

# **SUBMISSION TO GENERAL SYNOD ABBOTSFORD 1995**

**March 15, 1995**

**To: General Synod Abbotsford 1995**

**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 possible expansion of the College facilities**

## **1. Introduction**

The Board of Governors of the College (the "Board") wish to place the possible expansion of the College facilities before General Synod Abbotsford 1995 ("Synod"). The Board is cognizant of and makes reference to the following provisions of the College's incorporating Act (i.e. the "Canadian Reformed Theological College Act, 1981") and relevant operating bylaw:

### **1. Section 5 (11) (k) of the Act states:**

"The government, conduct, management and control of the College and of its property, revenues, expenditures, business and affairs are vested in the Board and the Board has all powers necessary or convenient to perform its duties and achieve the object and purpose of the College including, without limiting the generality of the foregoing, the power, ...

(k) to hold, manage, sell or convert any of the real or personal property from time to time owned by the College and to invest and re-invest any principal in such manner as may from time to time be determined;..."

### **2. Section 3.16 of the Bylaw No. 1 provides:**

"Duties of the Board--The Board of Governors shall have inter alia the following duties:..."

(I) to acquire additional real property or replace existing real property in accordance with the needs of the College in consultation with or upon the recommendation of the Finance and Property Committee;..."

**Notwithstanding the sections of the Act and bylaw no. 1 referred to, the Board wishes to**

**have advice and direction from General Synod Abbotsford 1995. Clearly it is a matter that has a direct and substantial impact on all of the Churches and their members and therefore the input and advice of General Synod Abbotsford 1995 is sought.**

## **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 meeting room

The Library inclusive 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 and micro-film reader

The Committee has been advised by the Senate, the Faculty and Staff that the Library is what has caused the need for expansion. **Attached as Appendix A is a report of the Principal of the College 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 per cent (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 discarded.

The Library has, primarily through the generous support and work of the Women's Saving Action (obviously with the underlying support of the individual church members), grown from its humble beginnings in the original College facility to an approximately 24,000 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 is past the midway point of the transition from the Dewey classification system to the Library of Congress classification system. The acquisition and utilization of CD ROM technology is also inevitable. The 24,000 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. the students
- b. the Professors
- c. Faculty and students of Redeemer College
- d. Ministers within the federation of the Canadian Reformed Churches.
- e. 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. Proposal**

The Board retained a professional Architect and Engineer to discuss various alternatives. With respect to the proposal that is included with this submission, it is subject to the following:

- a. This is a preliminary proposal only and is not intended to be exhaustive with respect to detail and final layout;
- b. The size of the addition that has been proposed is to some degree arbitrary;
- c. The estimates should be viewed strictly as estimates;
- d. The final plans when submitted to the municipality must comply with all zoning and planning considerations with respect to height, lot coverage, setbacks etc.;
- e. The cost estimates are current to February, 1995 and are subject to change; and
- f. All estimates do not include costs for fixturing such as bookcases, office desks, filing cabinets, counters, study carrels and all misc. requirements.

**Attached as Appendix B is a site plan with the proposed addition outlined in red. Appendix B also contains the floor layouts for each of the floors of the proposed addition. Attached as Appendix C is a summary of the costs for the proposal set out in Appendix B.**

This proposal contemplates a two-level addition which would be added as an entirely separate wing, connected to the College at the present front entrance and foyer, providing the College with approximately 8377 additional square feet of space.

The following uses would be gained:

- a. A reference area and expanded periodical section;
- b. a reorganized check-out and information counter;
- c. a work/staff room;
- d. an archive /special collection room;
- e. more functional space and design that permits more natural progression of the different aspects of the Library's collection;
- f. A total of approximately 540 bookcases;
- g. Excellent traffic flow;
- h. Handicapped washrooms on two levels;
- I. Faculty/Staff Lounge; and
- j. Chapel/Large meeting room (from the space which is at present used for the Library).

Although this alternative is rather substantial, and is somewhat larger than other alternatives considered (as will be discussed and described below) this proposal provides greater capacity and functionality. In addition there is far greater value and return on a square foot basis. As stated at the outset the size of the proposal is somewhat arbitrary and the size could be adjusted. The reduction in cost would be roughly proportional although the economies of scale diminish.

#### **4. Alternative Proposal**

**An alternative proposal is attached as Appendix D. The cost structure for such alternative proposal is attached as Appendix E. This proposal is included to provide some contrast to the preferred proposal set out above.**

This alternative proposal contemplates a two storey addition immediately adjacent to the existing Library. The new addition (3177 sq. ft.) would primarily be utilized for bookcases and study areas. This smaller addition is the addition which is referred to by the Principal in the memorandum attached as **Appendix A**. The current Library space would be used for:

- a. a reference area and expanded periodical section;
- b. a reorganized check-out and information counter;
- c. a work/staff room; and
- d. an archive/special collection room.

Such facilities would also have to contemplate additional computer requirements.

The current Library contains 162 bookcases. This alternative would result in a total of 344 bookcases being available.

An elevator is also contemplated for the physically challenged and the movement of books.

Although it is clear that this is a lower cost proposal, the expanded and additional uses which it offers simply do not match that of the preferred proposal.

### **Summary**

As stated the Board seeks the input and advice of General Synod Abbotsford 1995. The preferred proposal is clearly at a higher cost, but would not only allow for expansion but would provide expanded facilities and resources. With the space gained any additional needs for classrooms, meeting rooms or faculty offices could easily be accommodated. It must also be stressed that no expansion will be undertaken by the Board without due regard to the financial condition and ability of the Churches.

### **Appendices**

- A. Report of the Principal with attached memorandum of the Librarian**
- B. Site Plan for the preferred proposal (8377 square feet)**
- C. Summary of Costs for the preferred proposal**
- D. Site Plan for alternative proposal (3177 square feet)**
- E. Summary of Costs for the alternative proposal**

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.

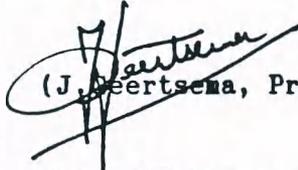
Now we realize that an expansion according to the original plan could cost double the amount of money compared with the cost of the provisional plan. But we are of the opinion that it is better to take some time considering our options rather than to do something hastily which later will be regretted 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. Deertema, 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<sup>m</sup>

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.

