. To plan for a shorter period of time is short-sighted, but planning for a longer period will seriously increase the margin of error, especially in connection with technological developments which may change the way libraries operate.¹⁹ Planning should take into account, however, what options might be available to the College after 20 years.

Recommendations:

- ◆ to build a library which can accommodate approximately 20 year's growth
- ◆ to build a library which can accommodate the technological needs of the next 20 years
 - by providing for adequate public catalogue / electronic reference space
 - by providing for study carrels and tables
 - by providing for electrical and potentially network wiring in the study carrels
- ◆ to provide for processing room for new books, donations, etc.
- ◆ to provide for a special collections room which can be climate-controlled
- ◆ to consider implementing to the highest degree possible a climate-controlled environment for the library
- ◆ to consider the needs of handicapped students/users
- ◆ to build a facility of **approximately** 6025 square feet or more (See Appendix B)
- ◆ to consider contacting a number of architects, some of whom have completed functional libraries under budget

¹⁹Raymond M. Holt, Planning library buildings and facilities: from concept to completion (Metuchen, N.J.: Scarecrow Press, 1989), 19.

APPENDIX A

Calculations of Investments of Women's Saving Action (W.S.A.) in the Theological College Library

From 1970 to 1986 an amount of \$ 2,500.00 was given for the purchase of books

Total \$ 42,500.00

In 1986 the passage for several thousand books from the deceased Rev. VanderWaal of South Africa was paid for by the W.S.A.

Total \$ 2,815.82

From 1987 - 88 an amount of \$ 7,000 was given each year for the purchase of books.

Total \$ 14,000.00

In 1989 an amount of \$ 10,000 was given for the purchase of books.

Total \$ 10,000.00

In 1990 an amount of \$ 13,000 was given for the purchase of books.

Total \$ 13,000.00

From 1991 to 1993 the amount of \$ 20,000.00 was given each year for the purchase of books.

Total \$ 60,000.00

In 1994 and 1995 the amount of \$ 25,000.00 was given for the purchase of books.

Total \$ 50,000.00

Grand total of monies given for book purchases = \$ 192,315.82

Monies donated for purchase of New College building

1985	\$ 93,000.00
1986	\$ 32,000.00

	125,000.00

Monies donated for computer purchases

1986 Initial computer start up for library paid by W.S.A.	\$ 22,500.00
1990 Up grade of computers	\$ 7,500.00

Monies donated for purchase of Bookcases

1993 - 1995	Total \$ 3,000.00
-------------	-------------------

Total monies donated by W.S.A. for library purposes	\$ 350,315.82
	=====
	=====

The above figures were culled from various Financial Statements and Reports of the Theological College.

Submitted by Catharine L. Mechelse, Library Technician

APPENDIX B

What follows is a sample library floor plan, which was created to help determine what would be a realistic square footage for the library of the Theological College. To simplify matters, a one floor plan was used, but the College should seriously consider both a one and two floor plan. If a two floor plan is chosen, the square footage will probably have to be increased, because there will be stairs, an extra fire exit and other non-assignable library space. The plan does take into consideration a number of principles regarding noise reduction, traffic flow, use of natural sunlight, progression of call numbers, and so on.

The plan was also shown to Mr. David Giesbrecht, Head Librarian of Columbia Bible College. Giesbrecht made a number of comments and suggestions which should be considered in our discussions, because I have not modified the diagram since speaking with him. Some of his comments were:

- plan should be viewed as a minimum
- plan has a good "flow" -- traffic, call number progression, etc.
- good use of natural light - no direct sunlight on the books, light filters into centre of library
- good location of study carrels, current periodicals

Some of his suggestions/concerns:

- using a two-floor plan would keep more noise from some study areas
- using a two-floor plan would require more staff (horrified that students have access after-hours, etc.)
- wondered whether it would not be possible to spread out the computer terminals for the public catalogues
- the technical services/processing/storage room is not large enough
- archives area too large: he would never give up the space and would demand that his College provide space elsewhere
- emphasized what he considered essential, namely a meeting/orientation/group study room in the library -- he did not manage to get it for his library and he regrets it every day
- suggested a larger area devoted to reference material
- questioned where the library would put its audio-visual material

