

Grand Forks Public Library Building Program

February 11, 2010



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Introduction

The growth in library services along with the increased use of technology and changing demographics has put pressure on the current building.

As a result of these pressures, in February 2009, the Grand Forks Library Board issued a Request for Proposal seeking professional consultant services for (1) a Needs Assessment to determine community expectations for library services and (2) to develop a Library Building Program that would describe in detail the spaces needed to fulfill community expectations. Jan Feye-Stukas, Melissa Brechon and Barry Petit from the firm Library Consulting, P.A. were retained to develop these two reports.

In November 2009 following a series of focus groups and interviews with elected officials and several community stakeholders, the Library Board received the "Grand Forks Public Library Needs Assessment" prepared by Library Consulting. The preliminary estimated gross area for the Library was 65,500 square feet based on a population of 65,000 to 70,000 people through the year 2029.

This document, the Library Building Program, is the successor to the Needs Assessment and it analyzes the building in far greater detail, documenting the physical building needs to enable the library to respond to community needs.

The content within the Library Building Program:

- Defines the gross area of the building,
- Provides the architect a clear road map to all the specific areas within the building, their functions, size requirements, service capabilities, collections, furniture and equipment; and their immediate relationship to other areas,
- Provides the architect the pragmatic requirements specific to good library design and operations,
- Defines the technology required for the library staff and public to fully access electronic information.
- Provide the library staff a document to evaluate design schemes presented by the architect, and
- Allows the staff to develop service and organizational policies for a new facility.

Major components of this Building Program provide for:

- Compliance with ADA mandates for barrier-free floor plans, access, shelving aisles and signage.
- An emphasis on self-service including checkout terminals and remote access.
- Heightened security protection for library staff, library users, materials and equipment.
- Multipurpose meeting and study rooms, including a computer lab
- An evolution in service concepts from traditional shelving and furnishings layouts to merchandising concepts with lower shelving (60" - 66" high).
- Collection capacity to meet community needs for twenty years.
- Improved staff site lines and interior traffic flow
- Advanced technology with wire and wireless management
- Advanced lighting and HVAC control systems for effectiveness and efficiency
- Expansion of services to current and future populations
- Efficient staff work space for both current and future staff
- Flexibility to adapt to an unpredictable future

This document determines the size of the new library which determines the appropriate size of the site.

- The Library gross area provided for in this Program is 62,267 square feet
- Library parking will require 155 spaces which will be approximately 46,500 square feet
- Landscaping and green space may require up to approximately 30% of the site.

However, in order to determine the final minimum site size, the Board must determine if the library will be a one or two story building. In general, libraries under 40,000 SF are most efficient on one floor and libraries greater than 40,000 SF begin to make sense on two levels. (Note: There are instances where the available land dictates the number of floors). Given the fact that this library will work well as either a one or two story facility, the final site size has two answers:

One story site size: 145,521 SF or 3.34 acres
Two story site size: 104,857 SF or 2.41 acres (first floor approx 35,000 SF)

If a two-story Library is designed, below is the recommended distribution of major building spaces. This allocation would meet the present 63,000 square objective, provide for a building footprint no larger than 35,000, and allow for future expansion of both floors.

First Floor:

- Coffee and Friends Sales area
- Large Meeting Room
- Customer Services
- New Books & Media
- Media
- Children's Services
- Teen area (?)
- General Staff Work Areas
- Staff facilities
- Building Services

Second Floor:

- Information Services
- Adult Fiction and Non-fiction
- Teen(s)
- Local History
- Public Computers
- Technology Lab
- Study Rooms
- Periodicals
- Administration
- Conference Room

The consultants wish to thank everyone involved in this study who gave of their time and experience. Special thanks to Library Director, Wendy Wendt, library staff and the Grand Forks Public Library Board and Task Force.

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Library Consulting, P.A.

February 2010

Library Space Summary

	Space SQ FT	Subtotals
<u>01 Library Entrance</u>		<u>1,109</u>
Coffee Alcove	312	
Friends' Book Sale Area	97	
Public Entrance & Lobby	700	
Public Rest Rooms	Non Assigned	
<u>02 Public Meeting Rooms</u>		<u>3,170</u>
Conference Room	858	
Custodial Sink & Supply Closet	Non Assigned	
Large Meeting Room	1,953	
Meeting Room Kitchenette	177	
Table, Chair & AV Storage	182	
<u>03 Customer Service</u>		<u>670</u>
Copy Alcove	152	
Customer Service Counter Area	278	
Self-Service Holds Area	240	
<u>04 New Book & Media Display</u>		<u>476</u>
<u>05 World Languages</u>		<u>256</u>
<u>06 Media Area</u>		<u>1,016</u>
<u>07 Children's Library</u>		<u>9,268</u>
Children's Area Information Desk	67	
Children's Collection, Technology and Seating	1,590	
Children's Early Learning/Reading Readiness Area	500	
Children's Entrance (Interior)	121	
Children's Media Area	975	
Children's New Book & Seasonal Display	486	
Children's Program Room	799	
Children's Reference Collection & Seating	286	
Children's Rest Room	Non Assigned	
Children's Study/Tutoring Room A	147	
Children's Study/Tutoring Room B	147	
Custodial Sink & Supply Closet	Non Assigned	
Juvenile Collection, Technology and Seating	4,316	
Parenting & Teachers' Collection & Seating	274	
<u>08 Fiction Area</u>		<u>4,934</u>
<u>09 Large Print</u>		<u>760</u>
<u>10 Non-Fiction Collection and Seating</u>		<u>7,466</u>
<u>11 Teen Services</u>		<u>3,418</u>
Teen Collection, Technology & Seating	2,857	
Teen Meeting Room/Media Lab	232	
Teen Study Room A - 6 person	177	
Teen Study Room B - 4 person	152	

	Space SQ FT	Sub total
<u>12 Information and Technology Services</u>		<u>4267</u>
Assistive Technology Center	40	
Computer Lab/Training Room	490	
Custodial Sink & Supply Closet	Non Assigned	
Information & Technology Services Station	179	
Information Collection and Seating Area	1,672	
Information Services Staff Work Area	425	
Office Reference Supervisor	148	
Print and Copy Business Center	246	
Public Computers	616	
Public Rest Rooms	Non Assigned	
Study/Conference Room - 10 person	227	
Study/Tutoring Room A - 6 person	112	
Study/Tutoring Room B - 6 person	112	
<u>13 Local History</u>		<u>1,474</u>
Local History & Genealogy	1,118	
Microforms Center	356	
<u>14 Periodicals Collection</u>		<u>1,224</u>
<u>15 Library Administration</u>		<u>655</u>
Administrative Staff Office	246	
Library Director's Office	275	
Professional Staff Office	134	
<u>16 General Staff Work Areas</u>		<u>2,656</u>
Friend's Work & Storage Area	636	
General Staff Work Room	1,057	
Office Children's Supervisor	129	
Office Circulation Supervisor	128	
Public/Staff Conference Room	245	
Returns Room	461	
<u>17 Technical Services</u>		<u>425</u>
<u>18 Computer Management</u>		<u>526</u>
Computer Systems Office/Workroom	336	
Computer/Telecommunications Room	190	
<u>19 Staff Services</u>		<u>826</u>
Custodial Sink & Supply Closet	Non Assigned	
Staff Entrance & Lobby	220	
Staff Kitchenette	180	
Staff Lounge	426	
Staff Restrooms (3 unisex)	Non Assigned	
<u>20 Building Services</u>		<u>1,150</u>
Custodial Workroom	296	
Garage, Shipping, & Receiving	860	
General Library Storage Room	854	
Outdoor Equipment Storage	94	
<u>21 Mechanical Equipment</u>	Non Assigned	
Net Assignable Square Footage:		46,700
Non-Assignable Square Footage @ 25% of Gross: (current non-assign 20%)		15,567
Gross Square Footage:		62,267

Relationships and Adjacencies

One Floor Library

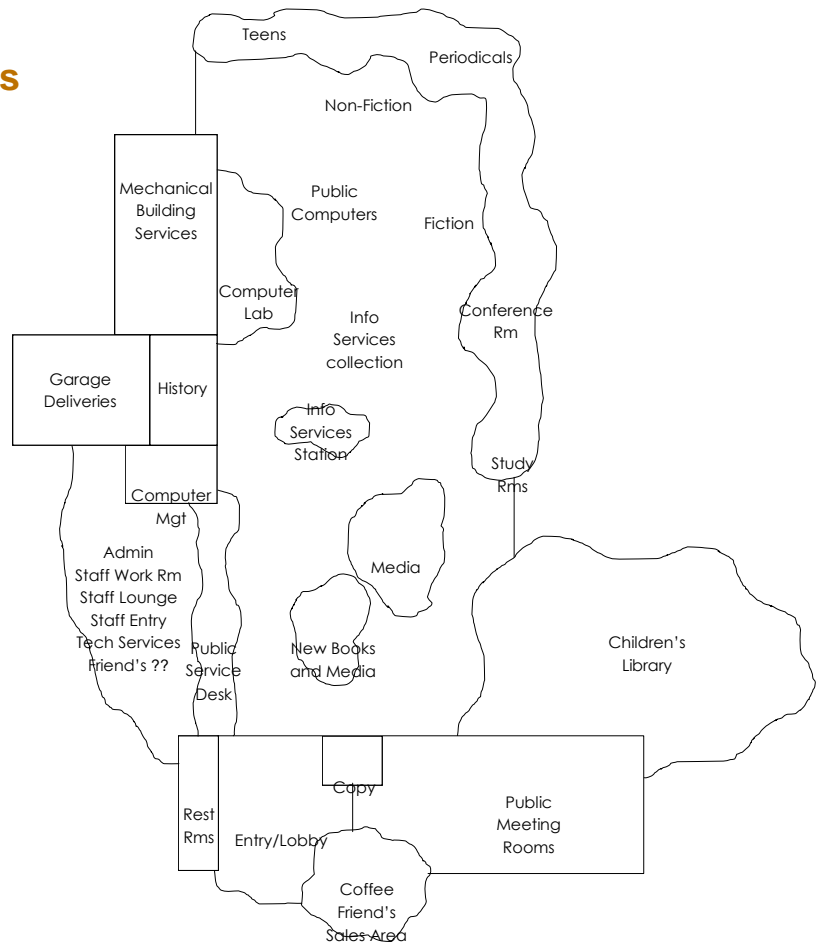
The intention of these diagrams is to show ideal relationships between the various areas.

In this approach, the traditional bubble diagrams have been abandoned because they become a visual mess of arrows that defies intuition and fails to describe space.