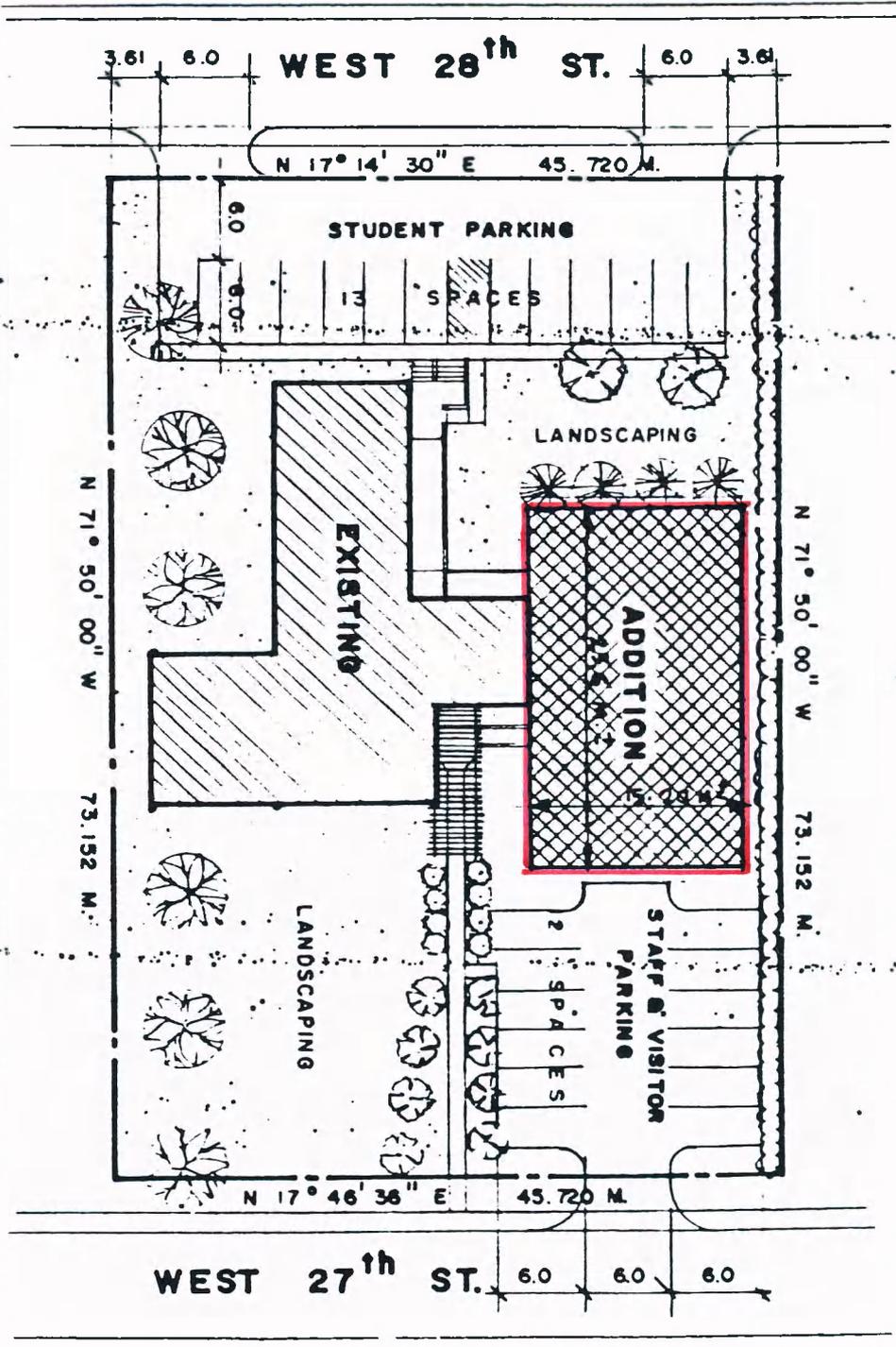
#### Study Area

- 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.