BIBLIOGRAPHY

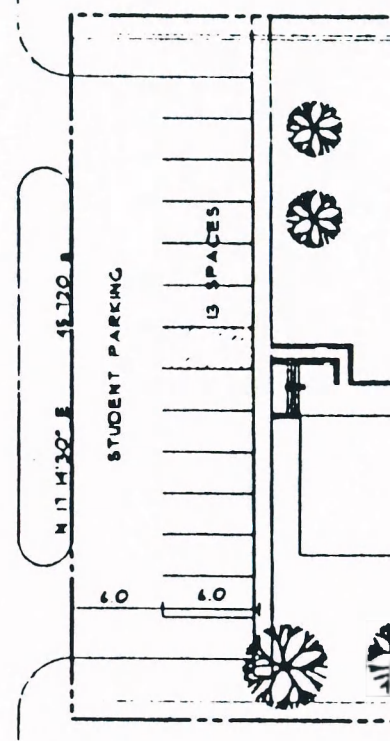
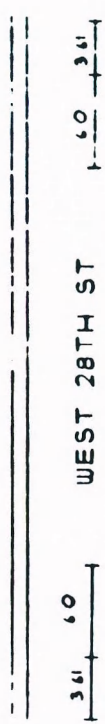
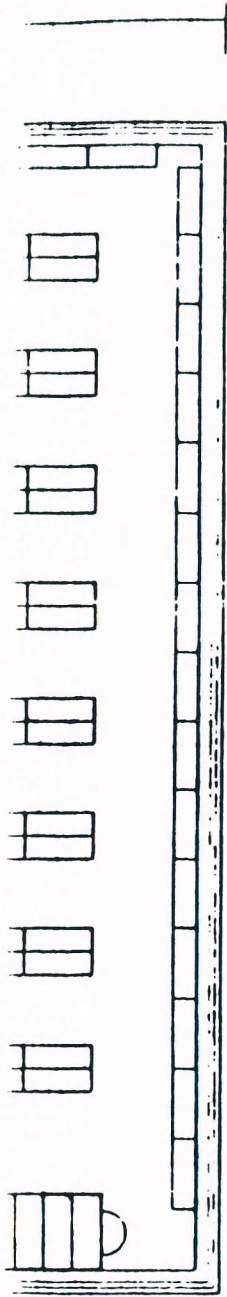
- Association of Theological Schools. Fact Book of Theological Education 1994-1995. Pittsburgh: Assoc. of Theological Schools, 1995.
- Baker, John F. "Examining the electronics world." Publisher's Weekly 242, no. 45 (Nov. 6, '95), 28.
- Barzillion, Richard J. and Connie Braun. Academic Libraries as high-tech gateways: a guide to design and space decisions. Chicago: American Library Association, 1995.
- Beckman, Margaret. "Library buildings, or virtual libraries?" Feliciter 42, no. 2 (Feb. '96), 37-40.
- Daehn, Ralph M. "The measurement and projection of shelf space." Collection Management 4, no. 4 (Winter '82), 25-39.
- Edwards, Heather M. University library building planning. Metuchen, N.J.: Scarecrow Press, 1990.
- Fraleigh, Ruth A. and Carol Lee Anderson. Library space planning: a how-to-do-it manual for assessing, allocating and reorganizing collections, resources and facilities. New York: Neal-Schuman, 1990.
- Goodman, Beth. "Computers, libraries and the future of the book." AB Bookman's Weekly 91, (Jan. 4, '93), 5-6+.
- Hoekema, David. "Why are there still lines at the teller windows? Coping with the information revolution on campus." In Gateways, gatekeepers, and the roles in the information omniverse: proceedings of the Third Symposium. 111-116. Ann Okerson and Dru Mogge, eds. Washington: Assoc. of Research Libraries, 1994.
- Holt, Raymond M. Planning library buildings and facilities; from concept to completion. Metuchen, N.J.: Scarecrow Press, 1989.
- Metcalfe, Keyes D. Planning academic and research library buildings. New York: McGraw-Hill, 1965.
- Mount, Ellis, ed. Creative planning of special library facilities. New York: Haworth Press, 1988.
- "Report of the Joint Funding Council's Libraries Review Group" (the "Follett Report"), December 1993. [gopher://ukoln.bath.ac.uk. Follow BUBL_Main_Menu/H/H2/H2C/FOLLETT/follett.txt to retrieve the text].
- Roy, Virginia, [virginia@faxon.ca]. "1997 subscription price projections for Canadian libraries." Library and Information Science in Canada/Bibliothéconomie au Canada. [BIBCANLIB-L@INFOSERVE.NLC-BNC.CA].

