

Space Planning as a Solo Librarian

Anna Elam, Associate Manager for
Educator Resources
Seattle Art Museum



The Situation

- Teacher Resource Center (TRC) currently at our Asian Art Museum and serves primarily educators
- Will close in March and reopen in September 2017 at our main location, expanding with new resources for families and educators
- Families are a new audience

The Situation

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

1) Know Where You Are

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

This move would not be happening without the Asian Art Museum closure

2) Be Strategic

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

Transferring collection from Microsoft Access Database into EOS Integrated Library System

3) Talk to Everyone

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

Tips from the SAM Shop

The logo for SAM, consisting of the letters 'S', 'A', and 'M' in a bold, white, sans-serif font. The 'S' is slightly larger and positioned to the left of the 'A' and 'M'. The 'A' has a small triangle above it, and the 'M' has a small triangle above it. The logo is set against a solid blue background.

4) Intentionally Compromise

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

New Center Staffing and Hours

Anna Elam

anna@seattleartmuseum.org

206.654.3185

The logo for the Seattle Art Museum (SAM) is displayed in white on a blue background. The letters 'S', 'A', and 'M' are stylized and bold. The 'S' is a simple, rounded shape. The 'A' has a small triangle cut out of its top. The 'M' is a simple, blocky shape.