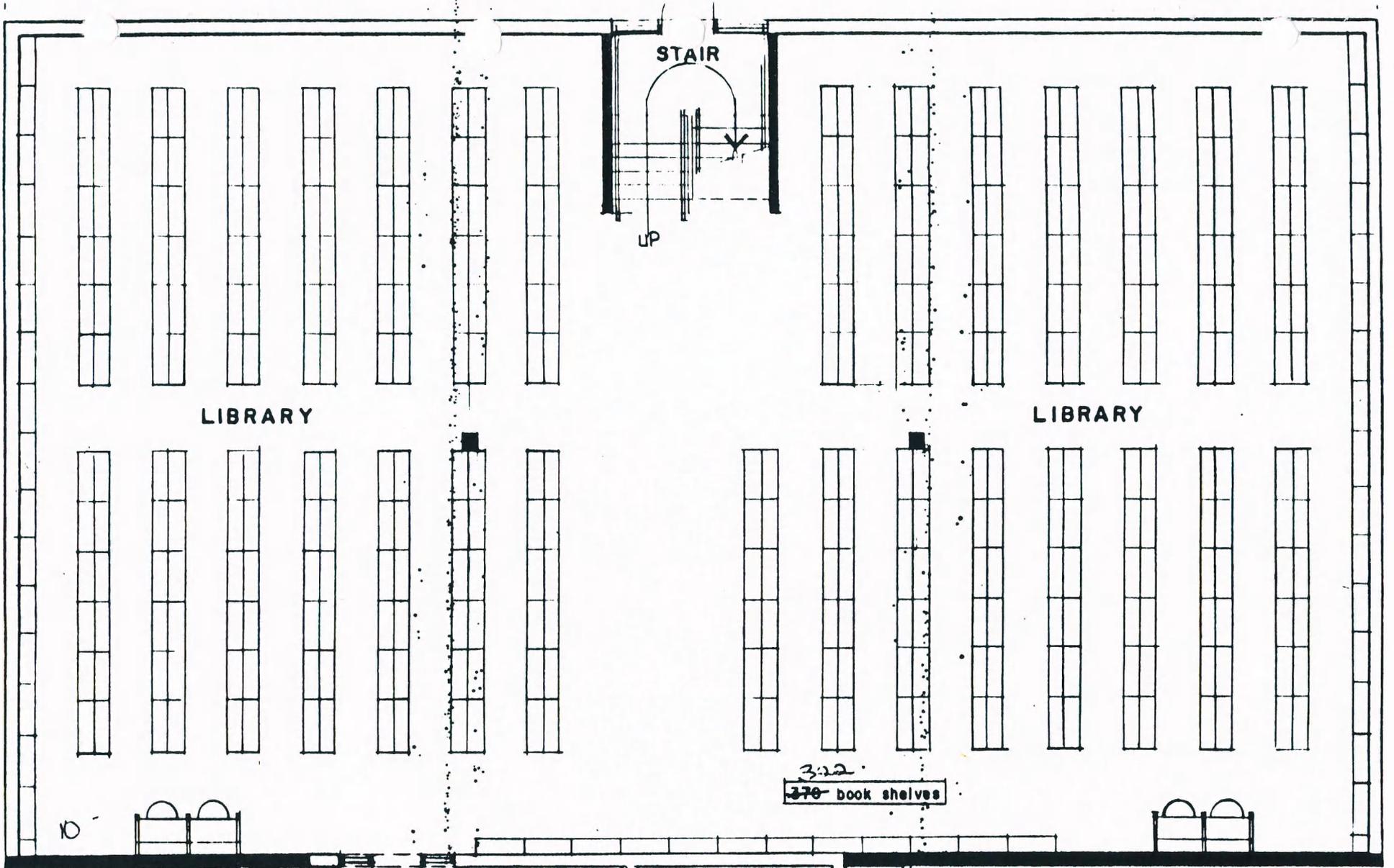
84 x 50

# SITE PLAN

*Preferred Proposal.*

SCALE 1 : 500

*8377 sq feet*



LIBRARY

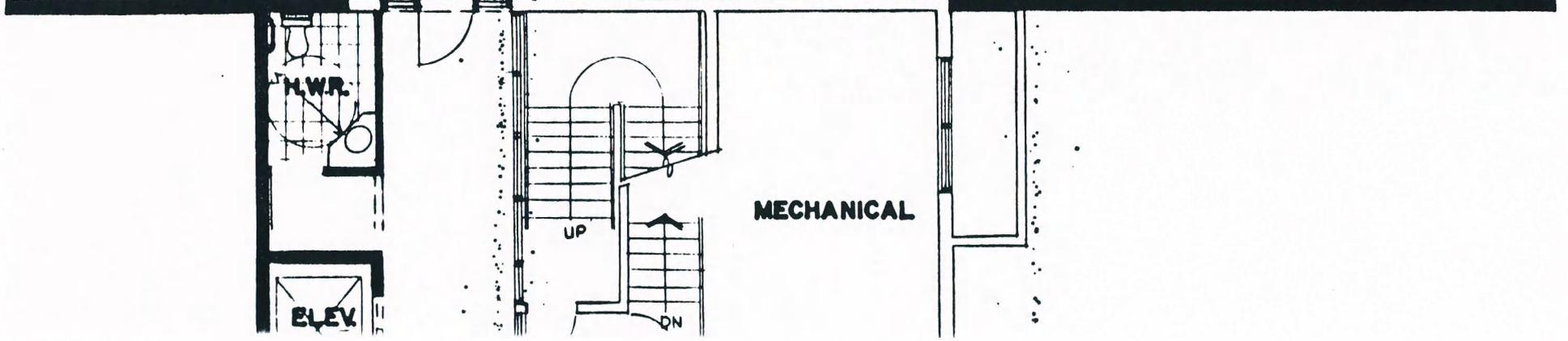
LIBRARY

STAIR

UP

312  
370 book shelves

LOWER LEVEL



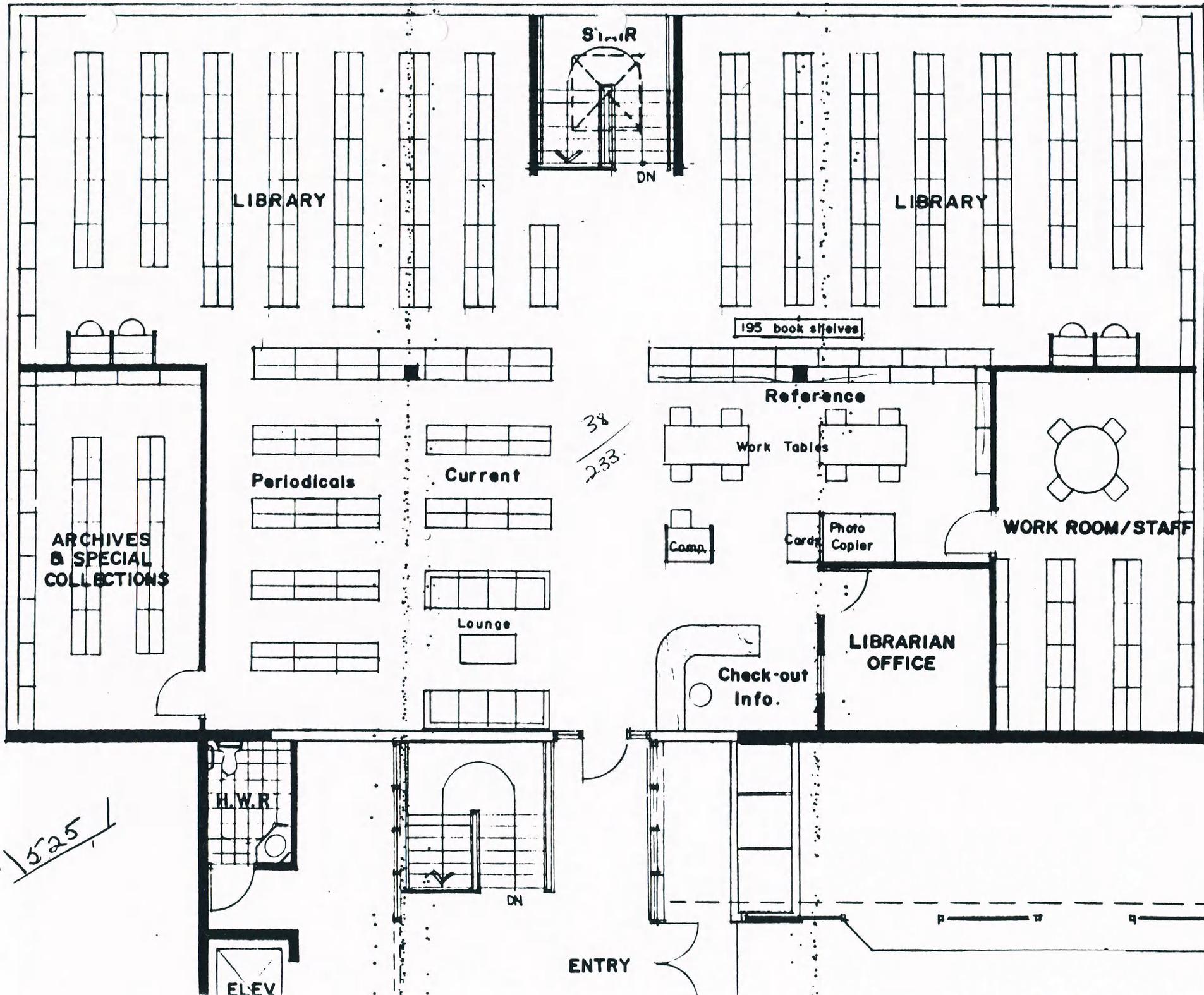
MECHANICAL

H.W.R.