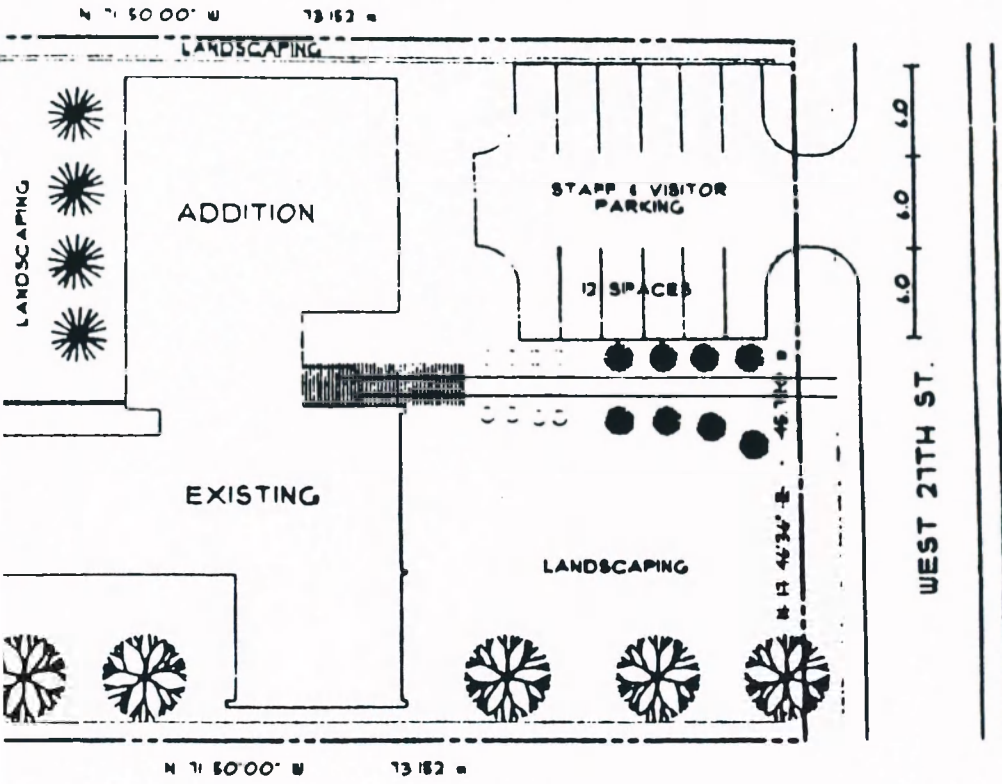
Sapp, Gregg and George Suttle. "A method for measuring collection expansion rates and shelf space capacities." Journal of Academic Librarianship, 20, no. 3 (July '94), 156-161.

Smith, Eldred and Peggy Johnson. "How to survive the present while preparing for the future: a research library strategy." College and Research Libraries 54, no. 5 (Sept. '93), 389-396.