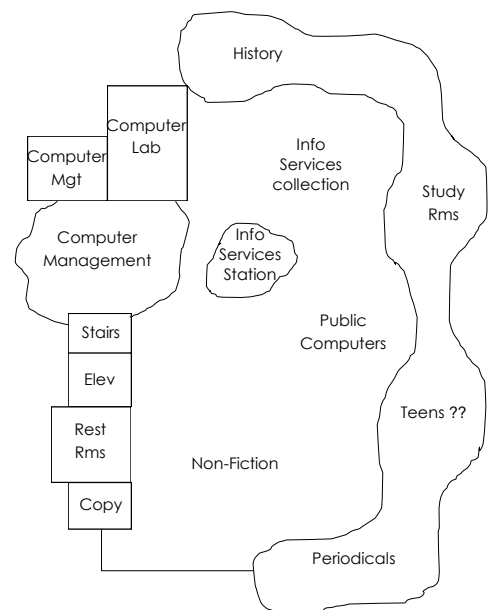
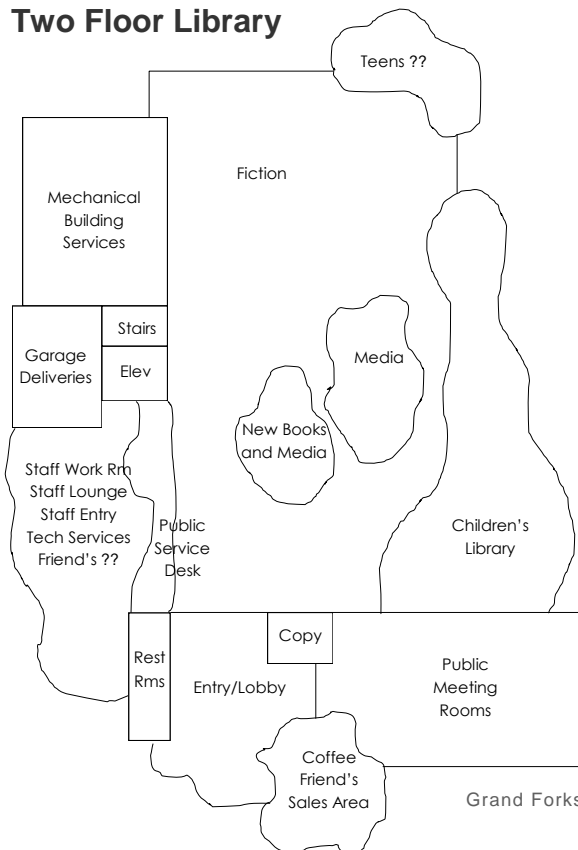
The areas defined in these rectangles represent areas that are highly code driven or more rigid by the nature of the program requirements.

The clouded shapes are areas that float within other areas and/or areas that often form the architectural signature of the library.

These drawings are not to scale and the areas only vaguely represent proportional comparisons. The actual sizes are gleaned from the space summary on pages four and five and further details are found within the Space Allocation on pages 24 through 73.



Two Floor Library



Collections & Shelving

	Projected Items on Shelves	Items per Foot	Units Req'd	SF per Unit	Total SF
Books · Adult	133,000				12,842
Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/canopy & end panels	48,000	8	200	22	4,400
Large Print					
44" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/canopy & end panels	7,000	8	30	24	720
Local History - Genealogy					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	4,500	8	19	22	418
New Books & Media					
44" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	2,500	8	11	30	330
Non-Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24" D unit w/canopy & end panels	65,000	8	271	22	5,962
Reference					
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	4,000	6	38	22	836
World Languages					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	2,000	9	8	22	176
Books · Teens	10,100				1,236
Cliff Notes / Pamphlets					
File cabinet, Lateral (4 Drawer)	1,500	36	4	15	60
Graphic Novels					
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves	600	12	3	24	72
Teen Fiction					
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves	6,000	10	34	24	816
Teen Non-Fiction					
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves	2,000	10	12	24	288

	Projected Items on Shelves	Items per Foot	Req'd Units	SF per Unit	Total SF
Books · Children / Juvenile	55,650				3,774
Children's Big Books					
Children's Big Book SF Display & Storage 36"W x 33"H x 18"D -Wood w/ 16 - 2" slat openings	50	0	2	22	44
Children's Board Book					
42" Aisle Children's Picture Book Browser On Wheels 38"W x 30"D x 24"H with 6 open display bins and shelves below	500	14	1	32	32
Children's Picture Books					
42" Aisle Children's Picture Book Browser On Wheels 38"W x 30"D x 24"H with 6 open display bins and shelves below	9,000	28	9	22	198
Children's Easy Readers					
42" Aisle DF 45"H Steel Shelving W/6 Shelves 3'W x 24"D unit w/slatted end panel & canopy top	2,500	20	7	22	154
Children's New Books					
42" Aisle DF 58"H Bookstore Display Shelving w/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	300	5	2	30	60
Children's Reference					
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	100	8	1	22	22
Children's Seasonal					
42" Aisle DF 60"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	1,800	10	8	22	176
Early Education and Parenting Books					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,500	10	5	22	110
Juvenile Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24" D unit w/canopy & end panels	20,000	10	67	22	1,474
Juvenile Graphic Novels					
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	500	12	2	24	48
Juvenile Non-Fiction					
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves	18,000	10	60	22	1,320
Juvenile World Languages					
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves	1,000	16	4	24	96
Newbery – Caldecott Award Books					
42" Aisle DF 60"H Steel Shelving W/ 8 Shelves	200	10	1	22	22
Puppets/Games					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	200	12	1	18	18
Totals for All Books	198,750				17,852

	Projected Items on shelves	Items per Foot	Req'd units	SF per unit	Total SF
Multimedia · Adult	19,000				860
Audio Book CD					
48" Aisle DF 60"H Steel Shelving W/ 10 Shelve 3"W x 24"D unit w/end panels & canopy top	6,000	20	10	24	240
Audio Compact Disc - Music					
Media Shelving Unit At least 42" aisle DF 54" H Steel Shelving w/6 drawers	5,000	30	10	24	260
DVD					
42" Aisle DF 66"H Steel Shelving W/ Pull Out Drawers 3'w x 24"D unit with 3 drawers each side, canopies & end panels	8,000	30	15	24	360
Multimedia · Teen	5,000				568
Teen Audio Book CD					
Media Shelving Unit At least 42" aisle DF 54" H Steel Shelving w/6 drawers	1,500	30	3	26	78
Teen Music CDs					
66" Media Display, W/ 4 Shelves	3,500	6	49	10	490
Multimedia · Children / Juvenile	8,080				920
Children's Audiobooks					
42" Aisle DF 60"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	2,500	10	11	22	242
Children's DVDs					
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3"W x 12"D unit - 96 DVD / box	4,000	10	32	12	384
Children's Music/Story CD					
42" Aisle DF 60"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	1,000	10	6	22	132
Early Learning Activity Kits					
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels	80	1	3	22	66
Multi-Media Kit (Book, CD,)					
Hanging Bag Displayer DF, 3'W x 24" D x 48"H with 3 adjustable rods each side	500	8	4	24	96
Totals for Multimedia	32,080				2,348

	Projected Items on Shelf	Items per Foot	Req'd Units	SF per Unit	Total SF
Periodicals · Adult	1,280				716
Back Issue Magazines					
42" Aisle DF 66"H Steel Shelving W/8 Shelves 3'W x 24"D unit w/canopy and slatted end panels	1,000	3	14	22	308
Current Magazines					
44" Aisle DF 54"H Magazine Display Shelving W/ 6 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	250	1	14	24	336
Current Newspapers					
44" Aisle DF 48"H Magazine Display Shelving W/ 8 Shelves 3'W x 24"D unit w/ flip up sloping shelf & flat shelf	30	1	3	24	72
Periodicals · Teens	25				36
Teen Current Magazines					
44" Aisle SF 48"H Magazine Display Shelving W/3 Shelves 3' x 12"D unit w/ flip up sloping shelf & shelf underneath	25	1	3	12	36
Periodicals · Children / Juvenile	24				48
Children's Current Magazines					
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	24	1	4	12	48
Totals for Periodicals:	1,329				800

Public Seating and Computer Distribution

	READER and STUDY				STUDY ROOM #	Study Room Seats	PUBLIC	MEETING
	SEATS						COMPU- TER SEATS	ROOM SEATS
	Carrel Seats	Table Seats	Lounge Seats	Bench Seats				
Entrance				3				
Coffee Alcove		12						
New Book & Media Area			2	2				
World Languages		4						
Media Area			2			2		
Information Services Area	8	16			2	12	2	
Public Computers							40	
Computer Lab/Training							15	
Fiction	6	8	4					
Large Print			2	4				
Non-Fiction		26	10					
Local History		8	4				4	
Periodicals Area		8	16					
Public/Staff Conference					1	10		
TOTAL ADULT	14	82	40	9	3	22	63	
TOTAL TEEN		10	6		3	16	22	
Children's Collection/Technology		26	5				7	
Children's Reference Area		12			2	12		
Juvenile Collection Areas		16	6				15	
Parent / Teacher Area		4	2					
Children's Program Room							36	
TOTAL CHILDREN'S		58	13		2	12	22	
Meeting Room							150	
Conference Room							30	
Public/Staff Conference Room							10	

Design Requirements

The intention of this section is to provide the library architects with the list of important issues to be incorporated when designing a great public library. In the following Chapter *Space Allocations and Requirements*, the focus is on the nuances for each space. In this Chapter *Design Requirements* are the issues that are repeated in various spaces throughout the library. The intention here is to avoid monotonous repetition and to reduce the number of pages.

Also, this program avoids taking too many pages stating the obvious or telling the architect about things that are strictly guided by codes and standards. For example, with a few exceptions, this document specifically avoids detailing ADA requirements, CFM, STC and Foot Candle requirements because these are all guided by codes and 'best practices' standards. The Owner is expecting that the design and engineering professionals know how to create environments that work.

- A. General Design Considerations
- B. Sustainable / LEED Considerations
- C. Specific Architectural Consideration

- 1. Exterior Requirements
 - a. Bicycle Rack
 - b. Entrance
 - c. Exterior Lighting
 - d. Expansion
 - e. Exterior Materials
 - f. Flag Pole
 - g. Landscaping
 - h. Materials Return
 - i. Mechanical Enclosures
 - j. Outlets
 - k. Parking
 - l. Roofing
 - m. Surveillance Security
 - n. Signage
 - o. Waste and Recycling
 - p. Water Run-off

- 2. Interior Requirements
 - a. Accessibility
 - b. Acoustics
 - c. Clocks
 - d. Communication Systems: Computers/ AV
 - e. Communication Systems: Telephone
 - f. Communication Systems: Public Address
 - g. Doors
 - h. Electrical Requirements
 - i. Emergency Alarms
 - j. Exit Alarms
 - k. Fire Extinguishers
 - l. Floor Coverings
 - m. Lighting Requirements
 - n. Materials Handling
 - o. Mechanical Systems
 - p. Millwork
 - q. Restrooms
 - r. Security Alarm
 - s. Shelving Considerations
 - t. Signage/Graphics
 - u. Structural Spacing
 - v. Wall Art
 - w. Wall and Ceiling: Materials and Finishes
 - x. Waste and Recycling
 - y. Windows: Exterior
 - z. Windows: Interior

A. General Design Guidelines

- The building should make a significant design statement,
- The building should be extremely visible from a primary highly traveled road,
- The design should include a highly visible and welcoming entrance,
- The interior design and organization should promote self-directed services,
- The collection must be marketed well, beautifully displayed and easily accessible,
- The building must be efficiently planned and organized to respect the long hours of public service,
- Parking must be sufficient and defined specifically for library use,
- The interior design should foster a sense of security for all users and the collection,
- The building must respect all ADA codes and genuinely consider the physical challenges of elderly patrons,
- The interior spaces must be flexible to accommodate future technology needs
- Achieve the highest level of LEED certification possible within the budget parameters.