ELEV.

UP

DN



LIBRARY

LIBRARY

38  
233

ARCHIVES  
& SPECIAL  
COLLECTIONS

Periodicals

Current

Lounge

195 book shelves

Reference

Work Tables

Comp.

Photo  
Copier

WORK ROOM/STAFF

LIBRARIAN  
OFFICE

Check-out  
Info.

H.W.R.

1525

ELEV

ENTRY

UPPER LEVEL

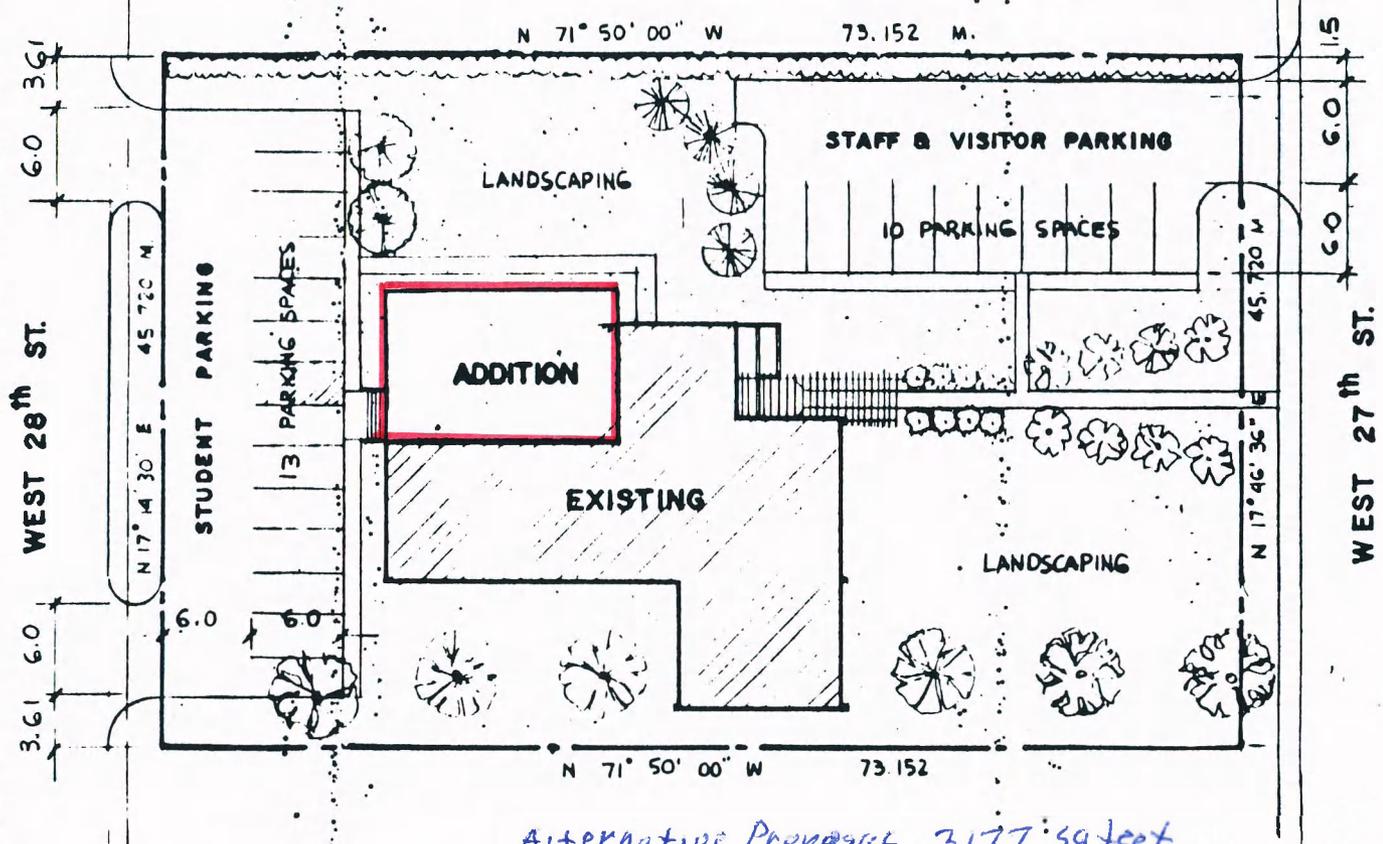
**THEOLOGICAL COLLEGE**

PREFERRED PROPOSAL

FEBRUARY 1995

**COST BREAKDOWN ESTIMATE**

Floor Area	8377 SF @ \$ 80.00	\$	670,174.00
Parking Allowance		\$	20,000.00
Landscaping Allowance		\$	10,000.00
Permits/Fees/Testing		\$	50,000.00
Elevator/Ramp		\$	45,000.00
Alterations:			
	Staff/Faculty Lounge		
	Washrooms		
		\$	25,000.00
<b>SUBTOTAL</b>		\$	<b>820,000.00</b>
<b>GST</b>		\$	<b>28,750.00</b>
<b>TOTAL</b>		\$	<b>848,750.00</b>



Alternative Proposal 3177 sq feet.

# SITE PLAN

SCALE 1:500

ADDITION

15.70 ±

EXIS

SCALE

1:500

ADDITION

15.70 ±

E

N

Exit

ADDITION

2.80 ±

ramp

LIBRARY (Addition)

135 book shelves

BACK ENTRY

ELEV.

