Appendices
APPENDIX A

First Floor
McKillop Library

Notes:
Temperatures OUTSIDE of the building represent window readings.
Temperatures INSIDE the building represent wall/calling readings.
All measurements in Fahrenheit.

Generally, the sun shines on the front ends of the building.
Although, drastic temperature changes can be seen in areas
where the building is constantly in shade.

*Room reported to be significantly colder year round.
*Room/area reported to be extremely cold.
**Room reported to be extremely hot.
APENDIX B

Library Heating Questions and Responses

1. Do you find certain areas (offices, floors, nooks) of the library to be too hot/too cold?
2. Do you find it to be hotter/colder during certain months, times of the day, days of the week?
3. Do you have any knowledge of facilities' methods of heating the building? If so, how well do you feel the building is heated?
4. What would you like to see change with regards to heating in the building, if anything?

1) Dawn Emsellem – Information Common Specialist, 2nd Floor
   a. Definitely. The heating and cooling in the building is completely uneven. There are offices that are positively icy (room 217, the reference office) and others that are smoldering hot (technical services). I'm usually a little chilly on the second floor during the school year, but it's fine with a sweater.
   b. I don't work in the summer anymore, but we had several summers where the air conditioning would blow and it would be around 80 in the building, with no air circulation. HR finally bought us fans to sit in front of. I heard rumors that the HVAC system that was installed when the building was constructed in 1991 was inadequate and that it has to work too hard and consequently breaks down. I do know that when the airconditioning went out in 2006 we had order a major part from Germany and it took 6 weeks or more. The heat rises when the sun comes into certain windows, especially the rooms at the southwest side of the building.
   c. I think the heating is variable. I think the temperature is computer controlled offsite, but I'm not sure. I know it's gas heat. I think the heating system might be separate from the airconditioning system, but I'm not sure.
   d. Since I have an interest in these things, I would love to have a more energy efficient HVAC system installed.

2) Lori Barile – Learning Common Specialist, 1st Floor Room 130 / Reference Desk
   a. Yes. Usually the Reference office, Room 130 on the 1st floor is too cold. I’ve also noticed the different floors of the library seem to vary in temperature as well.
   b. I just began working here last August and I don’t remember much about the warmer months other than the air conditioning being on (it may have been cold enough for me to need a sweater during the warmer months, but I don’t remember specifically). I know it’s freezing here in the winter and I always make sure I have a sweater handy! Although, personally, I’d rather it be too cold than too warm.
   c. I’m not familiar with their methods, so I can’t comment.
   d. Perhaps more consistency (i.e. having all of the floors the same temperature). Also perhaps a bit warmer in the winter, just enough so that it isn’t uncomfortably cold. As I mentioned, I’m sensitive to heat though, so I’d rather be too cold than too warm (it’s easier to throw on a sweater to get warm rather than trying to cool off with non-opening windows!)

3) Kathleen Boyd – Director of Library Services, 1st Floor Room 129
   a. The HVAC system has been a problem since I arrived here in 1999 (and I understand before that too). We’ve been told that there are several zones in the building and there have been many occasions where one zone is too hot, or another is too cold. My office is an example (room 129). In the summer it is usually too hot, and often too cold in the winter. The room adjacent to mine (room 111) however, does not follow the same pattern!
   b. There are periods in both the summer and winter when the system seems to have been turned off--there is very often a problem on Monday mornings, or after vacations. My understanding however is that the system is never turned off. It would be great to find out about this. Fluctuating temperatures and humidity are not good for the books and other materials here.

4) Gerald Foley – Access Services Coordinator, Circulation Department, 1st Floor
   a. Yes, everyone in the library notices that room 217 study room (Tech Suite) is always too cold year round. Also certain places such as the landing between floors. Certain rooms are often too hot such as room 111. In general, there are several places where areas are too hot or too cold. Uneven heating and cooling throughout the building.
b. Yes, at the change of the seasons areas are either too hot or too cold. A couple of years ago we had no air conditioning at all during the summer in a building where we cannot open windows. There were days I was forced to work in a T-shirt and a couple of librarians went home after their offices recorded temps in the 90’s.

