

Project Guide

Space Assessment Planning Document

Assessment Committee/Team

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

The deadline for the delivery of this space assessment is _____

The goal(s) of this space assessment are:

(1) _____

(2) _____

(3) _____

The storage rooms, storage fixtures, collection types included in this assessment are:

What types of items will need special consideration during the assessment? Describe.

The Profiling Unit of this assessment is _____.

Document the dimensions of your existing fixtures

| Fixture Type | # of Fixtures | Exterior Dimensions | Cubic footprint, Single Fixture | Cubic Footprint, Total Fixtures | Available Shelf Space | Available interior Space (Height) | Shelf Height |
|--------------|---------------|---------------------|---------------------------------|---------------------------------|-----------------------|-----------------------------------|--------------|
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| | | | | | | | |
| Totals | | | | | | | |

Document the dimensions of your planned fixtures

| Fixture Type | # of Fixtures | Exterior Dimensions | Cubic footprint, Single Fixture | Cubic Footprint, Total Fixtures | Available Shelf Space | Available interior Space (Height) | Shelf Height |
|--------------|---------------|---------------------|---------------------------------|---------------------------------|-----------------------|-----------------------------------|--------------|
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| Totals | | | | | | | |

The assessment will organize the collection by _____

Notes on organization: _____

Define the sections of the collection that will be assessed and the included fixtures

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Growth is planned for a _____ year horizon.

Growth will be calculated by:

Projected Accessions Percent of Overall Collection Fixtures/Year Other

Growth Calculations _____

Space Standards

Object Type _____ From the Edge _____ Overhead _____

Object Type _____ From the Edge _____ Overhead _____

Object Type _____ From the Edge _____ Overhead _____

What are the restrictions/considerations needed for your data collection categories?

Notes from space assessment trial run

Attach to this guide:

- Detailed Project Timeline
- Storage Map
- Tracking Matrix

Fixtures: _____ Section: _____

Fixture Type(s) _____ Shelves _____

| Diameter | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 |
|----------|---|---|---|----|----|----|----|----|
| Height | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |

| Shelf = 18x36" | Sample Set | | | | | |
|----------------|-------------------|------------------|-------------------------|--------------|---------------|----------------------|
| | Number of Vessels | Cubic Feet Total | Square Feet Total | # of shelves | Shelf Height" | Total Height Needed" |
| 4x4x4 | 1 | 0.037 | 0.111 | | | |
| 6x6x4 | 1 | 0.083 | 0.250 | | | |
| 8x8x4 | 3 | 0.444 | 1.333 | | | |
| 8x8x6 | 1 | 0.222 | 0.444 | | | |
| 10x10x6 | 1 | 0.347 | 0.694 | | | |
| 8x8x7 | 1 | 0.259 | 0.444 | | | |
| 8x8x8 | 1 | 0.296 | 0.444 | | | |
| 14x14x8 | 1 | 0.907 | 1.361 | | | |
| 10x10x9 | 2 | 1.042 | 1.389 | | | |
| 14x14x12 | 1 | 1.361 | 1.361 | | | |
| 14x14x13 | 1 | 1.475 | 1.361 | | | |
| 16x16x13 | 3 | 5.778 | 5.333 | | | |
| 16x16x14 | 1 | 2.074 | 1.778 | | | |
| 16x16x15 | 1 | 2.222 | 1.778 | | | |
| Totals | 19 | 16.5486 | 18.0833 | | | |
| | | | Interior Fixture Height | | | 75" |
| | | | # of Needed Fixtures | | | |

Additional Resources for Space Assessments and Collections Storage Planning

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