ME

LOWER LEVEL

ramp

CORRIDOR

MEN

CORRIDOR

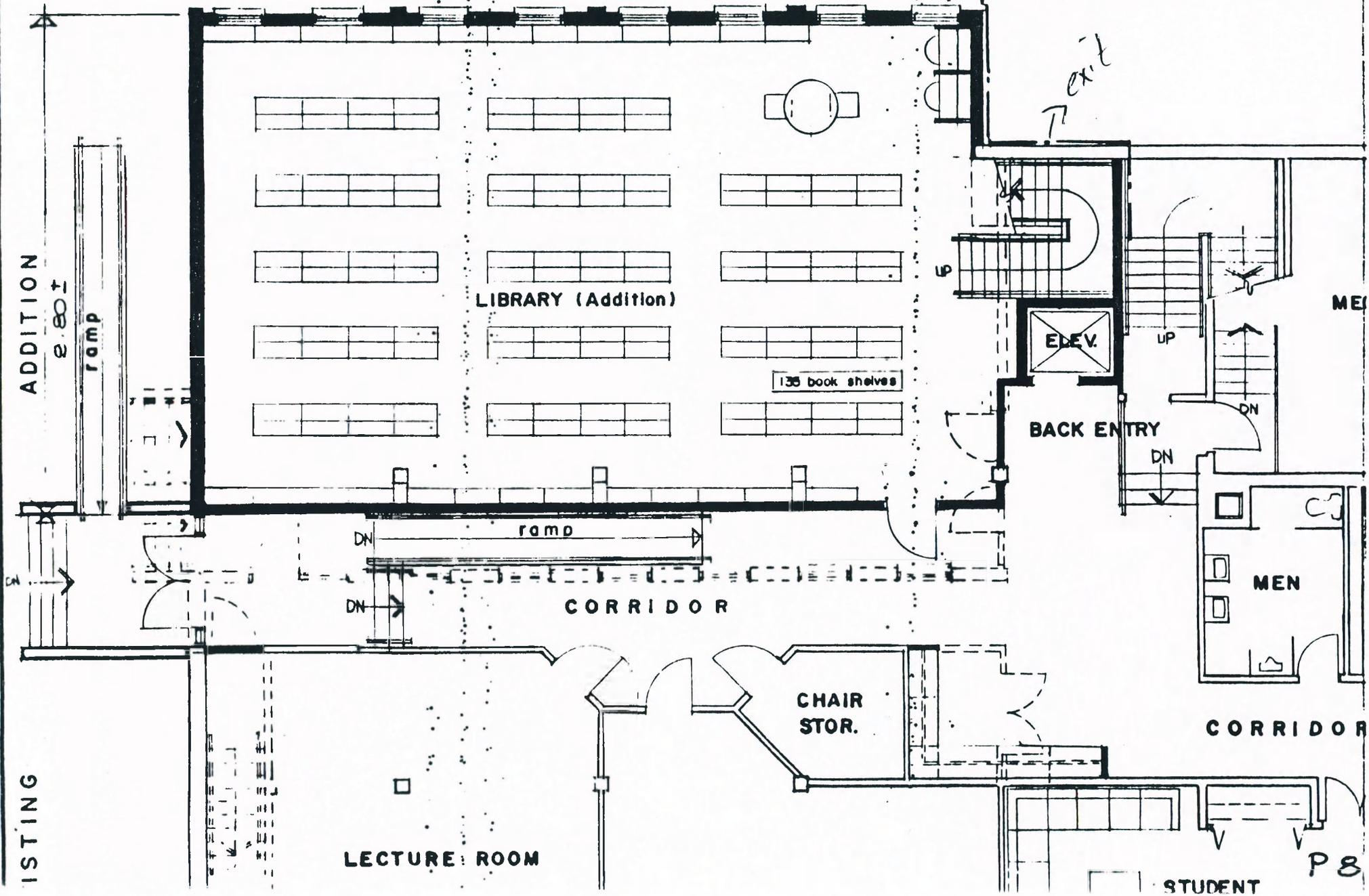
CHAIR  
STOR.

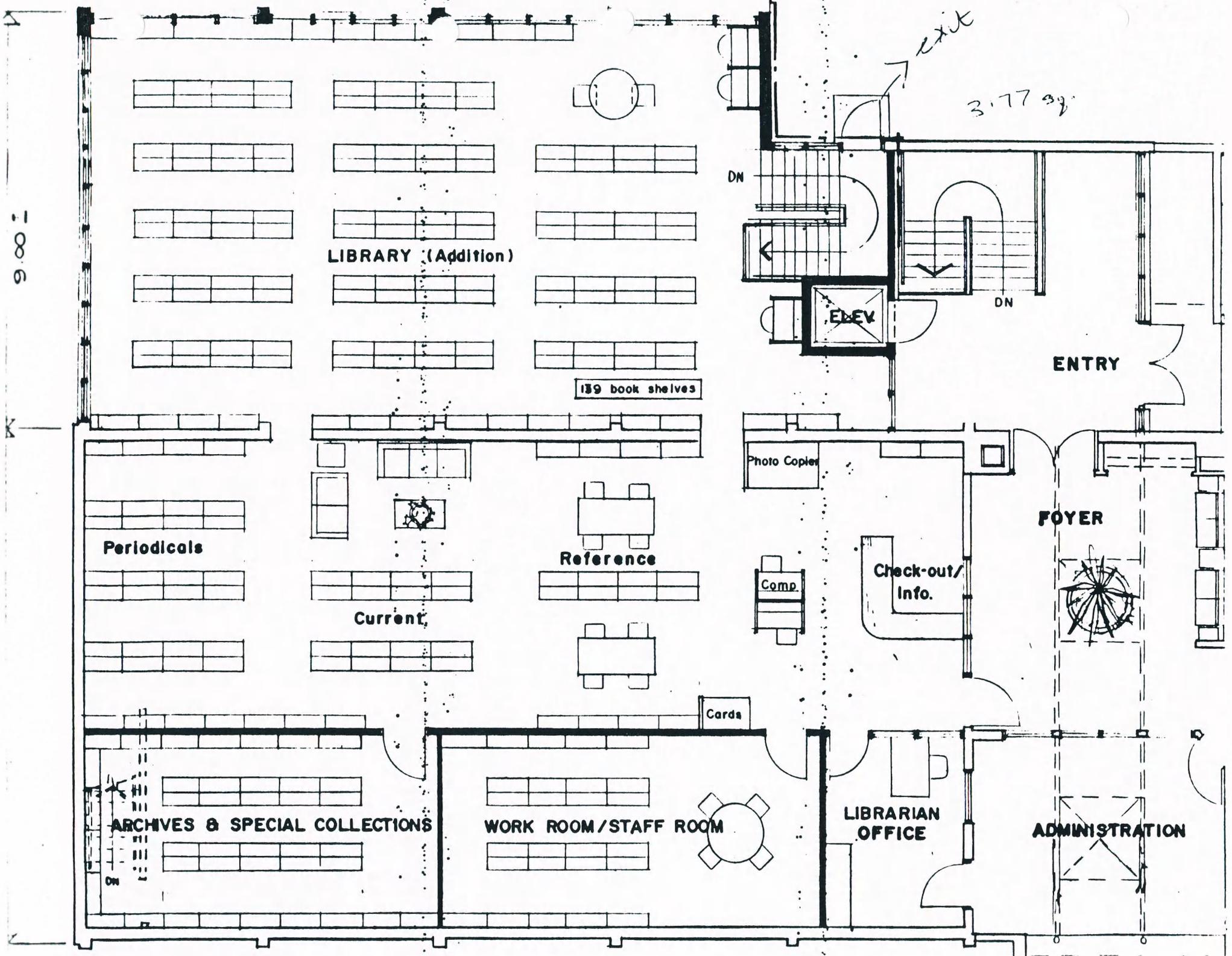
EXISTING

LECTURE ROOM

STUDENT

P 8





90.6

LIBRARY (Addition)

139 book shelves

Periodicals

Reference

Current

Photo Copier

Comp.