B. Sustainable / LEED Considerations

The Sustainable / LEED / Green topic has shifted to the forefront of most public projects. It is not the intention of this document to provide detailed instructions about sustainability, but rather to highlight the bigger issues. It should be noted that although most architectural and engineering firms have several LEED Certified staff, the question during the search for an architect should focus on actual experience with the LEED Certification process specifically for public libraries.

1. Understanding the Community.

Before plowing head-long into LEED it is important to know how the community feels about sustainability and it may be necessary to educate them. For some, LEED may sound like some eco-fanatic trend. For some the entire design should revolve around sustainable issues. The answer is always in the middle. Workshops and newspaper articles are good ways to provide clear information.

2. The LEED Point System

LEED is a check list that gives points for a variety of design applications used in construction. The points determine the level of LEED Certification achieved; low to high (1) LEED Certified, (2) Silver, (3) Gold and (4) Platinum.

3. What LEED Measures

The point system has six categories; (1) Sustainable Sites, (2) Water Efficiency, (3) Energy and Atmosphere, (4) Materials and Resources, (5) Indoor Environmental Quality and (6) Innovations & Design Process.

4 What is the Objective

The objective is to create smarter buildings that incorporate good construction practices, use materials wisely and reduce energy consumption during the life of the building.

5 Deciding the Outcome

Many of the LEED practices are becoming common place in good construction practices such as higher insulation values, avoiding toxic adhesive/paints, using recycled materials, lighting controls, etc. The costs associated with these efforts are reasonably minimal. The expensive issues center on three areas (1) multiple HVAC zone controls, (2) geothermal heating and cooling and (3) solar generated electricity. It is critical that the associated initial costs for these options are weighed against their lifecycle energy savings. Decision need to be made early in the project regarding all the LEED issues so the design team has clear orders and the Board is fully aware of the construction costs. Changes made late in the process will waste time, increase design fees and cause change orders.

7 Fees for LEED

More professional fees are required for LEED Certification. The two areas that impact fees are (1) The mechanical/electrical systems take more time to design and (2) LEED requires a monitoring and reporting process during construction for the Certification. The Library client will need to negotiate these extra fees with the architect and their engineers. Again indecision and changes will impact fees as well.

C. Specific Architectural Requirements

1. Exterior Requirements

- a. Bicycle Rack(s): Biking is a growing means of transportation and the use of bikes vary greatly with each community. It is important to discuss biking trends with the staff and provide accommodations as practical. The racks should be located in a covered area near the entry so it's important to make them part of the design.
- b. Entrance: The entrance must be obvious, welcoming and well-lit. There should be a canopy that protects people being dropped off and those waiting for rides. If at all possible, the entrance would be on the southwest side in order to gain the most sunlight.
- c. Exterior Lighting: For the public, the main entrance should be well lit. And for staff leaving late in the dark hours, good lighting at the staff entrance is mandatory. Lighting is also a vandalism deterrent. Timed switches should control all exterior building and site lights. It's important to consider neighboring housing when calculating light foot candle levels and cut-off angles. Exterior site and building lighting can be a powerful design feature.

All service to the building will be buried.

- d. Expansion: Schematic plans should consider future expansion. The architect must demonstrate that the expansion plans will programmatically and financially work. *A simple bubble diagram is not sufficient.*
- e. Exterior Materials: All exterior building materials should be durable requiring little maintenance. Materials requiring painting are not recommended. Poorly detailed and poorly installed steel railings will become a maintenance problem.
- f. Flag Pole: Provide poles for the State and U.S. flags unless adjacent civic buildings have same flags. Consider night lighting on flag.
- g. Landscaping: All plantings must consider maintenance requirements and associated costs. Generally the planting schemes should: (1) help define the entry, (2) when possible provide a good exterior reading area, (3) be simple, and (4) reflect native plants.
- h. Materials Return Slots: There will be returns slot(s), ideally open 24/7, for both walk-up patrons and drive-up patrons in vehicles -- both of which will allow for materials to go directly into the Returns Room. Both drop points should be designed to work with the automated materials handling system.
- i. Mechanical Enclosures: Thoroughly study sightlines to eliminate public views of mechanical equipment. Design all enclosures to be a logical extension of the architecture.

Compressor/Fan Sound Levels: Thoroughly study decibel levels of exterior HVAC equipment to insure the enclosures mitigate sounds that might impact adjacent residential neighbors.
- j. Outlets: Coordinate the placement of exterior outlets with the facilities/maintenance staff. Also establish logical outlet locations for probable special functions/celebrations.
- k. Parking: Convenient public parking for 130 vehicles should be adjacent to the Library. Parking spaces for staff closing the library in the evening hours should be visible and well lit. There should also be convenient pull-up, drop-site to accommodate a standard school bus.
- l. Roofing: there are two general roofing types of 'flat' surfaces: (1) membrane and (2) built-up. Professionals in the Library building field generally prefer built-up roofing because leaks tend to be easier to isolate and the roofing assembly is less susceptible to damage from maintenance activity on the roof that naturally occurs over time.

Two concerns with sloped roofs, (1) water runoff and (2) ice/snow slides. Patrons and cars must be made safe from ice/snow slides and water runoff should not hit patrons or their cars. Water runoff should not splash on the exterior materials and potentially cause staining and damage.

- m. **Surveillance Security:** consider exterior cameras for staff security in the parking lot and over the returns slots.
- n. **Signage:** Good signage combines function and art. The lettering must be easily readable during day and night hours. It is recommended to provide a lit monument sign near the parking entry to announce open and closed. The monument would highlight library events and library hours. Contrasting-neutral backgrounds a.k.a. 'white' space for all lettering surfaces is essential... Keep it simple.
- o. **Waste and Recycling:** Contact the local trash contractor and define their space needs for picking up the outdoor waste and recycling bins. Also review the local codes for trash enclosures. The design should borrow obvious clues from the architecture of the building.
- p. **Water Run Off:** Any water run-off should not damage plantings or stain the building materials. The building orientation should take into consideration the expected freeze-thaw cycles in order to minimize ice build-up on sidewalks and jeopardize patron safety.

2. Interior Requirements

The purpose of this section is to include issues and experiences that are critical to address in order to create a great library. The Library expects that the Architect and Engineers bring a broad base of expertise to the job that thoroughly understands the nuances for each space in order to meet all ADA requirements and provide the correct lighting, noise control, security controls, temperature controls and appropriate level of interior finishes. The client expectations are high and the architects are expected to create a beautiful building that exceeds the community's vision and works well.

- a. **Accessibility:** The shelving aisles should not be less than 42". Staff must watch for over sized books that encroach into the aisle widths. 54" should be the minimum cross aisles dimensions feeding into the shelving aisles. 60" is better. Occupancy codes will impact primary aisle dimensions.
- b. **Acoustics – In general:** Sound control is critical. Although libraries are more active than the be-quiet Carnegie days, some level of decorum and respect is important. Patrons will make noise, but the key is to eliminate 'bright' spaces and absorb sounds. The design of a space will subconsciously affect patron behavior: Since most contemporary libraries include a fair amount of glass, absorbing sound via the ceiling and flooring materials is essential.
 - **Public areas,** Bookstacks will absorb sound. Acoustical wall panels strategically placed within study carrels and computer areas will quiet spaces. A 'white' noise or sound masking system may be considered. In quiet study areas and study rooms, sound control is essential. Obviously, mechanical equipment is a major source of noise and it must be controlled.
 - **Staff work areas,** These areas operate like most office spaces. Good STC rating for the ceiling system, fabric covered systems furniture and carpeting will normally perform appropriately.
 - **Director / Staff enclosed offices** will have private conversations so the office surfaces must be designed appropriately. Typical wall assemblies such as continuing framing and gyp to the decking, insulating the walls and sealing all penetrations are required.
 - **Ceiling height and shapes:** Certain room shapes and ceiling heights will amplify noise. Vaulted (curved) ceilings can be very problematic and very costly to repair. The architect needs to discuss each space and its inherent sound issues with the building committee.
 - **Building entry:** this is often the hardest space to control sound because the flooring is hard for durability and maintenance purposes, there's lots of glass and all the patrons are compressed through the same space. It is critical that the noise generated within the entry does not infiltrate the passive areas of the library.
- c. **Clocks:** Hard wired, radio frequency clocks that update automatically are ideal and they should be high quality and maintenance free. Clocks should be specified in the construction documents allowing no substitutions.
- d. **Communications Systems: Telephones**
 - Every full-time staff workstation and office will have a telephone
 - One telephone in the staff work room and the telephone at the Customer Service Desk will have a intercom link and lock release button to the delivery door
 - The Customer service telephone will be used for the general library wide public address system
 - There will be no public telephone. The phone at the Service Desk will be designated for public use.

- Additional Phones: Staff Lounge, Large Meeting Room, Tech room, Main Custodial Room, Friend's office, Conference Rooms serving 20 or more.
- e. Communication Systems: Computers / AV
- The library will be fully wireless, with wireless repeaters in the ceiling.
 - Several hard connection data terminals will be scattered throughout the building.
 - Two computer data connections will be required for every staff person.
 - Cable and/or satellite television access to the building is required.
 - Capacity for close circuit TV should be included in the lobby for announcements.
 - Provide video conferencing capabilities in the main public community room and in any meeting room that accommodates more than six people.
- f. Communication System: Public Address System
- The Library will require a public address system with multiple zones. Speakers for the system will be distributed appropriately throughout the building for thorough coverage. Speakers located within individual rooms will have volume control.
- g. Doors:
- Automatic power openers are essential at the main entry
 - The main entry doors must be balanced for ease of operation. The locking system must be easy for the staff to operate.
 - All doors to staff areas, meeting rooms, study rooms, storage rooms, custodial/maintenance rooms should have electronic keyless or swipe capability.
 - The entire locking and keying system for the library requires at least two meetings with the hardware consultant and admin to review all hardware functions and who has access authorization.
 - Interior office, meeting room and study room doors each must be fully glazed style and rail doors.
 - If a rolling security gate is used at the entry it must be motorized. The key switch must be directly adjacent to the gate.
- h. Electrical Requirements: Electrical coordination is extremely important. .
- Wire management means that all permanent cords and cables have been hidden via the design. It is essential that the architect and engineer hide all power and data cords and cabling. The Customer Service Desk is usually the most challenging.
 - Floor outlets should be flush mounted. Dog houses may be permitted to power permanent millwork pieces.
 - There should be a building-wide surge suppression system
 - Accurately locating the in-floor power for book security theft systems is important.
 - The accurate inventory and location of all equipment requiring power is essential.
 - The arrangement of the equipment within the Copy Centers is important for efficiency. The power/data locations can be complicated.
 - Outlets for patron needs and equipment that frequently moved should be visible and easily accessible.
 - All study tables and carrels must have power.
 - Avoid outlets on round columns.
 - Verify all power requirements for major copying equipment.
 - Under-slab conduit will be required to open public seating/reading areas and all fixed service desk locations that are not abutting walls. It is essential to accurately locate all in-floor outlets and data points because mistakes will be costly and impact the approved interior layout.
 - Typical under-slab conduit should accommodate 100% increase in future capacity.
 - All in-floor outlets and data points must be accurately located on the plans. It is essential that the location of free standing millwork/tables requiring power and data be reviewed and approved by the library.
 - An automated material handling system will require dedicated telephone data and power. All locations must be accurately located.
 - For study rooms, dedicated electrical outlets should be co-located with data jacks, on a minimum of two walls, above the table level. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table.
 - The one-person workstations/study carrels require a duplex outlet and a data connection at approx 42" above the floor.
 - Public use of personal laptops will require power to most reading areas.
 - The typical staff workstation or office will often need power for a computer tower, monitor, task light, clock, fan, pencil sharpener, adding machine, radio, printer, telephone, battery charger and under shelf lights.

