

Shepley Bulfinch Richardson & Abbott

Brandeis University Libraries Master Planning Process

Meeting 1: *(late April)* Listening and information gathering

- a. Focus groups-students, faculty, staff
- b. Building assessment-drawings and tours

Meeting 2: *(mid-late May)* Identification of program needs

- a. Changes to current components
- b. New components

Meeting 3: *(mid-late June)* Test program needs with physical space

- a. Develop alternatives for space use
- b. Select preferred alternative
- c. Make Recommendations for Gerstenzang Science Library

Refine Library Master Plan Recommendations *(July-August)*

Meeting 4: *(September)* Final Recommendations

- a. Present final recommendations for comment
- b. Plan next steps
- c. Issue summary report