Check-out/  
Info.

FOYER

ARCHIVES & SPECIAL COLLECTIONS

WORK ROOM/STAFF ROOM

LIBRARIAN  
OFFICE

ADMINISTRATION

ENTRY

DN

DN

exit

3.77 39'

UPPER LEVEL

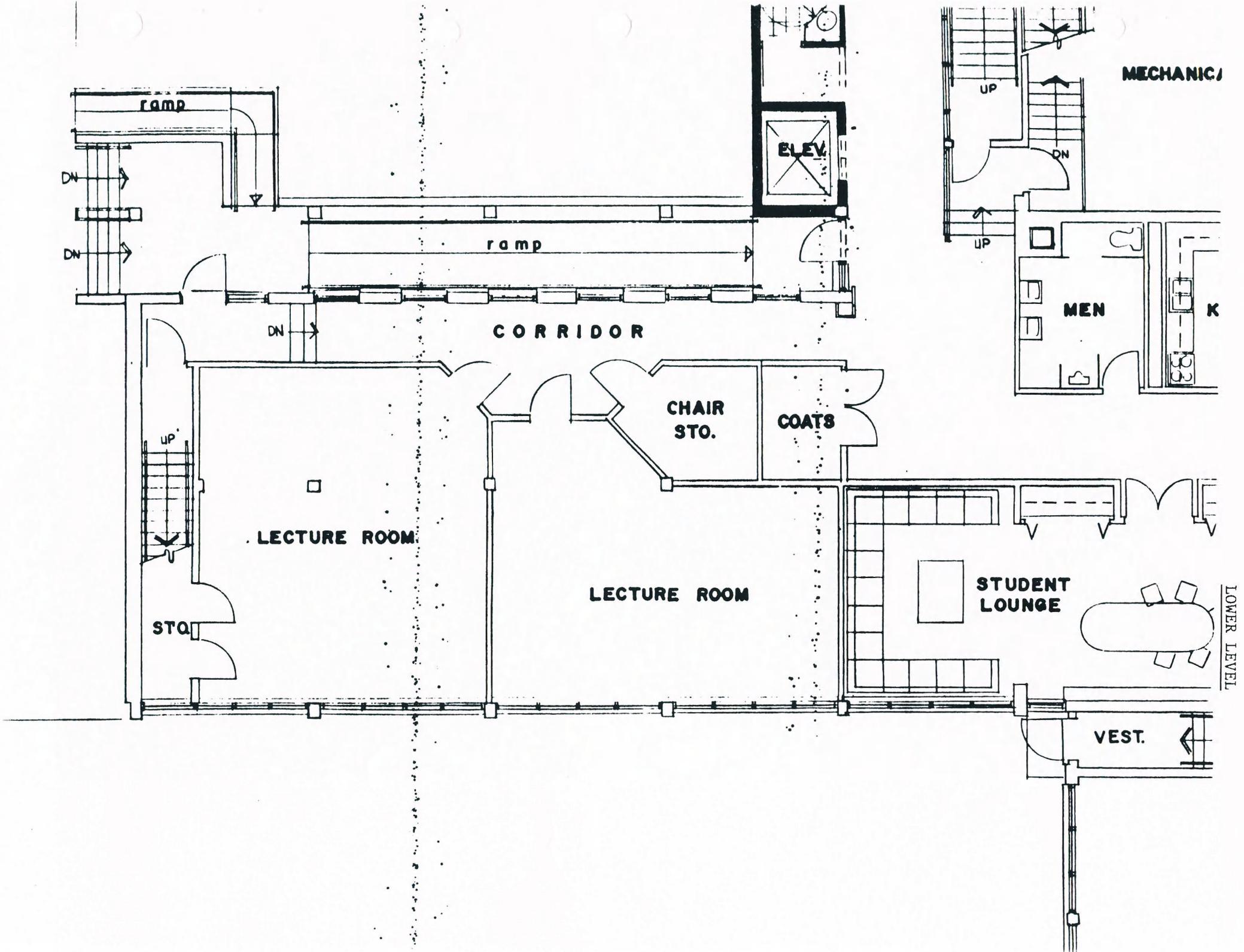
**THEOLOGICAL COLLEGE**

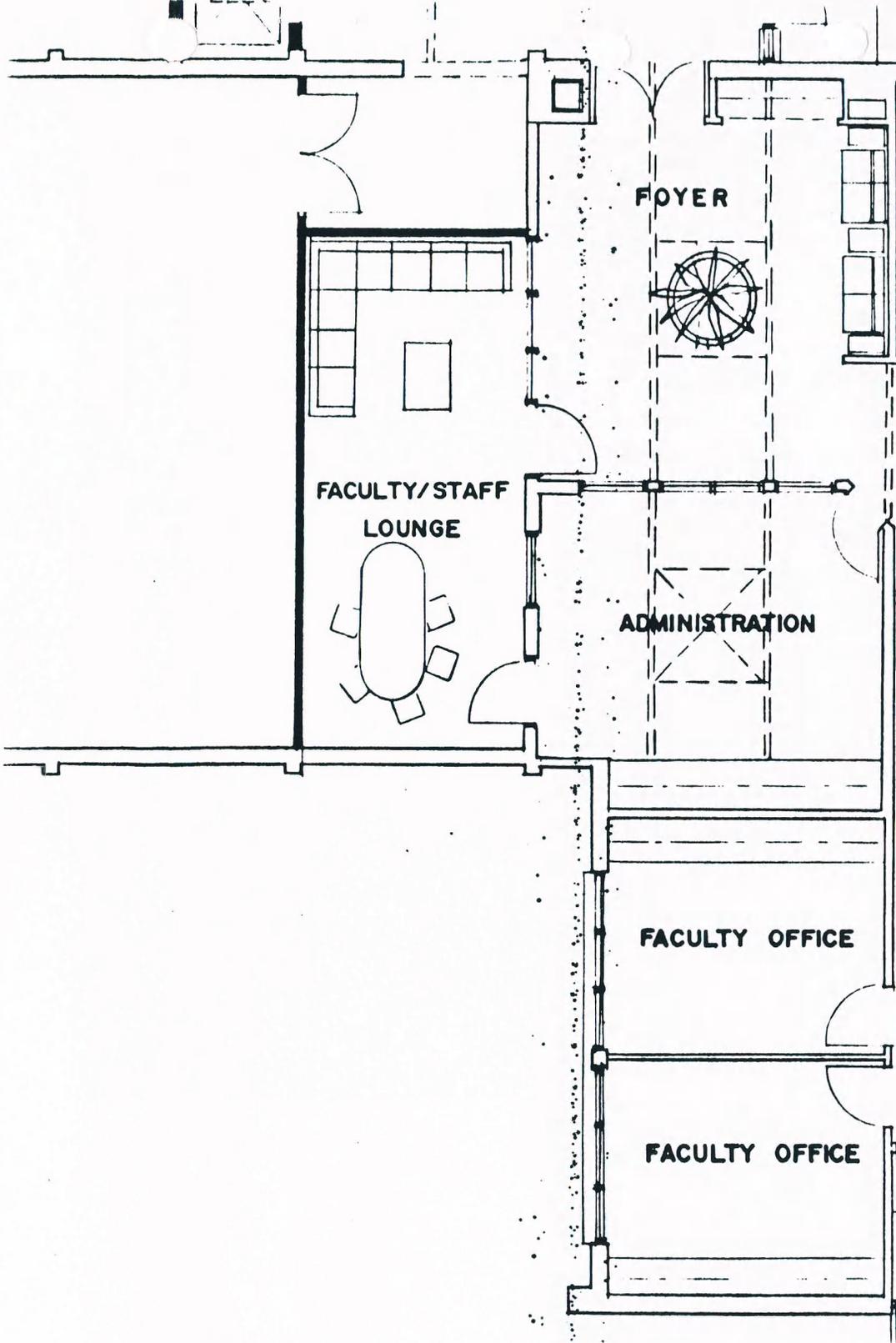
ALTERNATIVE PROPOSAL

FEBRUARY 1995

**COST BREAKDOWN ESTIMATE**

Floor Area	3177 SF @ \$ 80.00	\$	254,160.00
Parking Allowance		\$	20,000.00
Landscaping Allowance		\$	10,000.00