- i. Emergency Alarms: Building and Fire Codes will define all alarm requirements.
- j. Exit Alarms: All doors solely used for emergency exiting will have a battery or hard wired operated alarm that can be easily turned off with a key by the staff.
- k. Fire Extinguishers: Review all final locations with the Fire Marshall. Often the higher shelving will hide extinguishers and Fire Marshal may require different or additional locations. Review locations with the FM during the Design Development Phase.

l. Floor Coverings:

- Hard floor finishes must be non-slip.
- Some flooring materials easily show dirt and foot marks and becomes a constant cleaning problem. Have the architect explain all cleaning procedure and requirements to minimize excessive care.
- Retain a cleaning service to provide walk-off mats at all entries.
- Flush mounted grates within the vestibule might be considered at the entrance, there should be Walk-off mats and a grating system. The rest of the floor material should be slip-resistant but relatively smooth.
- Avoid highly textured flooring, because it can be harder to clean and they make mobility aids, such as walkers, extremely difficult and noisy to push across the floor.
- Carpet tiles are the strong recommendation for all carpet installation.
- Consideration must be given to sustainable-recycled materials with low volatile organic compounds and no CFC's or HCFC's used in manufacturing.
- During the Bidding Phase the specification should describe the carpet to be installed and the specification should include a carpet allowance (material, F.O.B. job site and unloading). The contractor will be responsible for the full cost of installation. It is recommended not to separate the carpet from the contractors work because it shifts all delivery, coordination, installation and unforeseen problems to the owner.
- Areas recommended for floor covering other than carpet are as follows:

Rest Rooms	Ceramic tile, stone, terrazzo
Public areas of Entrance and Lobby	Ceramic tile, stone, terrazzo, linoleum
Mechanical Rooms	Sealed concrete
Returns Room	Sealed concrete, linoleum
Telecommunications Room	Ceramic tile, linoleum
Kitchenettes & Vending Areas	Ceramic tile, linoleum

m. Lighting Requirements:

Lighting is extremely important in the Library. Most post-construction problems deal with inadequate lighting. The architect and engineer will closely follow industry standards for lighting levels. Any problems will be owned and resolved by the architect and their engineers.

1. Lighting within the shelving aisles. The biggest problem is the bottom shelves. Foot Candle levels should not drop below 12. It should be noted that darker carpeting also absorbs light at the lower shelves.
2. Dark surfaces absorb light. The current interior design trends using saturated wall colors can become a problem for light levels.
3. Very high ceilings move the light source further from their targets
4. Glare can be a problem with computer screen, but the biggest issue is glare on glossy periodical paper.

Lighting fixtures in public areas should be of such type and so arranged that light levels as requested can be achieved regardless of the arrangement of shelving and/or seating.

All lighting selections must be carefully determined to avoid glare at table and counter tops, take advantage of daylight and maintain appropriate foot candles at night.

The number of different types of lighting fixtures must be kept to a minimum and the ease of re-lamping must be a major consideration in fixture selection. Standard, energy efficient, four foot fluorescent tubes are the most desirable.

It's assumed that fluorescent fixtures will be the primary light source. Special effect lighting, incandescent down lights, lights with long restrike times, etc., should not be used except with special approval of staff.

- Indirect lighting is the most widely used and produces the least glare. Ideal ceiling height for indirect hovers around 12 to 13 feet.
 - Provide lighting sensors to balance day lighting and artificial lighting.
 - For the staff closing or opening the library, make certain the night lighting provides a good path from the staff exit to the main bank of switches.
 - All lighting within the open collection areas are controlled by a series of wall switches conveniently located for staff near the service desk. No switches should be accessible to the public.
 - Motion switches will be located in restrooms, enclosed offices, conference rooms, study rooms and custodial rooms.
 - Some public lounge areas may utilize task lighting, but this should be reviewed and approved by the staff.
 - The large conference room and meeting room will include perimeter lighting for wall displays and overhead podium lighting. These lights should be dimmable.
 - All study carrels and desks with built-in shelves should have under shelf lights
- n. **Materials Handling:** Efficient, clear and safe movement of materials through the staff work areas is important. Regular routes through the public spaces must study sight lines to insure patron safety. Where appropriate, plan for future conveyor system, rollers, and/or hydraulic lifts.
- o. **Mechanical Systems:**
- HVAC systems must maintain temperature between 68° and 72° when heating and 72° to 78° when cooling with a relative humidity of 40 - 60% for collection preservation, human comfort and for energy savings.
 - During the HVAC design process the maintenance custodian should be included in discussions regarding the systems. The automated HVAC controls must be intuitive and easy to make changes and trouble shoot.
 - The most important aspect of library design is patron comfort. Staff will bear the brunt of any complaints about spaces that are too cold, too warm or when the air movement creates a draft. Multiple individually controlled zones are essential to provide the required comfort. The Mechanical engineer will be responsible for presenting the HVAC plan to the library Director and describing the design and control criteria for each space.
 - All temperature controls must be carefully located in consideration of furniture and shelving placement. All thermostat controls must be locked.
 - Ductwork should be baffled to prevent unacceptable noise levels in all spaces.
 - As a heavily used public building, dust is a problem in the Library. Air quality and filtering is important.
 - Energy conservation should be a major consideration for the system
 - As required per contract the mechanical engineer will thoroughly review the operations of all systems with the maintenance personnel.
- p. **Millwork:** All millwork needs to be durable. Outside corners are always susceptible to damage. If corner guards are added, high quality material and appropriate finishes are required. Plastic and vinyl guards are to be avoided. Surfaces for the service desks need to be stone or solid surface. There are some recycled products that are potential candidates as well. The big issue is scratching due to the continual movement of books across the surface. Plastic laminates and wood may be sufficient for public tables and desks. All public surfaces are susceptible to vandalism.

Hiding power cords and cables is a high design priority for all custom and catalogue millwork. Nail holes in beautiful woodwork that telegraph through because the putty is the wrong color and or the putty is not flush with the finished surface are not acceptable Darker putty is better than lighter.

- q. **Rest Rooms**
- Restroom materials, finishes and equipment must be vandal-proof
 - Ceramic tile on all walls should extend to at least 6'-8" from the floor
 - Provide a changing counter or drop down table in each room
 - Provide light within each toilet stall
 - Provide a drop-down shelf above the W.C. in each stall and coat hook on each stall door
 - Provide large commercial toilet paper holders/dispensers
 - Waterless urinals
 - Provide under-mounted rimless sinks for easy cleaning
 - Provide both paper towels and electric hand dryers
 - Provide motion activated light switches in each room

- r. Security: Provide alarm contacts for every exterior door and three to five strategically located internal motion sensors within the building. Consider provision for camera surveillance the children's library and interior Returns slots. Plans should be reviewed by a security vendor/contractor. The library should contract with a local security provider if they are not directly linked into an existing city or county system.

Visual security is an important aspect of library planning. The planning / design should allow the staff from various service desk positions to observe critical points. The areas that historically need attention are study rooms, the teen area, any isolated study carrels, rest rooms, the main entry and the entry to the Children's Library. These 'hot' points must be easily observed.

All entrances and staff areas must be controlled by an electronic keypad, or magnetic card reader or whatever new system is recommended by the Security provider.

s. General Shelving Considerations

The majority of the collection will be on open shelves, easily accessible to the public. Most open public shelving sections are calculated as double face (DF) sections.

Shelving Height: Most shelving in the public areas is designated to be 66" high with 5 shelves per side.

Aisles: The net square feet allotted for most of the shelving in this program includes a 42" aisles. The wider cross/main aisles between various rooms and spaces should be 5 feet and are considered as part of the 25% gross square foot allotment. All aisles considered as 'exit' aisles should be at least 4 feet wide.

Ranges: Shelving ranges composed of 3-foot sections should never exceed 21 feet in length (no more than 7 sections in a range).

Arrangement: To avoid inconvenience and confusion to the user, the shelving ranges should follow a logical location pattern to enable a systematic shelving of the collection and a logical numerical, alphabetical or subject sequence of materials. Groups of ranges should occasionally incorporate seating, formal or informal, in order to relieve the claustrophobic effect of 'range mazes'.

- t. Signage/Graphics: Signage is a tricky part of library design. Poor signage will cause the entire design to suffer while great signage elevates the design. The challenge is that great signage is about the skills to create a beautifully clear message that fully understands movement, travel speed, distance, competing surfaces and light.

The signage designers must be experienced with library signage design. It is essential to present a comprehensive signage package to the library. This will require two or three meetings

Required signage should be an integral part of the interior design and it naturally includes a variety of signage types. Major area directional and identification sign must be seen in a logical sequence as the patron enters the front door then the signage must smoothly lead the patron to the various general areas. Naturally all room identification signage will be guided by ADA standards.

There must be flexible and easily changeable sign holders on BOTH end panels of double faced shelving units. Standard Library signage best practices should be used which means using WORDS to describe the subject(s) of the collection housed in a given area – not just call numbers.

Donor recognition needs to find a logical and respectful location. It is critical that the design of the space and the recognition media are designed in tandem.

u. Structure:

- Ideally the interior public non-office spaces are open with few permanent walls. A structural bay grid of 32/33' x 32/33' works best with the aisle widths and the dimensions of the typical metal shelving systems. Obviously column free meeting/community space is mandatory.
- Areas with typical shelving configurations require 150 pound live load per square foot.
- Flooring specifications should require a variation in substrate material of no more than 1/8 inch within any ten foot radius to avoid shimming shelves.

- v. **Wall Art:** The Library and architect must discuss the types of wall art the library will display in order to design a picture hanging system. The hardware should be unobtrusive and integrated into the interior design, not an afterthought. Final mounting heights are critical.

- w. **Wall and Ceiling: Materials and Finishes:** Unexpected and costly ongoing maintenance will impact operation budgets.
 - The selection of all materials and finishes must consider its required maintenance. Surfaces requiring waxing, polishing and regular re-finishing, etc., must be kept to an absolute minimum. While the selection of more permanent surfaced material may add to the initial cost of the building, they will save dollars in the long run.
 - The architect will present all finishes to the library (including the custodian) and thoroughly explain the pros and cons regarding, installation cost, noise characteristics, light absorption/reflection, maintenance and repairs
 - Painted walls should have at least a semi-gloss sheen for easier cleaning.
 - Vinyl wall covering is a good material, but it's difficult to patch. Painted gyp board walls are the cheapest to install and the most susceptible to damage, but they're easy to repair. Veneer plaster walls are extremely durable, but costly.
 - Elaborate wall design/materials need to consider proximity to patrons.

- x. **Waste and Recycling:** The interior design should define places for recycle-waste containers throughout the building. At the very least select well designed containers. The recycle containers are of the 'single sort' variety – taking all forms of recyclable material.

