

## **What You Need to Know about the Upcoming Renovation and Closure of the College Terrace Library**

**The College Terrace Library will close, beginning Monday, July 13, 2009, for a 12-14 month renovation project.**

*Q. What is the last day the Library will be open and when will construction begin?*

A. The last day of operation will be Saturday, July 11, 2009. Staff will have a few weeks to organize and pack up the collection and other material before the actual construction begins in August.

*Q. When is the last day I can use the outside book drop to return items?*

A. The book drop will be open for returns through July 11, 2009. The book drop will be closed at 6 p.m. that day and will remain closed through the duration of the renovation. Library items can be returned to any other Palo Alto Library.

*Q. What will happen to my pending holds I have requested for pick up at College Terrace Library?*

A. Pending requests designating College Terrace Library as the pick up location will be changed to Mitchell Park Library beginning July 1, 2009.

*Q. What will happen to holds left on the hold shelf the last day College Terrace is open?*

A. Any filled holds not picked up by July 11<sup>th</sup> will be transferred to Mitchell Park Library.

*Q. What if I don't want my pick up location to be Mitchell Park Library?*

A. Please contact Library staff at any branch if you want to change your pick up location for pending and future requests.

*Q. When is the last day I can choose College Terrace as my pick up location?*

A. June 30<sup>th</sup> is the last day you can designate College Terrace as a pick up location.

## Renovation and Closure of the College Terrace Library (continued)

Q. *When is the last day I can donate books to the College Terrace Library?*

A. The last day to leave donations at College Terrace Library will be July 11, 2009. After that date, please deliver donations directly to the Friends book sale location at Cubberley Community Center, 4000 Middlefield Rd. The Friends booksale room is located at the back of the north driveway adjacent to the Charleston Shopping Center.

Q. *What will happen to the College Terrace staff?*

A. Most of the College Terrace staff will be reassigned to work at other library locations in the system. However, as part of the City's budget reductions, several hourly positions across the system, roughly equivalent to the total staffing level at College Terrace branch, will be eliminated from the Library's budget next year. Most, but not all, of these positions are currently vacant.

Q. *What will happen to the Child Care Center?*

A. The Child Care Center will be housed in a temporary building on a vacant lot on Wellesley St. just south of the library.

Q. *What will happen to the library collection?*

A. Much of the collection will be stored. Popular items, such as DVDs, bestsellers, and some children's books, will be temporarily moved to other branches and returned to College Terrace when it reopens.

Q. *How will the building be renovated?*

A. The renovation will include extensive seismic reinforcement, electrical and mechanical upgrades, add air conditioning, improve accessibility for the disabled, improve the public restrooms, install new shelving, and upgrade the interior finishes – all in keeping with the historic designation of the building.

Q. *Will the layout of the library be affected by the renovation?*

A. There will be some changes in order to accommodate the accessibility and structural upgrades. The biggest impact will be the reduction of shelving now holding the adult non-fiction collection. Although the shelving capacity will be reduced, staff is working to seek funding to ensure that when the library reopens, College Terrace will have an improved collection chosen to meet community needs.