1. General principles
   a. Allowing BRCL to close entirely during its ~15 month renovation would
      i. Place staff jobs at risk of being eliminated
      ii. Make BRCL materials essentially unavailable for that period
      iii. Erode user traffic – would they ever recover?
      iv. Possibly drive more public traffic to FLITE
   b. Allowing BRCL to temporarily relocate collections and staff in FLITE during renovation would
      i. Keep staff working
      ii. Keep materials available, both to Ferris and the community
      iii. Allow users to continue to find collections, people, services, computers
      iv. Possibly drive more public traffic to FLITE
      v. Hopefully strengthen “town-gown” relations and good will

2. Things we need to solidify to successfully locate BRCL in FLITE for the duration of their renovation
   a. A transparent, inclusively-developed contract between Ferris and the city of Big Rapids documenting
      i. requirements
      ii. expectations
      iii. limits of liability and service
         1. setting hours (e.g. Winter Closure)
         2. how public services will be offered
         3. how materials will be circulated and reshelved
         4. insurance/collection replacement value
         5. disaster plan/contingency
         6. parking and impact on lots
         7. facilities use details
            a. unaccompanied minors
            b. room reservation expectations
            c. quiet vs. non-quiet areas
      iv. dates and duration of occupancy
   b. Marketing and publicity campaign to Ferris and Big Rapids
   c. Logistics of moving collections and staff to, and from, specific locations in FLITE

3. Some issues to consider
   a. Consideration of impact on FLITE due to concurrent Rankin closure
b. Service points and staffing expectations – “where do BRCL and FLITE begin and end?”
   i. reference
   ii. checkout
   iii. other services (e.g. programming would happen elsewhere)

c. Setting hours
   i. evenings
   ii. BRCL would be subject to Ferris policy e.g. re: Winter Closure, inclement weather

d. Collection layout and staff workflows
   i. mail/receiving
   ii. processing
   iii. shelving – will their entire collection fit?

e. Potential impact on Ferris students
   i. more disruptive children in the building? Unknown likelihood
   ii. Jim Crow Museum tours, MLK Day event location

f. Potential impact on BRCL public users
   i. Jim Crow Museum not appropriate for young kids
   ii. FLITE unaccompanied minor, room and other policies apply

g. Possible Ferris-community competition for space, computers?

h. Computer networking and provisioning
   i. require Ferris login on more computers (e.g. 1st Floor), segment community to select machines?
   ii. run BRCL-owned, filtered computers on Ferris network ports connected to city Charter fiber service

i. Physical security
   i. how to handle individuals who have been trespassed from BRCL or FLITE, but not necessarily both?
   ii. Ferris Public Safety vs. Big Rapids Public Safety

j. Politics, given some feelings about the city commission’s decision to move forward with this approach

k. How would any of the above in 3. change, i.e. from the current situation? We already have community users in FLITE on a regular basis. We would probably have more during this temporary arrangement (though we don’t know how many).