- y. **Windows Exterior:** Windows are an essential element in any great design. In libraries, windows are a marketing tool that allows the general public to see the activity within the library. The challenge with windows is that during the course of a sunny day, the bright sunlight changes from an asset to liability. It is essential that the architect provides well designed and integrated shade controls to make certain that patrons are not driven from areas that are too bright or too hot.
 - In general whenever possible, patron seating should be arranged near windows.
 - Some operable windows that can only be opened by staff with special tools should be in all area for use only in emergencies.
 - Window placement and size must take into consideration shelving heights, work counters and normal desk heights to avoid unsightly views from outside.
 - Black-out shades are required on all windows in any space that will be used for projecting images.

- z. **Windows: Interior**
 - Window placement and size must take into consideration shelving heights, work counters and normal desk heights to avoid unsightly views from outside.
 - Interior windows should be added to all private offices for observing general library operations.
 - Interior windows should be added for observation and security purposes to any room that is used by the public except for the large meeting room.
 - Window shades are required on all office windows for privacy.
 - Black-out shades are required on all windows in any space that will be used for projecting images.
 - All interior doors must have a small window.
 - There is literally an infinite variety of 'design' glass patterns for interior glazing. If interior glass is required for security and observation and if a custom pattern is chosen, the opacity must still be sufficient to monitor the space.

Meetings with the Architects and Engineers

All of the issues described in the pervious Design Requirements will require several meetings/presentations between the architectural team and the library/city personnel in order to make certain each subject is carefully discussed, understood and ultimately approved by the library decision makers.

Below are listed the number of meetings likely required to approve for each of these topics. It is important that the administration choose the appropriate staff to help with these decisions. The architect will require the Library staff to approve and sign-off on every issue. Once this happens the Library owns the outcome. Therefore, it's essential that the library administration and staff understand each detail. Suffice it to say that this is just a guideline. Each project varies with complexity, and leadership which will impact the number of meetings. Obviously several topics can be bundled into one meeting.

Doors:	1 meeting
Hardware	2 meetings
Lighting	3 meetings
Electrical Switching	2 meetings
Signage	3 meetings
Service Desk Designs	3 meetings
Phone system	1 meeting
Security System	1 meeting
Furniture Selection	3 meetings
Office / workspace layouts	3 meetings
Flooring Materials	2 meetings
Acoustics	2 meetings
Window shading	1 meeting
Mechanical Systems	4 meetings

Recommended Space Requirements

This section of the Library Building Program defines the size and requirements for each area whether the current Library is remodeled or is entirely new.

For each area, the primary function and relationships, the collections, furniture, equipment, shelving and the specific square feet needed (assigned) is listed. Where appropriate and necessary for a particular space, there are additional comments regarding function, occupancy, collections, security, windows, acoustics, finishes, signage, lighting, HVAC, electrical and telecommunications. If not listed specifically, the Design Requirements given above should suffice.

01 Library Entrance

1,109 Sq. Ft.

Coffee Alcove	312
Friends' Book Sale Area	97
Public Entrance & Lobby	700
Public Rest Rooms	N/A

Coffee Alcove

312 Sq. Ft.

Function

The Coffee Alcove could be operated by Friends of the Library volunteers, a private vendor or the library staff.

Relationships

Adjacencies: *Public Entrance & Lobby*

Occupancy

Seats: 12

Service Workstations: 1

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed, but when meetings are taking place in the building.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Cappuccino Machine	1	0	0
Cash Register	1	0	0
Chair, Café	12	0	0
Coffee Maker/Urn	1	0	0
Coffee Thermos	2	0	0
Hot Water Urn	1	0	0
Rack, Literature Display Handout Wall-mounted or end cap display	1	0	0
Refrigerator, Compact 20"w x 21"d x 33"h - under counter	1	12	12
Safe, Floor 12"w x 14"d x 21"h	1	0	0
Sign, Announcement Free standing	1	0	0
Sink 36"w x 24"d - In counter	1	0	0
Stool	1	0	0
Table, Café 30" diameter (2-4 Person)	4	50	200
Telephone Handset	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	1	20	20
Workstation, Café Service Counter 4'w x 30"d w/ 5' behind & 3.5' in front	1	45	45
Workstation, Food Preparation Counter 4'w x 30"d - against wall	1	35	35

Friends of the Library Shop

97 Sq. Ft.

Function

The Friends' Book Sale Area is operated by *Friends of the Library* volunteers. Books and other materials for sale must be marketed and displayed with shelving that will attract customers.

Relationships

Adjacencies: *Public Entrance / Lobby / Large Meeting Room*

	Unit	Unit	subtotal
	QTY	SF	SF
Furniture, Shelving & Equipment			
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	1	6	6
Cash Register	1	0	0
Safe, Wall Mounted 12"w x 14"d x 21"h	1	0	0
Shelving, SF 72" Display 36" aisles - 3'W x 12"d w/ 6 angels shelves, wd	4	10	40
Stool	1	0	0
Telephone Handset	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	1	6	6
Workstation, Service Counter 4'w x 30"d w/ 5' behind desk & 3.5' in front	1	45	45

Public Entrance & Lobby

700 Sq. Ft.

Function

This is the main and only patron entry to the library as well as its ancillary services. Recommend a minimum of ten feet between the vestibule doors. All doors should all hinge on the same side, left or right, depending on design constraints. The lobby requires enough space to accommodate a variety of patrons (children, elderly, groups, etc). The lobby must intuitively and spatially link to the Customer Service Counter.

Relationships

Adjacencies: *Customer Service Counter / Conference Room / Bookstore / Coffee Alcove / Kitchenette / Meeting Room*

Security

The vestibule must allow access to the main Public Meeting Room when the library is closed. Ideally the lobby should be visible to the staff at the Customer Service Counter. If material security gates are included, they should be located at the inner vestibule door. Alarms must be audible at the Customer Service Counter.

Windows

All vestibule/entry doors should be full glass.

Finishes

Since this is the main entrance of the library it is the first space the public will see. It should be an important design feature. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance.

Signage

Public officials and donor recognition plaques must compliment the architecture of the lobby.

	Unit	Unit	subtotal
	QTY	SF	SF
Furniture, Shelving & Equipment			
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0
Bulletin Board/Flier/Brochure Rack	1	0	0
Case, In-Wall Display Custom 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Donor Recognition Wall	1	0	0
Water Cooler Standard height + HC height	2	0	0
Entrance Space	1	700	700
E-Kiosk, 2'w x 2'd x 5'h w monitor, CPU in locked cab & keyboard	1	0	0
Rack, Literature Display Handout Wall-mounted or end cap display	1	0	0
Book Theft Gates One gate for each inner vestibule door	2	0	0
Stroller/Wheelchair Parking, Book Basket Storage	2	0	0
TV Monitor, 27" Flat Panel Plasma Display Wall mounted	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	1	0	0

Public Rest Rooms Men, Women, Family

Non Assigned **Sq. Ft.**

Function

These will be the main Public Rest Rooms serving the general library and the meeting rooms. There will be a Men’s Room, and a Women’s Room and a Family/Handicapped Rest Room.

Relationships

The Public Rest Rooms must be just off the Lobby and convenient to the main Meeting Room. The entrance to the rest rooms should be easy to find.

Adjacencies: *Public Entrance / Lobby / Conference Room / Bookstore / Coffee Alcove / Meeting Room
Customer Service Counter / Custodial Sink & Supply Closet*

Security

The staff at the Customer Service Counter should be able to see the entrance to the rest rooms.

Windows

High translucent windows if possible, but not required

Shelving & Equipment per Toilet

	Unit QTY	Unit SF	subtotal SF
Diaper Changing Counter 36”w x 18”d	3	0	0
Hand Dryer 12”w x 7”d x 10”h - wall-mounted	3	0	0
Mirror, With Shelf Above counter	3	0	0
Paper Towel Dispenser Wall-mounted	3	0	0
Lavatory and Counter Rimless under-counter mounted sink	3	0	0
Soap Dispenser 5”w x 4”d x 10”h – mounted hanging over each sink	3	0	0
Waste Basket	3	0	0

02 Public Meeting Rooms

3,170 Sq. Ft.

Conference Room
 Custodial Sink & Supply Closet
 Kitchenette
 Large Meeting Room
 Table, Chair & AV Storage

858
Non Assigned
 177
 1,953
 182

Conference Room

858 Sq. Ft.

Function

The Conference Room will provide a place for library Board meetings, library programming, and community meetings or tutoring.

Relationships

The Conference Room should be easily accessible from the Public Entrance and readily accessible from the Library Administration area..

Adjacencies: 1 Story: *Table, Chair & AV Storage Room / Kitchenette / Public Entrance & Lobby/Library Administration*
 2 Story: *Library Administration*

Occupancy

Meeting Room Seats: 30

Windows

Windows would be ideal, but not necessary

Security

This area will have assigned staff who are charged with its.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Chair, Stacking 22"w x 21"d	30	0	0
Clock Wall-mounted	1	0	0
Coat and Hat Rack, Wall Mounted 4'w x 18"d'	2	20	40
Flip Chart with Stand 28"w x 70"h	1	18	18
Lectern 25"w x 21"d w/ microphone, speaker & light	1	40	40
Projection Screen, Wall/Ceiling Mounted Front projection	1	0	0
Projector, Wall/Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	120	720
Telephone Handset	1	0	0
TV Monitor, 27" Non Glare Screen Wall mounted or on cart kept in adjacent storage	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	2	20	40
White Board 4' x 10' – erasable marker board	1	0	0

Custodial Sink & Supply Closet

Non Assigned area

Function

This is the main custodial closet for the Public Meeting Rooms

Relationships

Adjacencies: *Public Meeting Room / Conference Room / Public Rest Rooms*

Shelving & Equipment

	Unit QTY	Unit SF	subtotal SF
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Step Ladder	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink, Mop	1	0	0

Meeting Room Kitchenette

177 Sq. Ft.

Function

The Kitchenette will serve as a catering kitchen for food prepared off-site and served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be located at the rear entrance of the Meeting Room so that food can be brought in without disturbing a meeting or program.

Adjacencies: *Meeting Room / Public Entrance / Lobby*

Windows

No exterior windows are required.

HVAC

Ventilation must exhaust all food odors. Note: Preparing food will require an entirely different and expensive kitchen design in order to meet health codes. Not advised.

Shelving & Equipment

	Unit QTY	Unit SF	subtotal SF
Bulletin Board	1	0	0
Upper Cabinets, (Lockable) 12"d x 96" length minimum	6	0	0
Base Cabinets / Counter (Lockable) 24"d x 144" length - 60" aisle min	4	0	0
Dishwasher 24"w x 24"d Built-in	1	12	12
Cook-top 2 burners, gas ideal	1	0	0
Refrigerator Full height refrigerator/freezer	1	25	25
Microwave Oven 30"w x 14"d x 16"h - under cabinet mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sink w/ High Neck Faucet Under counter mount	1	0	0
Trash Compactor 15"w x 24"d x 35"h - in base cabinets	1	10	10
Waste & Recycling Bins 36"w x 30"h x 15" d	1	20	20

Large Meeting Room

1,953 Sq. Ft.

Function

The Large Meeting Room will provide flexible audience seating for 150 and will be available for library programs, large community meetings, public forums, continuing education, etc. • The floor will be level.

