

CK Design is running Library Design WORKSHOPS at the SLNSW

Book your space now for June, July, September and October 2013

Jean Garling Room, Mitchell Library, Macquarie St, Sydney



Workshops presenter:

Cecilia Kugler – BA (Int Des. UTS) – Principal of CK Design International

Cecilia's passion for inspiring and affordable design of public and educational facilities began over 25 years ago. Since then, she has been planning and designing libraries and other facilities, working closely with each client, staff and stakeholder to develop solutions that are inspiring, functional and cost effective. She has a commitment and appreciation for the challenges of shoestring budgets, funding cycles and best ways to develop a long term vision that is easy to "sell" and implement in stages and provide a step by step guide through the design/construction process.

Through her seminars and workshops Cecilia shares her wealth of knowledge in Interior Architecture and Design and her expertise in Library Planning and Design. Please register your interest in any of the following workshops or suggest any topic areas which may be of interest to you or your team and we are happy to tailor a workshop accordingly.

CENTS AND SENSIBILITY

Maximum Impact with Minimum Funds

Tuesday 18th June 2013

Tuesday 3rd September 2013

Full day workshop Cost = \$360+ GST

(*) Discount Cost = \$290+GST

D-BRIEFING - Essentials in developing library design brief

Gain clarity, direction and boost support for your project, big or small

Wednesday 19th June 2013

Wednesday 4th September 2013

Full day workshop Cost = \$360+ GST

(*) Discount Cost = \$290+GST

SMART ASSETS – Furniture, Equipment and Technology

Want to maximise space and improve functionality of your library?

Wednesday 17th July 2013

Tuesday 15th October 2013

Full day workshop Cost = \$360+ GST

(*) Discount Cost = \$290+GST

SIGN OF THE TIMES

Are your signs really showing the way?

Thursday 18th July 2013

Wednesday 16th October 2013

Full day workshop Cost = \$360+ GST

(*) Discount Cost = \$290+GST

TAKE IT FOR GRANTED!

Learn how to deliver big outcomes with small grants or funding.

RE-COLLECTIONS – Measurement Techniques

Making it fit.

Half day workshops

Dates not confirmed yet

Please register your interest

Cost = \$250+ GST

(*) Discount Cost = \$200+GST

❖ Who should attend?

Ideally suited to librarians, technicians facilities managers, all wanting to maximise resources and opportunities for better project outcomes.

❖ Group Size ?

The groups are limited to 18 participants – **book now** to secure your place.

❖ Inclusions?

Workshop, all training material, morning tea, and afternoon tea.

❖ Discounts?

(*) A 20% Discount applies for multiple bookings from the same organisation or bookings for 2 or more workshops.

**PLEASE READ
WORKSHOP
INFORMATION
SHEETS FOR
DETAILS**

If you would like to attend a workshop but the dates don't suit you, please give us a call on 02 9955-0755 or email us at admin@ckdesign.com.au, and we will try to organise alternative arrangements.

REGISTRATION FORM

Workshops at the State Library of NSW -Jean Garling Room, Mitchell Library, Macquarie St, Sydney

Attendee's Name & Surname	
Organisation:	
Position / Title:	
Address:	
Telephone / Mobile:	
Email:	
Alternative Email:	
Preferred Name on ID Tag	

Dates 2013	I will attend the following workshops	cost	GST	subtotal (including GST)	total cost (*)
<input type="checkbox"/> Tues 18 th June	CENTS AND SENSIBILITY Maximum Impact for Minimum Funds	\$ 360	\$ 36	\$ 396	\$
<input type="checkbox"/> Tues 3 rd Sep		\$ 290 (*)	\$ 29	\$ 319 (*)	
<input type="checkbox"/> Wed 19 th June	D-BRIEFING Developing the design brief	\$ 360	\$ 36	\$ 396	\$
<input type="checkbox"/> Wed 4 th Sep		\$ 290 (*)	\$ 29	\$ 319 (*)	
<input type="checkbox"/> Wed 17 th July	SMART ASSETS Furniture, Equipment and Technology	\$ 360	\$ 36	\$ 396	\$
<input type="checkbox"/> Tues 15 th October		\$ 290 (*)	\$ 29	\$ 319 (*)	
<input type="checkbox"/> Thur 18th July	SIGN OF THE TIMES Signage and Displays	\$ 360	\$ 36	\$ 396	\$
<input type="checkbox"/> Wed 16th Oct		\$ 290 (*)	\$ 29	\$ 319 (*)	
<input type="checkbox"/> Register your interest	RE-COLLECTIONS Measurement Techniques	\$ 250	\$ 25	\$ 275	\$
		\$ 200 (*)	\$ 20	\$ 220 (*)	
<input type="checkbox"/> Register your interest	TAKE IT FOR GRANTED! How to maximise the use of Grants	\$ 250	\$ 25	\$ 275	\$
		\$ 200 (*)	\$ 20	\$ 220 (*)	
(*) A Discount of 20% applies for multiple bookings from the same Organisation or bookings for 2 or more workshops.				TOTAL	\$

