To:	*Oregon State University Library Administration*
From:	*Reyn Jones, Rhea Mae Edwards, Rutao Song, Michael Phelps*
Date:	*February 15, 2016*
Subject:	*Seating Arrangement Problems in the Library*

Greetings,

We would like to discuss the issue of the present issue of seating in the library. Currently, the library does not maximize the possible number of desks and seats in the empty and spacious areas throughout the five floors. Enclosed in the follow document, we have a proposed solution to this problem which we hope you will consider implementing. This solution does not require any funds to be completed, only permission from the administration. Thank you for taking the time to consider this proposal and we hope you will take further action. If any additional questions occur about the issue or our proposed solution, please contact us with any concerns you may have. We look forward to hearing from you about pursuing this opportunity to improve our library environment.

Sincerely,

Reyn Jones, Rhea Mae Edwards, Rutao Song, Michael Phelps

PROPOSAL

PURPOSE

We propose a cheap and easy solution that will help resolve the seating problems in the library. It has come to our attention that many of the desks in the library are not being used properly, for example: single-party-students taking up group tables. With the growing number of students on campus, this issue must be solved soon as campus becomes more crowded. We propose a plan to rearrange the library that will allow students to find tables more easily and to take full advantage of the space available in the library.

PROBLEM

For many, the library is the main place where people go to study, do research, and meet up for group projects. It is utilized so much though, that people are beginning to have a difficult time finding places to sit. Many factors contribute to this problem, but one of the main problems we found is that many students do not make proper use of the tables, more specifically individuals using group tables to themselves. When a group of people come, they usually see all the tables are under use, which leads them go finding another place and waste their time. This has become a problem in our library as it prevents groups from using seats meant for them.

SOLUTION

Our solution is simple. We plan to divide the 3rd, 4th, 5th, and 6th floors of the library into different zones. The 3rd and 4th floors will be designated for groups, meaning the floors will consist of only group tables. The 5th and 6th floors will be for individuals, consisting of only single tables. This concept would complement the current floor designs because the 3rd and 4th floors allow people to talk freely, while the 5th and 6th floors don't allow conversation. Our solution is also cost effective. To avoid having to spend a lot of money, we've decided not to buy new tables unless completely necessary. We plan to make use of the tables currently available, but just to rearrange them accordingly. Also there was some initial concerns about having to hire a moving company to sort the tables, but we thought that a better alternative to this would be to hire student volunteers to help with labor. These students would be rewarded with community service hours. With the simplicity of our project, we estimate that the job could be done at least by fall term of 2016. We could also make use of interior design

students at our school who could help design floor plans for each floor. It would provide them with some experience in their current field.

CONCLUSION

The library is in dire need for revamping. Our plan is very cost effective, practical, and would help ease the burden students face when searching for tables in the library. Approving our plan would give the library the necessary changes towards making it an even better resource for students at Oregon State. We would love to hear your thoughts on this issue, and would be more than glad to discuss any issues or questions that you may have relating to our proposal. Thank you for your time and consideration.