## CO-OCCUPANTS

### PROCESS
1. The process was **inclusive**. We invited departments and centers, faculty, and staff to submit proposals for locating units in the new library.
2. Each proposal was either forwarded to another working group (such as the Service models group) or considered by the co-occupants team.
3. The working group developed a **set of standard interview questions and decision criteria**.
4. Team members interviewed representatives of **twenty-three proposals**.
5. Representatives were asked to review notes from those interviews and make changes as desired.

### DECISION CRITERIA
1. Potential co-occupants had to demonstrate a clear connection to the vision and guiding principles.
2. We applied the programming committee’s three decision criteria:
   - **Uses that can only happen in the library**
   - **Uses that happen best in the library**
   - **Uses that benefit from the library’s special resources and purposeful atmosphere to create new synergies that advance Smith’s mission**

### DRAFT // DIGITAL MEDIA HUB DEFINITION
A digital media hub is a **space or a neighborhood of spaces** where faculty, students, and staff **create, display, and share** media in support of teaching, learning, and research. It’s a **physical and virtual** place where members of the community can work **alone or in groups**, formally or informally, with video, audio, web sites, and other forms of existing and emerging media. **Services and programming** such as workshops and classes are available in the space to facilitate the adoption of new media technologies.

The digital media hub will be equipped with a **range of computing and AV resources**, from basic to high tech. Because of the changes in technology, this space should be **adaptable** to account for **future opportunities**. Note that while this concept is articulated as a hub, the entire library complex needs to be digitally enabled.

### DRAFT // LEARNING COMMONS DEFINITION
A Learning Commons is a **concentration of services designed to facilitate academic interactions outside traditional class time**. It allows conversation to easily flow from the **formal** learning space into an **informal** flexible space. The Learning Commons is supplemented by **student and faculty resources** that support their academic experience. This might include services such as **writing** or **quantitative analysis assistance**, **career counseling**, **disability services**, and **pedagogical support**. Because these services are nearby, faculty and students are able to easily, and naturally, take advantage of the resources and services.

(YOUR COMMENTS)