APPENDIX C

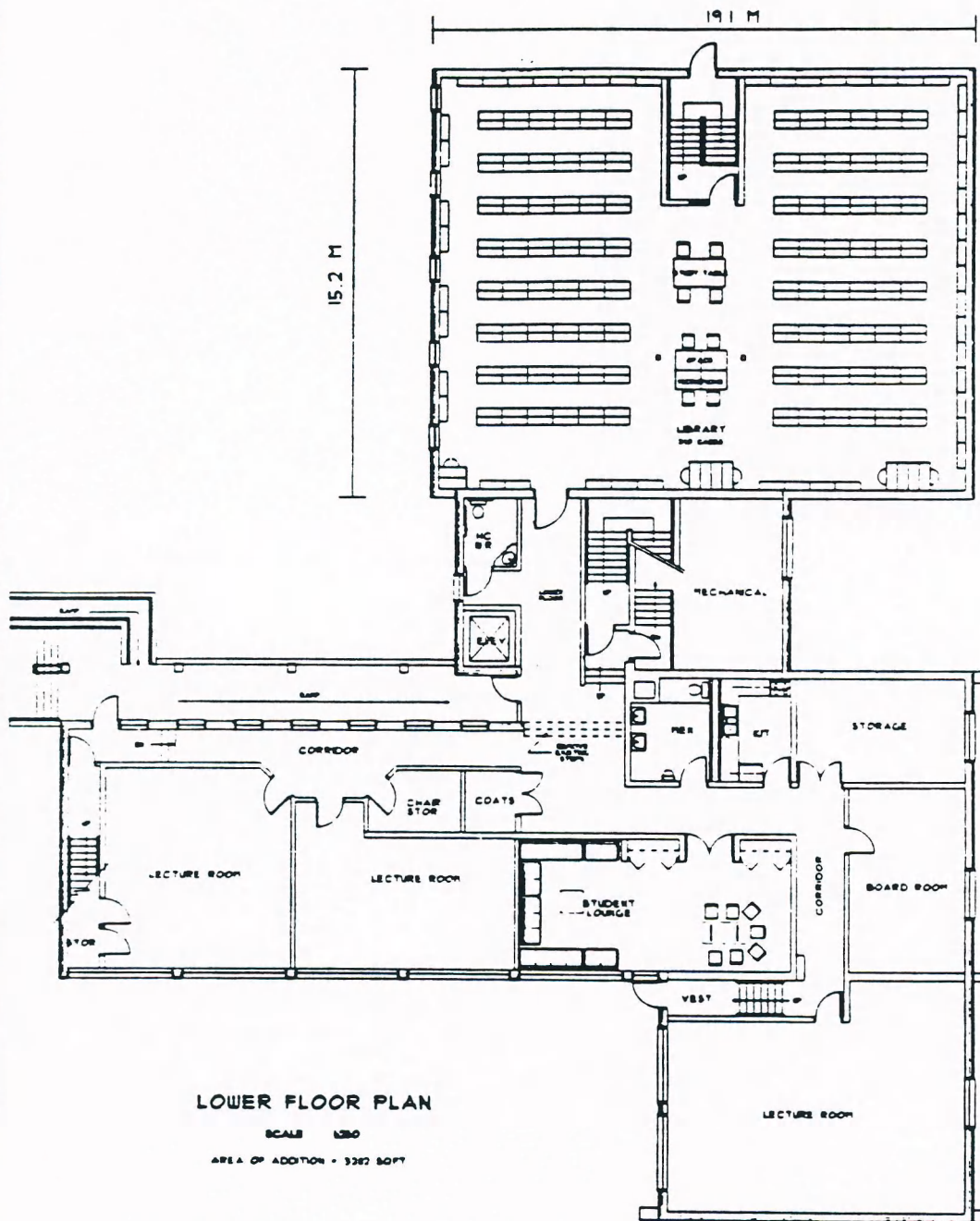
The Recommended Plan





SITE PLAN

SCALE 1:500

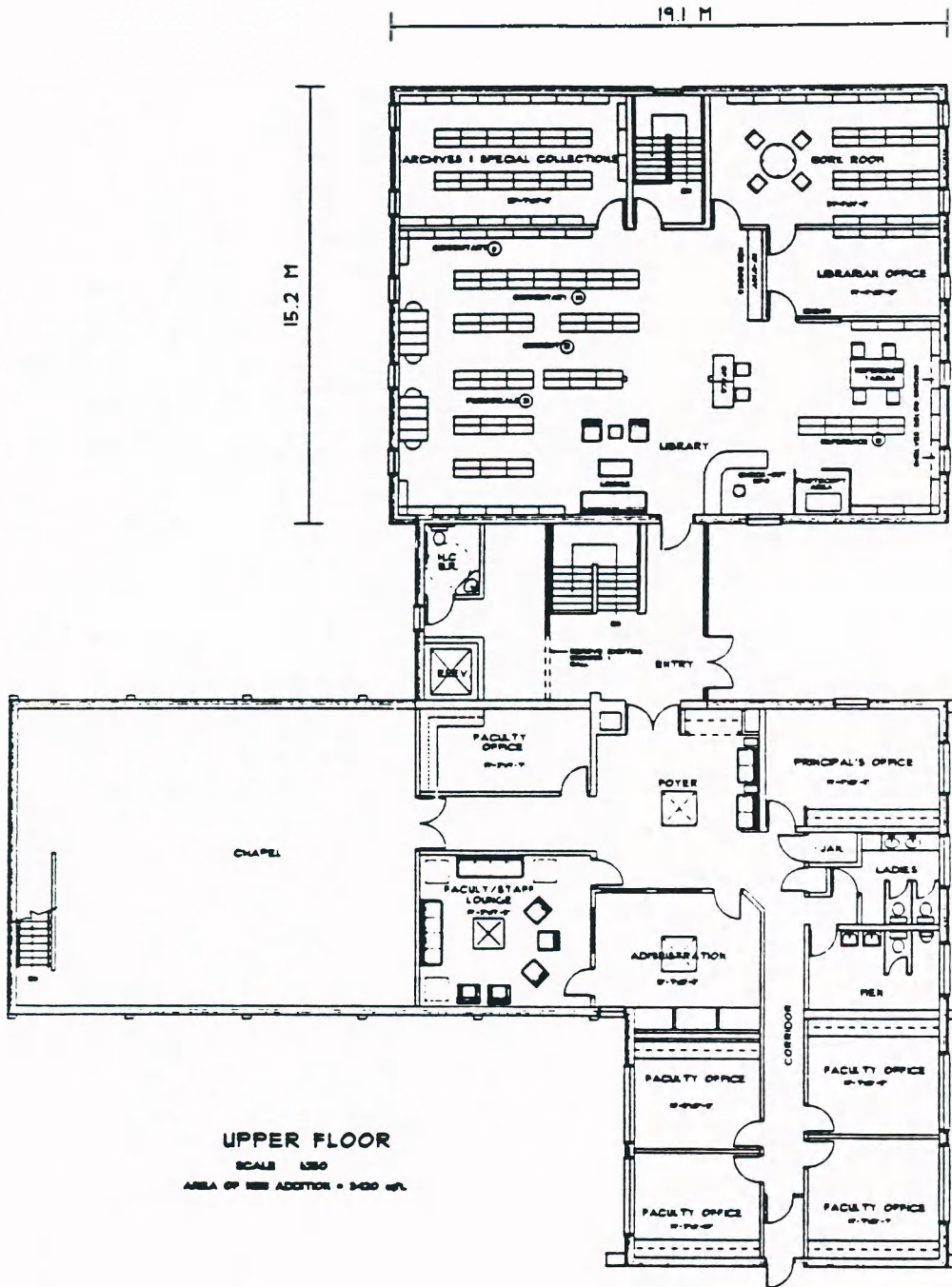


LOWER FLOOR PLAN

SCALE 1:250

AREA OF ADDITION - 3387 SQFT

G.L. HEERINGA LTD.
 architect & engineer



UPPER FLOOR
 SCALE 1:500
 AREA OF NEW ADDITION = 3400 sq. ft.

G.L. HEERINGA LTD.
 architect & engineer

APPENDIX D

The Cost Figures

THEOLOGICAL COLLEGE
of the
Canadian Reformed Churches

PROPOSED LIBRARY ADDITION AND ALTERATIONS

AUGUST 1997

COST BREAKDOWN ESTIMATE

Floor Area (6,702 SF @ \$76.42)	\$ 512,160.00
Parking Allowance	20,000.00
Landscaping Allowance	10,000.00
Permits/Fees/Testing	45,000.00
Handicap Elevator & Ramp	45,000.00
Alterations to Existing for:	25,000.00
Faculty Office	
Staff/Faculty Lounge	
Washrooms	
SUBTOTAL	\$ 657,160.00
GST 3.5%	23,000.00
TOTAL	\$ 680,160.00