Permits/Fees/Testing		\$	30,000.00
Elevator/Ramp		\$	45,000.00
Alterations:			
	Workroom		
	Office		
	Archives & Special Collections		
	Remove Stairway & Enlarge Lecture Room	\$	25,000.00
<b>SUBTOTAL</b>		\$	<b>384,000.00</b>
<b>GST</b>		\$	<b>13,000.00</b>
<b>TOTAL</b>		\$	<b>397,000.00</b>





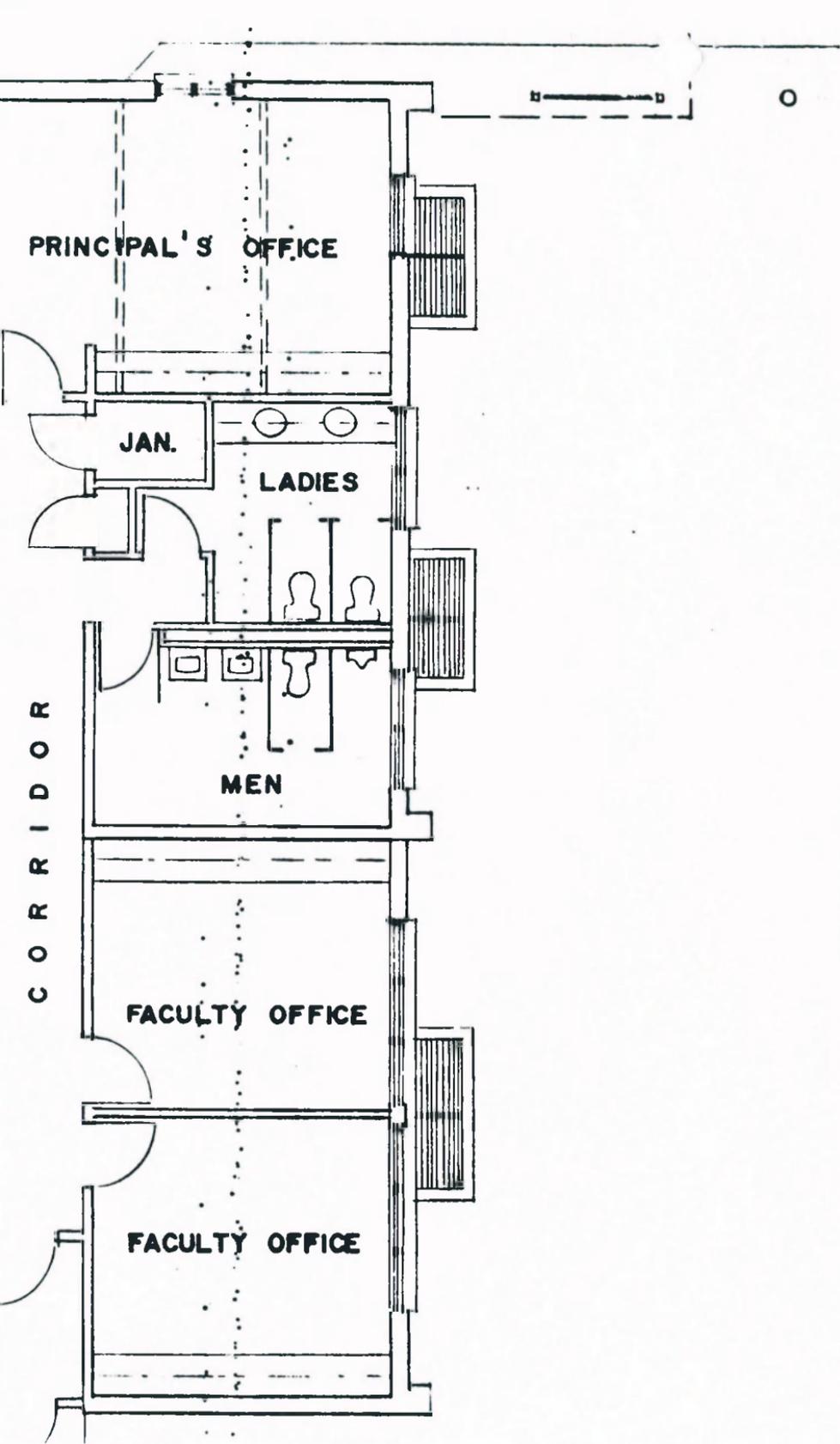
**FOYER**

**FACULTY/STAFF  
LOUNGE**

**ADMINISTRATION**

**FACULTY OFFICE**

**FACULTY OFFICE**



PRINCIPAL'S OFFICE

JAN.