Payment methods:

☐ CHEQUE All cheques made payable to "CK Design International" and mailed to:
Suite 202, 283 Alfred St, North Sydney, NSW 2060

☐ CREDIT CARD ☐ Visa ☐ MasterCard Expiry Date: ____ / ____

Card Number:

Name on card: _____ Security Code (last 3 digits on back): ____

Signature (of Credit Card holder) _____

2.5 %
processing
fee applies
to all
Credit Card
payments

☐ ELECTRONIC FUNDS TRANSFER (EFT)
Account name: CK Design International / Bank: Commonwealth Bank Australia / BSB: 062438 / Account: 1020 8512

Cancellation policy: if unable to attend, a substitute delegate may take your place. However, if you wish to cancel your registration, a full refund minus a 20% (incl. GST) service fee will be given, provided you have notify us in writing at least 7 days before the date of the workshop. No refunds available for cancellations with less than 7 days written notice.

To register - please email or fax this form to admin@ckdesign.com.au / fax:(02) 9955 00766 / ph:(02) 9955 0755

CK DESIGN INTERNATIONAL - Suite 202 / 283 Alfred St, North Sydney, NSW 2060 / www.ckdesign.com.au

CENTS AND SENSIBILITY

Maximum impact with minimal funds

Full day workshop

CENTS AND SENSIBILITY - Maximum impact with minimal funds

Feel you can't achieve much on a small budget?

*Don't know the best way to spend your limited funds to create
real change?*

"So much to do, so little to do it with"

Budgets shouldn't be seen as a constraint but a creative opportunity. Learning basic design concepts and using our project examples, this workshop outlines practical and cost effective strategies and design ideas to achieve maximum impact for least funds.

We will look at ways you can work with what you've got - whether it be creating multiple uses for space and furniture, to rearranging an existing space.

We will show you a variety of ways where a little abstract thinking and an appeal to the senses has yielded effective transformations.

The workshop will cover:

- ✓ The importance of identifying your short and long term
- ✓ How to prioritise
- ✓ Identifying your assets with renewed perspective
- ✓ Redistributing what you've got
- ✓ Finding treasure in an antique store
- ✓ Matching needs with space and assets
- ✓ Tips and ideas

Case Studies:

- ✓ Examples of creative, low budget solutions
- ✓ Practical exercises. Using your examples, we will apply these concepts to develop cost effective solutions.
- ✓ Practical and cost effective strategies and design ideas to achieve maximum impact for least funds.



❖ Facilitator

Cecilia Kugler has 25 years experience briefing, planning and designing libraries, working closely with clients and delivering tailored solutions to every project.

❖ Who should attend?

Ideally suited to librarians, technicians facilities managers, all wanting to maximise resources and opportunities for better project outcomes.

❖ Group Size ?

The groups are limited to 18 participants – **book now** to secure your place.

❖ Investment?

\$360 + GST for 1 workshop

\$290 + GST for 2 or more workshops or multiple bookings from the same organisation.

❖ Inclusions?

Workshop, all training material, morning tea, afternoon tea.

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or fax to 02 9955 0766, any questions Contact us on 02 9955-0755

D-BRIEFING - Essentials in developing a library design brief

Full day workshop

Learn how to gain clarity, direction and boost support for your project, big or small

Do you have a project in mind but don't know where to start?

Have a lot of needs and don't know how to organise the information or who to involve?

Do you want support for your project and team ownership?

Many projects rush through the briefing stage and implement underdeveloped solutions, only to spend extra time and money making rectifications during construction. Whether you are just redesigning a circulation desk, re-fitting the library or building a new building, a good design brief can maximise the outcomes, save you money and speed up delivery by :

- ✓ Developing a strong vision
- ✓ Learning to clearly articulate requirements enabling innovative outcomes
- ✓ Ensuring the process builds your team and guarantees ownership

This full day workshop will teach you how to make the design brief a strategic business tool by covering five essential elements of the brief :

- ✓ Creating a Vision
- ✓ Inclusive and Cooperative Process
- ✓ User profile
- ✓ Quantifying and qualifying requirements
- ✓ Defining Interior Attributes



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SMART ASSETS – Furniture, Equipment & Technology

Full Day Workshop

SMART ASSETS – FURNITURE, EQUIPMENT AND

TECHNOLOGY – Latest trends in learning space design and libraries

Want to maximise space and improve functionality of your learning spaces and libraries?

