To: Dr. Erika Paterson, ENGL 301 Instructor

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**Proposal on Establishing Alternative Closing Procedures for UBC Libraries**

**Introduction**

The University of British Columbia (UBC) libraries are a vital resource for UBC students, as it gives access to various educational materials and study spaces. However, the current practice of announcing library closures can be disruptive to those who are trying to study, particularly during the final minutes before closing.

Considering the significant amount of time students spend studying and working in these spaces, it is crucial to provide a non-disruptive environment until the last minute of opening hours. This proposal aims to explore alternative closing announcements that can minimize disturbance while still allowing libraries to close on time, enhancing the user experience and supporting the academic success of UBC students.

**Audience Description**

UBC Library Team on that manages policies, procedures, and guidelines.

**Statement of the Problem**

The current practice of announcing library closures at UBC can be disruptive to students, particularly during the final minutes before closing. Closing announcements are typically made 30 to 15 minutes before the library’s closing time. While different libraries have their set of procedures, some practices include turning the lights on and off, ringing a loud bell, and PA announcements in intervals. These practices can be disruptive to the users who are trying to focus on their work, particularly during the final minutes before closing, and can negatively impact the overall user experience and impede academic success.

**Proposed Solution**

One solution to minimize disruption to UBC Library users during closing time is to implement a revised and consistent closing announcement procedure. This can include visual cues such as a countdown timer, gradual dimming of lights, and mobile notifications. These measures will help users keep track of time and remind them to start packing up and leaving without disturbing them. This solution will improve the user experience, reduce stress, and improve academic success.

**Scope**

This formal report proposal will focus on the following areas of inquiry to evaluate the feasibility of implementing a revised closing procedure at UBC Libraries:

1. What are the current closing practices of UBC libraries?
2. How are the users experiencing the current closing practices of UBC libraries?
3. What are the potential benefits and drawbacks of revising the closing procedure of UBC libraries for the users?
4. How large is the size of the population that stays until closing time in UBC libraries? What is the demand to change the current procedure?
5. What are the perspectives and possible challenges on implementing this revision to the UBC Library Team that manages these procedures?
6. What are the potential costs associated with implementing a revised closing procedure, including expenses on hardware, software, and staff training?

**Methods**

The primary sources of data for this proposal will be surveys and interviews. Surveys will be conducted among UBC students who frequently use UBC libraries, especially those who stay until closing time to gather their experiences and opinions on the current closing procedures. Interviews will be held for the library staff to gain their views on the current practices and proposed changes. These can provide insights into the feasibility of implementing the revisions and the potential challenges and issues that might arise from the proposal.

Secondary sources will be gathered from academic journals, research papers, and publications that provide insights into the impacts of academic libraries' established procedures and policies on user experience. In addition, case studies of other academic libraries that have implemented similar changes will be reviewed to understand the challenges and benefits of different practices of closing procedures.

**Qualifications**

I am a third-year student in the BCS program at UBC with a previous background in architecture. I frequently stay in different libraries for studying, group meetings, and working on assignments which allowed me to become spatially aware and experience the UBC libraries’ current procedures and environment.

**Conclusion**

In summary, the current practice of announcing library closures can be disruptive, negatively impacting users' concentration and overall experience. By exploring alternative closing procedures for UBC libraries, these spaces can enhance the user experience and support academic success down to the last minute. From assessing sources of data and inquiries, I will be able to determine the feasibility of the proposed revisions to the current procedure. With your approval, I am eager to begin researching and evaluating the feasibility of this proposal.