Relationships

Adjacencies: *Table, Chair & AV Storage Room / Kitchenette*

Occupancy

Seats: 150

Windows

Natural light is required • All shades should be motorized.

Finishes

From a design point of view this will be an important room.

Acoustics

Mitigating noise transfer to and from the space is important.

HVAC

This room will be occupied during hours when the library is closed.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Audio Amplifier	1	0	0
Audio Pre-Amplifier	1	0	0
Audio Receiver 18"w x 16"d x 7"h	1	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Chairs – Stacking 23"w x 21"D	150	10	1,500
Clock Wall-mounted	1	0	0
Coat & Hat Rack Wall-mounted	4	20	80
Easel 25"w x 60"h	2	15	30
Flip Chart with Stand 28"w x 70"h	2	18	36
Lectern Room for Laptop, 31"w x 29"d w/ microphone, speaker and light	1	50	50
Projection Screen Motorized ceiling mounted	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP2		0	0
Rack, AV Equipment 20"w x 26"d x 64"h - cabinet w/ doors & casters	1	10	10
Table, Meeting Room 60"w x 24"d x 29"h - folding	20	0	0
Telephone, Wall Mounted	1	0	0
TV Monitor, 50" Flat Panel non Glare Screen	1	0	0
Waste & Recycling Bins	2	6	12

Table, Chair & AV Storage

182 Sq. Ft.

Function

This room is used for table, chair and media equipment storage for the Public Meeting Rooms. Some AV equipment may be permanently located and operated from the room.

Relationships

This room must be adjacent to the Large Public Meeting room and if one story, close to Conference Room so that equipment can be easily accessed without disturbing meetings or programs.

Adjacencies: *Meeting Room / Conference Room*

Windows

No windows

Shelving & Equipment

	Unit QTY	Unit SQ. FT.	subtotal SQ. FT.
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Camera, Digital 7 mp	1	0	0
Camera, Video Commercial grade	1	0	0
Dolly, Chair 2'w x 5'd w/ 10 - 20 chairs stacked	8	10	80
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	6	12	72
Laser Pointer	2	0	0
Microphone, Lavalier Wireless	2	0	0
Microphone, Table	3	0	0
Projector, Desktop A/V and computer, LCD	1	0	0

03 Customer Service

Copy Alcove/Tax Forms
 Customer Service Counter Area
 Self-Service Holds Area

670 Sq. Ft.

152
 278
 240

Copy Alcove / Tax Forms

152 Sq. Ft.

Function

The Copy Alcove area will provide a separate area for patrons to self-copy library materials or materials of their own as well as pick up tax forms. The alcove requires a work counter for layout, sorting and, collating. The equipment arrangement must allow access to the sides or rear of the machines for servicing, refilling paper and toner, and removing paper jams. Patrons and equipment must not encroach into corridors and aisles. Provide for patron queuing within the alcove.

Relationships

Close: *Customer Service Counter / Library Entrance*

Security

Sight lines from the Customer Service Counter to this area are important.

Windows

No exterior windows. Windows will be necessary within walls to allow staff to supervise this area.

Acoustics

Contain noise from the space/room.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Wall Mounted Cabinets (Lockable) 12"d	6	0	0
Base Cabinets and Counter Tops (Lockable) 24"d	6	0	0
Change Machine, Debit Card Dispense Wall mounted	1	4	4
Computer, Public Tower CPU, w/ monitor, keyboard & mouse	1	0	0
Copier, Color Floor unit w/collator & enlarger 50"w x 30"d x 40"h	1	40	40
Copier, Printer, Fax, Scanner, Email Floor unit with collator 52"w x 47"d x 45"h-networked	1	50	50
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Printer, Laser (Color, B&W) Networked	1	0	0
Rack, Literature Display Handout Wall-mounted or end cap display	1	0	0
Scanner, Flat	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Tax Form Rack - Wall Mounted 48"w x 60"h x 8"d	1	12	12
Waste & Recycling Bins	1	6	6

Customer Service Counter Area

278 Sq. Ft.

Function

The Customer Service Counter is the first staffed service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for handling library registrations, fine payment, problems, and occasional check out of materials. The service desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, or security equipment on the desktop. The area under the desk should provide sufficient space for storage and out-of-sight equipment such as printers, telephones, etc. The Service Counter is the most complicated piece of millwork in the library and it needs serious attention. Wire management is critical.

Self-checkout machines will be located on the Service Desk.

The queuing arrangement for patrons in front of the desk should be clearly defined via use of portable traffic control posts, different floor materials and colors. Patrons standing in this line should not impede access for other library patrons entering or exiting the library.

Relationships

Adjacencies: *Public Entrance & Lobby / General Staff Workroom / Copy Alcove*

Occupancy

Public Service Desk Workstations: 2

Furniture & Equipment

	Unit QTY	Unit SF	subtotal SF
Bar Code Reader, Fixed Mount	2	0	0
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	2	6	12
Cash Register	1	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	1	0	0
Stool, Staff	2	0	0
Computer, Staff Desktop CPU, w/22" monitor, keyboard & mouse	2	0	0
Counter w/2 Staff Workstation & 3 Selfcheck 15'w x 30"d x 39"h w/ 4' behind desk & 4' in front	1	150	150
Desk, Circulation Assistant Supervisor 48" x30"d x 29"h - behind counter, right angle to rear wall	1	35	35
Mat, Anti-fatigue	1	0	0
Printer, Receipt	2	0	0
Queuing Space (Per Person)	4	6	24
Security Monitor, B & W 9" unit - wall mounted	1	0	0
Book & Media Theft Re-sensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Book Theft Gates Two gates (one corridor) 36"w x 22"d x 70"h	1	35	35
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit - Behind the counter against wall	1	10	10
Telephone Handset	1	0	0
Waste & Recycling Bins	1	6	6

Self-Service Holds Area

240 Sq. Ft.

	Unit QTY	Unit SF	Subtotal SF
Shelving: Shelving, DF, 66" H Steel S/ 10 Shelves 3'w x 24' d unit	10	24	240

04 New Book & Media Display

476 Sq. Ft.

Function

This area accommodates new books and media. The design of the display shelving is important to increase their visibility and appeal to patrons. Occasionally patrons will sit while browsing. Finding an item of interest may prompt a patron to check the library's catalog for similar subjects so it is important to have OPACs visibly located on end panels within this space for reference.

Relationships

The Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the Media Area since many patrons will browse for new books and media during the same visit to the library, or while their children attend a program in the Children's Library.

Adjacencies: *Media Area*

Close: *Children's Entrance (Interior) / Customer Service Counter / Public Entrance & Lobby*

Occupancy

Reader Seats: 4

Technology Workstations: 2

Collections

	Total Holdings	Volumes on Shelf
New Books & Media	2,500	2,500

Windows

Natural light is desirable, but not necessary.

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	subtotal SF
42" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 moveable angled shelves for 2,500 books & media	11	30	330
Bench (2 Person) 52"w x 22"d x 18"h	2	20	40
Chair, Lounge 36"w x 36"d	2	35	70
Computer, OPAC @ End Panels, Stand-up 22" monitor, key board, & Mouse	2	10	20
Table, End 30"w x 30"d x 20"h	1	12	12
Waste Basket 13"w x 15"d x 15"h	1	4	4

05 World Languages

256 Sq. Ft.

Function

The international language collection should be easily accessible from the main entrance of the library.

Relationships

Close: *Customer Service Counter / New Books / Library Entrance*

Occupancy

Reader Seats: 4

Collections

	Total Holdings	Volumes on Shelf
World Languages	2,000	2,000

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	subtotal SF
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top	8	22	176
Chair, Reader's 28"w x 26"d	4	0	0
Table, Reader's 48" diameter x 29"h, 4 Person	1	80	80

Function

Adult and teen patrons will come to this area to browse and checkout media. OPACs will be located within the area to browse the media collection. A portion of the Media will be displayed face-out and marketed as part of the library's popular collection.

Relationships

This space should be just off the main traffic aisle from the Public Entrance and Customer Service Counter. The Media Collection Area should be visible from the Children's Library and very close to the New Book Display since many patrons will browse the MEDIA collection while looking at new books or while their children attend a program in the Children's Library.

Adjacencies: *New Book Display*

Close: *Children's Library / Customer Service Area / Library Entrance*

Occupancy

Reader Seats: 2

Technology Workstations: 2

Collections

	Total Holdings	Volumes on Shelf
Audio Book CD	6,000	6,000
Audio Compact Disc - Music	5,000	5,000
DVD	8,000	8,000
Total	19,000	19,000

Security

This area will be supervised by the staff at the Customer Service Counter. Sight lines from the Customer Service Counter to the Media Area should not be obstructed.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
44" Aisle DF 66"H Steel Shelving W/ Pull Out Drawers	15	24	360
3'w x 24"D unit with 3 drawers each side, canopies & end panels			
8000 DVD			
48" Aisle DF 60"H Steel Shelving W/ 10 Shelves	10	24	240
3'W x 24"D unit w/end panels & canopy top, 6000 Audio Book CD			
Media Shelving Unit	10	24	260
At least 44" aisle DF 54" H Steel Shelving w/6 drawers			
5000 Audio Compact Disc - Music			
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Technology Workstation 21"w x 21"d	2	0	0
Computer, Public Desktop OPAC CPU, w/ 22" monitor, keyboard & mouse	1	0	0
Technology Station, Systems Furniture	2	40	80
41"w x 30"d, 1 Person sit-down w/ power & data			
TV/VCR/DVD Viewing Unit Combination Unit - 15"w x 15"d x 16"h	1	0	0
Waste & Recycling Bins	1	6	6

07 Children's Library

9,268 Sq. Ft.

Children's Area Information Desk	67
Children's Collection, Technology and Seating	1,150
Children's Early Learning/Reading Readiness Area	500
Children's Entrance (Interior)	121
Children's Media Area	975
Children's New Book & Seasonal Display	486
Children's Program Room	799
Children's Reference Collection & Seating	286
Children's Rest Room	Non Assigned
Children's Study/Tutoring Room A	147
Children's Study/Tutoring Room B	147
Custodial Sink & Supply Closet	Non Assigned
Juvenile Collection, Technology and Seating	4,316
Parenting & Teachers' Collection & Seating	274

Function

The Children's Library provides materials & programs for children up to 12 years old. This area must be exciting and interesting. The staff provides guidance in choosing books and media, presenting story hours and programs, and preparing craft activities. The architect and interior designer are encouraged to develop a motif from children's literature that will spark imagination. The Children's Library should not be a silly romper room.

Relationships

The Children's Library should be close to the main entry to avoid bringing children through adult public spaces. The entrance to the Children's Library should be observed from and very close to the Customer Service Counter. Parents must feel comfortable leaving the older children alone.

Adjacencies: *Customer Service Area / Library Entrance*
Close: *Media / New Books*

Windows

Windows are essential

Children's Area Information Desk

67 Sq. Ft.

Function

This Desk is the primary staff service point for the Children's Library. This is an information desk for children and their caregivers to ask questions and request assistance. The Children's Information Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. Understanding scale is important in this area.