Want to maximise space and improve functionality?

Do you know how to determine what sort of flexibility you need?

Want to know witty ways of giving your furniture a makeover?

There are so many smart innovations in furniture and technology. These can change the way you operate and improve the space and functionality of your library. But how do you know what's out there and how it applies to you? The choices can sometimes be overwhelming and it's not always easy to know where to start and what to do. This workshop will open the door to the innovations in the design world which will help you think differently about what you need for your library and how to go about achieving it.



Are you in tune with the latest space saving designs in furniture and technology?

The workshop is jam-packed with ideas and case studies of the latest in furniture, equipment and technology. Through various examples, we will explore:

- ✓ what you've got and what you can do with it
- ✓ the concept of re-use and multiple use
- ✓ identifying your needs
- ✓ what to look out for when selecting the right furniture
- ✓ the process to select and purchase furniture
- ✓ concepts of flexibility, style, longevity, quality and cost
- ✓ developments in furniture, equipment, technology and services
- ✓ how to integrate assets, technology and design



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SIGN OF THE TIMES

Are your signs really showing the way?

Full day workshop

SIGN OF THE TIMES – Are your signs really showing the way?

How many times have you been asked “Where can I find....”

Do your patrons know what’s available in your library?

Do you want to minimise clutter and maximise impact?

The main purpose of signage and branding is to communicate information. Whether you are using it for guidance and direction or point-of-purchase advertising, it affects the experience and effectiveness of the space. You will learn how to **reduce visual noise** and **create a deliberate visual hierarchy** that provides clarity of purpose.



Are patrons lost or overloaded with information?

This full day workshop will cover:

Learning Concepts

- ✓ Creating an intuitive space
- ✓ How to improve ‘way finding’ and make your library easy to navigate
- ✓ How to promote your collections/services/events
- ✓ Persuading patron behaviour
- ✓ Professional signs at minimal cost
- ✓ Design solutions to reduce erratic signage overpowering a space
- ✓ Branding techniques to create strong image and identity

Case studies

- ✓ Examples of good signage
- ✓ Hands on solutions to signage problems. Using your examples, we will apply these concepts to solve your signage needs.
- ✓ Showcase products and list of suppliers



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RE-COLLECTIONS -Measurement Techniques

Half day afternoon workshop

RE-COLLECTIONS - MEASUREMENT TECHNIQUES

Are you planning a new library or moving and don't know how much room to allocate to the collection?

Have you discovered all too late that your collection doesn't fit?

Do you know when your building will reach maximum capacity?

Want to save time and money when you brief designers and architects?

There are many reasons why it is essential to be able to measure your collection and they are all important in planning for the future needs of your library space and premises. Knowing how to accurately measure will ultimately save you time and money.

Do you know the real impact of lowering your shelving?



This workshop will teach you simple measuring techniques that are easy to learn and best of all, you won't need to be a maths expert to understand!!!

You will be shown step by step how to:

- ✓ measure your collection
- ✓ calculate growth
- ✓ forecast collection size
- ✓ assess how formats and shelving configurations affect space usage
- ✓ tailor collections to usage styles and save space
- ✓ clarify priorities when assigning collection and people spaces



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TAKE IT FOR GRANTED!

Learn how to deliver big outcomes with small grants and funding
Half day workshop

TAKE IT FOR GRANTED! - Strategies for maximising benefits of recurrent funding, special grants and library development funding.

Want to know how best to spend your small but regular funds?

Have you applied for a Grant but not sure how best to spend it?

Feel you can't achieve much on a small budget?

Many organisations restrict their thinking to the size of their budget in a specific year. Through a series of case studies, we will look at what a variety of strategies can deliver in the short and long term, from buying furniture to major refurbishments.



*$\$25K \times 5 \text{ years} = \$125K$ -
Does your library look \$125k
better than it did 5 years ago?*

The course will cover how to develop general project budgets and you will be provided with general fit out costing to assist you with your implementation strategies. By the end of this workshop you will develop your own strategies for using recurrent and maintenance budgets, and special grants.

We will cover:

- ✓ 'Clarifying your needs' - short and long term requirements
- ✓ 'Finding the treasures' - identifying sources of potential income
- ✓ Identifying all project costs – minimising surprises and getting the real picture of costs involved from start to finish and beyond
- ✓ Essentials to include in your project budget, process, project flow and staging
- ✓ How to 'sell' your ideas when submitting funding requests



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