LADIES

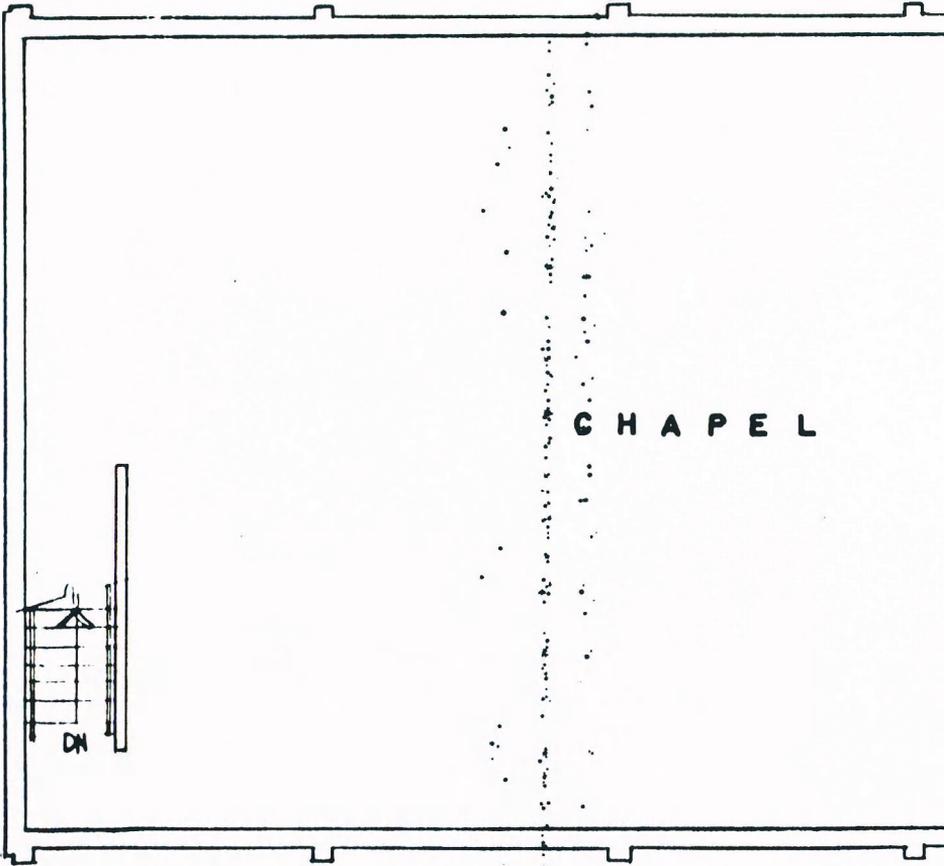
MEN

FACULTY OFFICE

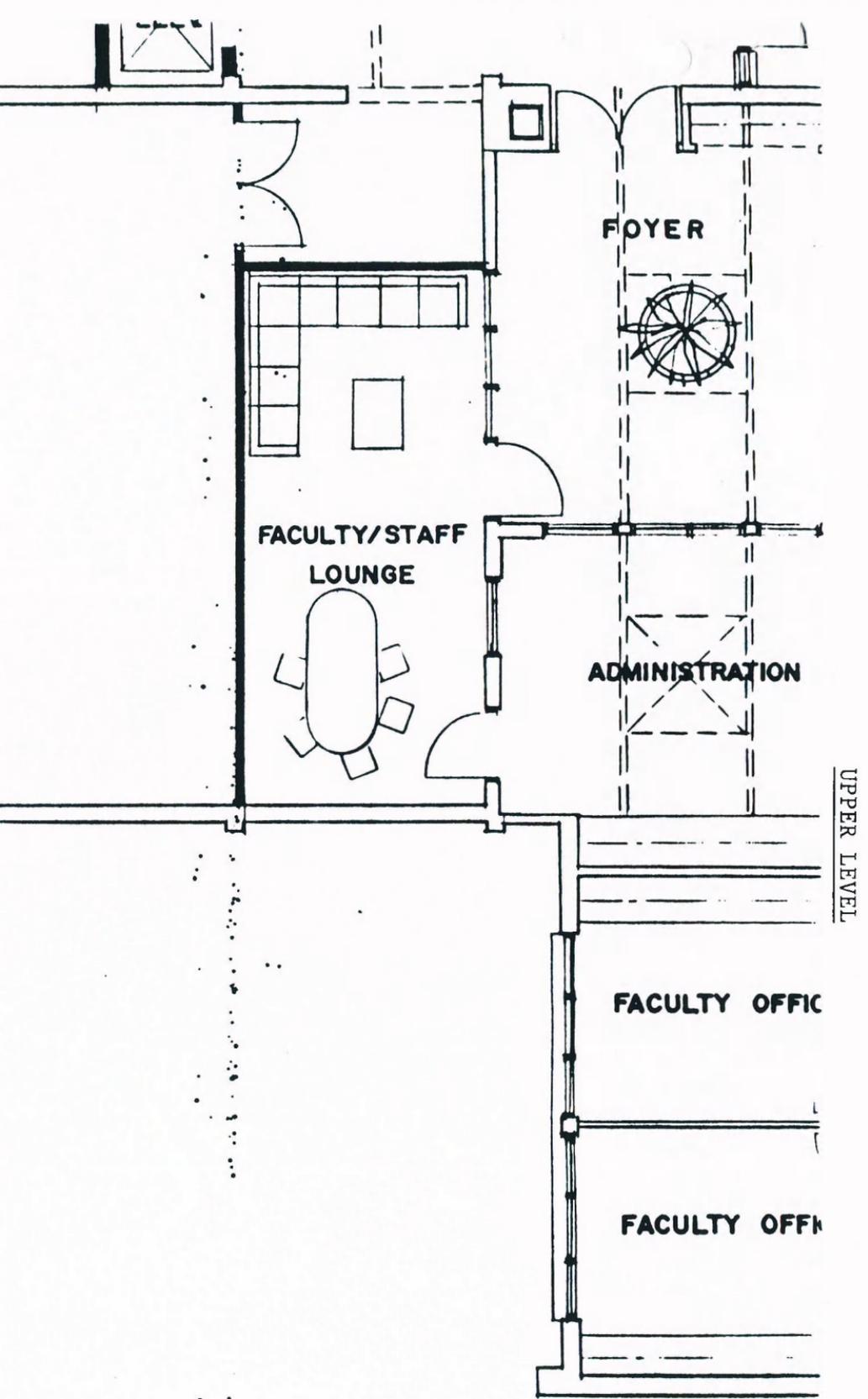
FACULTY OFFICE

CORRIDOR

UPPER LEVEL



CHAPEL



**FACULTY/STAFF  
LOUNGE**

**FOYER**

**ADMINISTRATION**

**FACULTY OFFICE**

**FACULTY OFFICE**

UPPER LEVEL