c. We have talked to facilities many times about the uneven cooling/heating in the building and this is documented so it is not like we have ignored the problem. Quite a few years ago, we were told that the sun coming into the many windows was heating up areas and throwing the thermostat off. The director of the library tried to solve this by hiring a firm to put a film on some windows that acted like a shade or sunglass. Personally, I don’t think it worked and feel that the designers of the building should have taken the window effect into consideration when they designed the building. In fact, they probably did and therefore I never bought the argument that the windows were the reason why we had uneven heating and cooling.

d. I do not have a lot of knowledge of the heating and air conditioning of this building except I’ve been told that it operates via certain “ports” and sometimes these ports put out hotter or colder air than other areas (why, I don’t know). We cannot control the thermostat anywhere in the library so when students complain that it is too hot or cold there is nothing we can do except to pass the complaint along to facilities.

e. I also know that the HVAC system is now old and probably needs replacing but it is very expensive. Parts have broken and have caused damage to books when the leaks from cooling fluid fell onto the book stacks.

f. I think that the only long term solution is to purchase a new HVAC system. Possibly first hire a consultant to find out which heating cooling system would best work for this type of building. I’m sure they have energy saving systems out there now. The only problem with this solution is that it would be very expensive at a time when no one has any money to spare. It would probably require a fund raising campaign.

5) Julie Swierczek – Technical Services Workroom, 2nd Floor, Room 208

a. I work in Technical Services, which is Room 208. I'm the cataloger for the library. Our office is located on the second floor; it's the big workroom in the corner of the building. We have two huge windows facing outside. Having windows in an office is great, but since the heating/cooling in the building isn't handled well, it can get very hot in here on sunny days. One window gets morning sun, and then the other one gets the hot afternoon sun. That window is behind my desk, so it gets very hot where I sit.

b. There is a great imbalance between hot and cold spots in the building. It is typically very hot in room 208, but it is always very cold in the stacks on the second floor. Christine Bagley, our Curriculum Library librarian, is always wearing warm clothes because it's cold in her area, and I keep flip-flops at my desk because it gets so hot. Our desks are only about 75 feet apart.

c. I haven’t noticed a pattern of it being too hot or cold on certain days of the week or times of the month. It has more to do with sunshine. For the first part of this past winter, it was freezing in here. I think that had to do with the generally overcast skies, and the low angle of the sun. Since we weren't getting much light in our windows, it was cold. Then, when the sun starting shining regularly and at a higher angle, as the seasons changed, it was 80 degrees or more in here every day. And even when it was 80 degrees, the baseboard heater in front of my window was always pumping out hot air, so it would be even hotter than 80 degrees at my desk.

d. From what I’ve been told by facilities, the building is heated/cooled on the principle of maintain a certain temperature along the 'skin' (perimeter) of the building. So, in winter, the baseboard heaters along the walls are very warm, to make the walls of the building warm. The idea, then, is that cold air from outside can't penetrate this skin to make the inside of the building cold. The problem with this is that if your work area is near the perimeter of the building - as most of them are - you get roasted by the baseboard heaters. But even this doesn't hold true for all floors. The reference office on the first floor is a refrigerator, year-round.

e. It is annoying, though, that when the thermometer in my office is registering 80 degrees, that the baseboard heater is still pumping out hot air. There needs to be better climate control, so that the heater isn't on full force when it's already very hot in the room. There have been times in the winter when we've had to run a fan in the office, just to try to pull in some cool air from other parts of the building.
f. What this building lacks is an internal heating/cooling system to manage the flow of hot/cold air inside the building. There are air vents in the ceilings that circulate air, but this is basically for ventilation purposes, not for controlling heat/cold in offices.

g. If nothing else, there need to be controls in various locations to shut off or turn down the baseboard heaters when a room is already 80 degrees. It would be nice if staff could adjust the thermostat in a room, but even manual controls to shut off the heater would be helpful. (I guess the fear is that someone would leave them off overnight, which would actually waste energy in the long run, since you'd then have to heat up the building from a much colder temperature the next day.)

h. It would also be helpful if something were done to better move air inside the building. In the summer, when the windows in this office are under the glare of the sun cool, but this room gets overheated from the sun. It would be great if the air from the second floor could be circulated better, so that the cool air out in the stacks could be brought into this office.

i. It seems that most rooms in this building have a unique heat/cold profile. Room 217 (one of our study rooms) is usually freezing, year-round. If they could just balance the temperature from room-to-room, that would be great - but I fear that would require installing an entirely new HVAC system.