Relationships

The Children's Area Information Desk must be visible from the entrance of the Children's Library. The location of this desk is critical since staff working the desk will supervise the entire Children's Library

Occupancy

Public Service Desk Workstations: 1

Windows

Natural light is highly desirable in this space.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	subtotal SF
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	2	6	12
Chair, Public Task – Child 12"h x 18" d x 18w with casters, arms	1	0	0
Chair, Public Task- Adult/Teen Adjustable h x 21"w x 21"d with casters, arms	1	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	1	0	0
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	1	0	0
Desk, Children's Reference - Sit Down 48" x 30"d x 29"h	1	35	35
Printer, Laser (Color, B&W) Networked	1	0	0
Queuing Space (Per Person)	3	6	18
Telephone Handset	2	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2

Children's Collection, Technology and Seating

1,150 Sq. Ft.

Function

This area houses the print collections and technology for young children. Young children will use the computers and select reading materials with the assistance of their parents and library staff.

Relationships

Close: *Children's Area Information Desk*

Occupancy

Readers Seats: 22
Technology Workstations: 5

Collections

	Total Holdings	Volumes on Shelf
Children's Big Books	50	50
Children's Board Book	500	500
Children's Picture Books	9,000	9,000
Children's Easy Readers	2,500	2,500
Total	12,050	12,050

Windows

Natural light is highly desirable.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
42" Aisle Children's Picture Book Browser On Wheels 38"W x 30"D x 24"H with 6 open display bins and shelves below 9000 Children's Picture Books	9	22	198
42" Aisle Children's Picture Book Browser On Wheels 38"W x 30"D x 24"H with 6 open display bins and shelves below 500 Children's Board Book	1	32	32
42" Aisle DF 45"H Steel Shelving W/6 Shelves 3'W x 24"D unit w/slatted end panel & canopy top 2500 Children's Easy Readers	7	22	154
Children's Big Book SF Display & Storage 36"W x 33"H x 18"D -Wood w/ 16 - 2" slat openings 50 Children's Big Books	2	22	44
Carrel, Child's Pinwheel - Five Positions 18" h x 10' diameter w/ power & data	1	200	200
Chair, Child's 14"w x 13"d x 10-16"h	18	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Public Task - Child 12"h x 18" d x 18w with casters, arms	5	0	0
Chair, Technology Workstation 21"w x 21"d	5	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	5	0	0
Nook, Cozy Reading 5' w x 5'd x 6'h - built in wall	2	50	100
Table, Children's 60"w x 36"d x 21-26"h, 4 Person	3	80	240
Table, Children's Slant Top 78"w x 30"d x 21-26"h, 6 Person	1	90	90
Waste & Recycling Bins 36"w x 30"h x 15" d	2	6	12

Children's Early Learning/Reading Area

500 Sq. Ft.

Function

The Children's Early Learning/Reading Area is intended for pre-school children as a place of their own to play and read. *The existing pirate ship play structure will be used in the new design.*

Relationships

Adjacencies: *Children's Collection / Technology / Seating*

Away: *Juvenile Collection / Technology / Seating*

Occupancy

Reader Seats: 10

Windows

Exterior windows are required. Any interior walls must be glazed for unobstructed staff observation.

Acoustics

A considerable amount of noise will be generated. This space should not be near any quiet seating areas or near the Juvenile Collection and Seating Area. The architect and interior designer must contain the noise. The child's experience is important and it will include noise.

Signage

Include a prominent sign stating, *"Guardians - Do Not Leave Children Unattended in this Area."*

Furniture, Shelving & Equipment		Unit	Unit	subtotal
		QTY	SF	SF
Chair, Child W/Adult (2 Person) Lounge	60"w x 36" d	2	60	120
Chair, Child's	14"w x 13"d x 10-16"h	8	0	0
Children's Play Fixture	Children's play and reading structure	1	100	100
Creative Learning Elements		1	150	150
Table, Children's Play	27"w x 27"d x 21-26"h (4 Person)	2	55	110
Toy Bin	21"square x 11"h w/casters	1	20	20

Children's Entrance Interior

121 Sq. Ft.

Functional Activity

Access to the Children's Library should have a special WOW factor. Via scale, color, materials, kinetic displays, etc., the children should feel they are entering a special space. This entrance should be immediately obvious upon passing through the main vestibule. It is also the area for the child-friendly self-check equipment.

Relationships

Close: *Library Entrance / Customer Service Counter*

Windows

Natural light in this area is highly desirable.

Acoustics

Noise generated in this space must be contained from spreading throughout the library.

Illumination

Special lighting may be an important design strategy to acknowledge the entrance.

Furniture, Shelving & Equipment		Unit	Unit	subtotal
		QTY	SF	SF
Aquarium	Custom designed w/ built-in cabinet or stand	1	75	75
Basket Storage	Space for Stacked Baskets	1	10	10
Bulletin Board		1	0	0
Case, Wall Display	Custom built-in, 5'w x 18"d x 6'h, w/ lighting & glass doors	1	0	0
Rack, Literature Display Handout	Wall-mounted or end cap display	1	0	0
Self Check-Out - Free Standing or Against Wall	4'w x 30"d x 36"h	1	24	24
Self Check-Out Machine	25"w x 29"d x 27"h - counter top unit	1	0	0
Sign, Announcement	Wall-hung	1	0	0
Stroller Parking		2	6	12
TV Monitor, 27" Plasma Display	Wall mounted	1	0	0

Children's Media Area

975 Sq. Ft.

Function

This space will house the media collections and technology for children and juveniles. Portions of the collections will be displayed face-out to attract children and guardians. Media may be use at home or in the library viewing and listening stations.

Relationships

Adjacencies: *Just within the entrance to the Children's Library*

Occupancy

Technology Workstations: 2

Collections

	Total Holdings	Volumes on Shelf
Children's Audiobooks	2,500	2,500
Children's DVDs	4,000	4,000
Children's Music/Story CD	1,000	1,000
Early Learning Activity Kits	80	80
Multi-Media Kit (Book, CD,)	500	500
<i>Total</i>	<i>8,080</i>	<i>8,080</i>

Acoustics

It is important to keep the noise generated in this space from spreading throughout the Children's Library.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 60"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top, 1000 Children's Music/Story CD	6	22	132
42" Aisle DF 60"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top, 2500 Children's Audiobooks	11	22	242
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels, 80 Early Learning Activity Kits	3	22	66
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box, 4000 Children's DVDs	32	12	384
Hanging Bag Displayer DF, 3'W x 24" D x 48"H with 3 adjustable rods each side, 500 Multi-Media Kit (Book, CD,)	4	24	96
Chair, Task – Juvenile 18"d x 18" with caster, arms, adjustable	2	0	0
Clock Wall-mounted	1	0	0
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power/data management	1	55	55
TV/DVD Viewing Unit With Headphone Jack Combination Unit - Wall mounted -15"w x 15"d x 6"h	2	0	0

Children's New Book & Seasonal Display

486 Sq. Ft.

Functional Activity

The Children's New Book Display is for showing new books as well as the seasonal displays.

Relationships

Adjacencies: *Entrance to the Children's Library*

Collections

	Total Holdings	Volumes on Shelf
Children's New Books	300	300
Children's Seasonal	1,800	1,800
<i>Total</i>	<i>2,100</i>	<i>2,100</i>

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves, 300 Children's New Books	2	30	60
42" Aisle DF 60"H Steel Shelving W/8 Shelves 3'W x 24"D unit w/slatted end panels & canopy top, 1800 Children's Seasonal	8	22	176
Gondola Display Unit 3'w x 3'd x 5' h - with wheels	5	50	250

Children's Program Room

799 Sq. Ft.

Function

This area will handle a variety of staff-run activities and programs including story hour presentations, puppet shows, multi-media programs and arts-crafts activities. Generally, children sitting on the floor will listen to a staff reader or an AV presentation. Some projects will require tables. During unstructured times the space will provide additional seating/cushions for general reading under the supervision of staff and their guardians.

Relationships

Adjacencies: *Children's Collection / Seating Area*

Occupancy

Meeting Room Seats: 36.

Special Features

Wide entry to the space with door(s).

Flexibility

The area will have a flat floor. The space must contain noise from all programs.

Windows

Windows are ideal although not required. Blackout shades are required.

Finishes

This is an opportunity for the designer to provide a special atmosphere. It should create a positive and lasting impression. The floor finishes are important. Durability and maintenance are important. Wall finishes should be durable and easy to clean. Avoids stone and tile finishes. There should be no sharp corners or edges.

Illumination

Spot lighting should highlight the stage/story teller's position and the lighting must be controlled from that position. General lighting should be dimmable as well.

Audio - Visual

Provide an integrated sound system that will accommodate any type of audio/visual media equipment.

Signage

Provide a changeable lettering to announce various programs. Donor plaques are common for these rooms.

	Unit	Unit	subtotal
	QTY	SF	SF
Furniture & Equipment			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Full Height (Locking) - Along Walls 1 LF x 24" d - w/ sliding doors	10	12	120
Chair, Child's Stacking 14"w x 14"d	36	0	0
Children's Craft Counter 6'w x 30"d - against wall	1	40	40
Clock Wall mounted with large, colorful numbers	1	0	0
Counter 3' x30"d x 39" h against wall	6	6	36
Easel 25"w x 24"d x 60"h	1	15	15
Flip Chart with Stand 28"w x 24"d x 70"h	1	18	18
Paper Towel Dispenser Wall-mounted	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Puppet Theater 5'w x 7'd	1	40	40
Shelves, w/ Doors, All Wood Along Wall SF 3'W x 24"D x 90"H w/ 7 adjustable shelves	6	18	108
Sink, With High-neck Faucet 36"w x 24"d In counter	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Table, Children's Program Room 4'w x30"d x 21-25"h - folding, light weight	6	60	360
TV Monitor, 50" Projection HDTV Screen 43"w x 24"d x 51"h	1	20	20
Waste & Recycling Bins 36"w x 30"h x 15" d	2	6	12

Children's Reference Collection & Seating

286 Sq. Ft.

Function

The Children's Reference area includes encyclopedias, dictionaries, indexes, atlases and as well as the holiday collections and the Newbery and Caldecott Collections. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

Relationships

Adjacencies: *Children's Information Desk*

Occupancy

Reader Seats: 12

Collections

Volume Name	Total Holdings	Volumes on Shelf
Children's Reference	100	100
Newbery-Caldecott Award Books	200	200
Total	300	300

Acoustics

This is typically a moderately noisy area, so sound control elements should be provided.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 60"H Steel Shelving W/ 8 Shelves 3'W x 12"D unit w/end panels & canopy top for 200 Newbery-Caldecott Award Books	1	22	22
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top for 100 Children's Reference	1	22	22
Chair, Juvenile 16"w x 16"d x 16-18"h	12	0	0
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Dictionary Stand, Child's 24"w x 14"d x 35"h w/ 2 shelves	1	10	10
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	2	0	0
Table, Juvenile 72"w x 36"d x 27"h, 6 Person	2	90	180
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2

Children's Rest Rooms (2)

Non-assigned **Sq. Ft.**

Function

There are two separate public rest rooms for children. They should be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Rooms should be scaled appropriately, and be bright and colorful. They should be of ample size to accommodate parent and child.