6) Ingrid Levin – Reference and Instruction Librarian
   a. Yes, the reference office is always rather cold in the winter. We have a thermometer in the office and it is often around 62. We have to wear a lot of sweaters. I know other floors are sometimes too hot. There has also been problems in the past with the air conditioning not working in the summer, although I think this is fixed now.
   b. It is quite unpredictable, but often when there is a big temperature change outside, the inside heating/cooling does not seem to adjust accordingly in a timely fashion. It is usually cold in the reference office in the mornings in winter.
   c. The heating system seems inefficient in that some areas are hot and some areas are cold, rather than all areas being a reasonable temperature.
   d. Warmer temperatures in the reference office in winter. Quieter operation of fans/vents. I also think it would be helpful if we could open our windows during warmer months. Ventilation in the bathrooms needs to be improved.

7) John Lewis – Electronic Resources Librarian, 2nd Floor, Room 206
   a. Yes – the temperatures fluctuate wildly throughout the building. My office is often too hot. Many times the public areas are too cold.
   b. It tends to be too hot on sunny days when the sun through the windows heats the office. This is especially true in the Spring when the heat is still on. This could be easily solved through utilizing the fan setting of the A/C or opening a window. However, no windows open in the library and no one seems to know how to run the buildings heating/AC system properly. It was recently 83 degrees in my office yet the heat was on. Right now it is 77 and will probably be in the 80’s after lunch. Not only is this an uncomfortable work environment it is a waste of energy and money by the university.
   c. The heating system is poor and needs to be replaced. It is either too hot or too cold.
   d. If you can’t provide the proper ventilation at least provide windows that open!
Appendix C. Survey Questions about recycling

Questions for Dawn Emsellem

1. What is the number of boxes of paper used?
2. How many reams of paper are in each box?
3. How many sheets of paper are in each ream?
4. Does the library currently use recycled paper?
5. What is the total number of sheets printed per semester?

Questions for Olga Verbeek

1. How much paper is used each semester by the copy center? Boxes? Reams? Sheets?
2. Do you find the majority of faculty request double-sided copies?
3. Does the copy center use already recycled paper?

Questions for Bob Snell

1. Does the paper that library patrons put in recycling bins in the library actually get put into recycling when the trash is collected?
2. Would you be willing to let us conduct a "dumpster dive" for the library dumpsters later in the semester to investigate and sort out any recycling that may have ended up in the trash?
3. Would the library budget be willing to put money towards the purchase of more recycling bins, preferably ones with lids specific to what type of recycling should go in each one?

Appendix D. Survey of library users about paper use and recycling

1. How many copies do you make each week?
   a. 0-5
   b. 5-10
   c. 10 +
2. How many copies do you make each semester?
   a. 0-10
   b. 10-20
   c. 20 +
3. How many prints do you use each week?
   a. 0-5
   b. 5-10
   c. 10 +
4. How many prints do you use each semester?
   a. 0-10
   b. 10-20
   c. 20 +
5. Do you recycle paper?
   a. Yes
   b. No
6. If the library provided conveniently located recycling bins, would you use them?
   a. Yes
   b. No
7. Looking around right now how many recycling bins do you see?
Appendix E. Survey Responses

### # of Copies Students make Each Semester (out of 61 students)

- 1: 26.2% (10-20)
- 2: 60.7% (0-10)
- 3: 13.1% (20+)
- 4: 13.1% (20+)

### # of Prints Students make per Week (out of 59 students)

- 1: 39% (0-5)
- 2: 39% (5-10)
- 3: 22% (10+)

### % of Students who Recycle (out of 59 students)

- Yes: 73%
- No: 8%
- Sometimes: 19%
# of Bins Students Saw in the Library (out of 38 students)

- 0 Bins: 52.6%
- 1 Bin: 31.6%
- 2 Bins: 15.8%

# of Prints Students make per Semester (out of 61 students)

- 20+: 64%
- 10-20: 19.7%
- 0-10: 16.3%