Relationships

Adjacencies: *Children's Collection Area and Children's Program Area*

Special Features

One hand washing sink and the drinking fountain should be outside of the Restrooms.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Diaper Changing Counter 36"w x 18"d	2	0	0
Water Cooler 18"w x 19"d x 24"h - Built-in	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sink 36"w x 24"d - In counter	2	0	0
Soap Dispenser 5"w x 4"d x 10"h – mounted hanging over the sink	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	0	0

Children's Study/Tutoring Rooms A & B rooms are identical

147 Sq. Ft.

Function

These spaces will accommodate up to six people each who can study and do homework in a group setting and not disturb other library patrons.

Relationships

Close: *Children's Information Desk*

Occupancy

Reader Seats: 6 each

Windows

Exterior glazing not required. Glass walls required for staff supervision.

Acoustics

The noise level in this room will be high. The children will be talking and working together on assignments.

Furniture, Shelving & Equipment in each Room

	Unit QTY	Unit SF	Subtotal SF
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 54" Diameter x 29"h (4 to 6 Person)	1	145	145
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
White Board 3' x 4' – erasable marker board	1	0	0

Custodial Sink & Supply Closet

Non Assigned Sq. Ft.

Function

Space must be provided in the Children's Library for a sink and supply closet for custodial purposes. There may be accidents in the Children's Library and these services need to be nearby and ready.

Relationships

Adjacencies: *Children's Rest Rooms*

Windows

No Windows.

HVAC

Ventilation is crucial to limit interior pollution.

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Carpet Cleaning Machine	1	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Garbage Bin, Interior	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink, Mop	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	0	0

Juvenile Collection, Technology and Seating

4,316 Sq. Ft.

Function

This area houses the print collections for children ages 7-12. The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books.

Relationships

Proximity *Children's Area Information Desk / Children's Reference Collection / Seating*

Occupancy

Reader Seats: 22
Technology Workstations: 15

Collections

	Total Holdings	Volumes on Shelf
Children's Current Magazines	24	24
Juvenile Fiction	20,000	20,000
Juvenile Graphic Novels	500	500
Juvenile Non-Fiction	18,000	18,000
Juvenile World Languages	1,000	1,000
Total	39,500	39,500

Windows

Natural light is desirable.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment per Toilet			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24" D unit w/canopy & end panels, 20,000 Juvenile Fiction	67	22	1,474
44" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top, 500 Juvenile Graphic Novels	2	24	48
42" Aisle DF 66"H Steel Shelving W/ 6 Shelves 18,000 Juvenile Non-Fiction	60	22	1,320
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves 1,000 Juvenile World Languages	4	24	96
44" Aisle SF 54"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 24 Children's Current Magazines	4	12	48
Chair, Juvenile 16"w x 16"d x 16-18"h	16	0	0
Chair, Juvenile Lounge 24"w x 24"d	6	25	150
Chair, Task – Juvenile 18"d x 18" w/ caster, arms, adjustable	15	0	0
Computer Workstation, Public Sit-down	15	35	525
Globe, Floor Model	1	10	10
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Juvenile 66"w x 36"d x 27"h, 4 Person	4	85	340
Technology Counter 41"w x 30"d, 1 Person sit-down - against wall w/ power & data	5	30	150
Technology Counter 18' w x 30"d x 25"h, 10 persons, 5 ea side w/ power	1	125	125
Waste & Recycling Bins 36"w x 30"h x 15" d	1	6	6

Parenting & Teachers' Collection & Seating

274 Sq. Ft.

Function

This space will house a collection of books for parents and teachers providing information on parenting and educating children. Some students may occasionally access this collection.

Relationships

Close: *Children's Area Information Desk*

Occupancy

Reader Seats: 6

Collections

	Total Holdings	Volumes on Shelf
Early Education and Parenting Books	1,500	1,500
Total	1,500	1,500

Furniture, Shelving & Equipment

42" Aisle DF 66"H Steel Shelving W/ 10 Shelves

3'w x 24"d unit w/ end panels & canopy top 1500

Chair, Lounge 36"w x 36"d

Chair, Reader's 21"w x 21"d

Table, End 30"w x 30"d x 20"h

Table, Reader's 60"w x 36"d x 29"h, 4 person

Waste And Recycle Mini Bins 24"w x 24"h x 12" d

Unit QTY	Unit SF	Subtotal SF
5	22	110
2	35	70
4	0	0
1	12	12
1	80	80
1	2	2

08 Fiction Area

4,934 Sq. Ft.

Function

This area will accommodate the hard bound fiction collection and paperbacks.. Patrons will look for specific authors and then will often sit down to read the book jacket or the first few pages. They may use the on-line catalog to check the library's holdings while browsing.

Relationships

Close: *Media Collection & Seating / Customer Service Area / New Book Display*

Occupancy

Reader Seats: 18

Collections

	Total Holdings	Volumes on Shelf
Fiction	48,000	48,000

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF.
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24" D unit w/canopy & end panels, 48,000 Fiction	200	22	4,400
Carrel, Reader's Wood 42"L x 30"w, 1 person w/ divider, power & task light	6	35	210
Chair, Lounge 36"w x 36"d	4	30	120
Chair, Reader's 21"w x 21"d	14	0	0
Computer, OPAC on End Panel CPU, 22" monitor, keyboard & mouse	2	10	20
Stool, Kick-Step	4	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 48" diameter x 29"h, 4 person	2	80	160

09 Large Print

760 Sq. Ft.

Function

Large print books should be easy to find. The shelving and location of this large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area. This area provides seating that includes benches between the stacks and two comfortable chairs.

Relationships

Close: *Fiction Area, Non-Fiction*

Occupancy

Reader Seats: 6

Collections

	Total Holdings	Volumes on Shelf
Large Print	7,000	7,000

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 60"H Steel Shelving W/ 10 Shelves 3'w x 24"d unit w/ end panels & canopy top, 7000	30	24	720
Bench (2 Person) 52"w x 22"d x 18"h	2	20	40
Chair, Public Study – Adult Padded, comfortable, adjustable with arms	2	0	0

10 Non-Fiction Collection and Seating

7,466 Sq. Ft.

Function

The Non-Fiction Collection is central to the library's role as a reference and resource facility for the community. Patrons may need more assistance finding books in this collection so professional staff must be close at hand to offer help. After locating books, patrons may sit down at tables, carrels or in lounge chairs to study the material. These seating areas should be dispersed throughout the collection and quiet.

Relationships

Close: *Information Services Station*

Occupancy

Reader Seats: 36

Collections

	Total Holdings	Volumes on Shelf
Back Issue Magazines	1,000	1,000
Non-Fiction	65,000	65,000
Total	66,000	66,000

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	271	22	5,962
3'w x 24"d unit w/canopy & end panels, 65,000 Non-Fiction			
42" Aisle DF 66"H Steel Shelving W/8 Shelves	8	22	308
3'w x 24"d unit w/ canopy and end panels, 1,000 Back Issue Magazines			
Carrel, Desk Wood 42"w x 30" d, 1 person w/ divider, power & task light	10	35	350
Chair, Lounge 36"w x 36"d	10	35	350
Chair, Reader's 21"w x 21"d	26	0	0
Computer, OPAC on End Panel CPU, 15" monitor, keyboard & mouse	6	10	60
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Stool, Kick-Step	10	0	0
Table, End 30"w x 30"d x 20"h	3	12	36
Table, Reader's 72"w x 48"d x 29"h, 4 person	4	100	400

11 Teen Services

3,418 Sq. Ft.

Teen Collection, Technology & Seating	2,857
Teen Meeting Room / Media Lab	232
Teen Study Room A - 6 person	177
Teen Study Room B - 4 person	152

Teen Collection, Technology & Seating

2,857 Sq. Ft.

Function

This area provides specific space, collection and services to Teens (primarily ages 12 to 16). Teens will gather to find books and magazines, use computers, listen to music, read, study and talk. There will be a good deal of interaction. Most furniture should easily move. Carrels should be large enough for two teens.

Relationships

Adjacencies: *Teen Study / Tutoring Rooms*
 Away: *Children's Library \ Periodicals Collection*

Occupancy

Reader Seats: 16
 Technology Workstations: 20

Collections	Total Holdings	Volumes on Shelf
Teen Magazines	25	25
Teen Audio Book CD	1,500	1,500
Teen Music CDs	3,500	3,500
Cliff Notes / Pamphlets	1,500	1,500
Graphic Novels	600	600
Teen Fiction	6,000	6,000
Teen Non-Fiction	2,000	2,000
Total	15,125	15,125

Security

Staff at one of the Services Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas.

Windows

Natural light is ideal although not required.

Acoustics

A moderate to high level of noise will be generated in this area.

Lighting

A variety of lighting should be considered for emphasizing mood and territory.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves 6,000 Teen Fiction	34	24	816
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves 2,000 Teen Non-Fiction	12	24	288
44" Aisle DF 54"H Steel Shelving W/ 6 Shelves 600 Graphic Novels	3	24	72
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 25 Teen Magazines	3	12	36
66" Media Display, W/ 4 Shelves 3,500 Teen Music CDs	49	10	490
Media Shelving Unit At least 44" aisle DF 54" H Steel Shelving w/6 drawers 1,500 Teen Audio Book CD	3	26	78
File Cabinet, Lateral (4 Drawer) 36"s x 18"d x 52"h 1,500 Cliff Notes / Pamphlets	4	15	60

Teen Collection, Technology & Seating continued

Booth Seating For 4-6	1	100	100
Chair, Lounge 36"w x 36"d	6	35	210
Chair, Public Study -Adult/Teen Wood, High Quality	4	0	0
Chair, Technology Workstation 21"w x 21"d	20	0	0
Coat And Hat Rack, Wall Mounted 4'w x 18"d'	1	20	20
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	20	0	0
Gaming Console & Systems	1	0	0
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	1	0	0
Table, End 30"w x 30"d x 20"h	3	12	36
Table, Reader's 72"w x 48"d x 29"h (4 Person)	1	100	100
Technology Counter 5'w x 30"d, 2 person sit-down, on wall w/ power & data	10	50	500
Technology Equipment Counter 4'w x 30"d w/ locking storage below	1	25	25
TV/DVD Viewing Unit with Headphone Jack Wall mount -15"w x 15"d x 6"h	1	0	0
Vending Machine 40"w x 40"d x 72"h	1	20	20

Teen Meeting Room/Media Lab

232 Sq. Ft.

Function

A space for teens to create multi-media presentations.

Relationships

Adjacencies: *Teen Collection, Technology and Seating*

Occupancy

Meeting Room Seats: 6

Security

This room will be supervised by staff at a Service Desk. Consult acoustician for glazing requirements. This room will hold expensive equipment, security cameras and door locks are essential.

Windows

Any windows must have blackout shades. Exterior windows are not required.

Finishes

Balance between the acoustical requirements and low maintenance materials will be challenging.

Acoustics

Moderate to high acoustical isolation is required in this room, similar to a sound studio.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Audio Monitors (Production Studio)	1	0	0
Audio Receiver 18"w x 16"d x 7"h	1	0	0
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
Camera, Video Professional quality	1	0	0
Chair, Public Task- Adult/Teen Adjustable h x 21"w x 21"d with casters, arms	6	0	0
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	2	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Printer Station Networked Printer	1	25	25
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Scan Converter 17"w x 14"d x 2"h - computer to video conversion unit	1	0	0
Table, Adjustable Height (Electrical) 60"w x 30"d x 20" -50" h	1	110	110
Technology Equipment Counter 5'w x 30"d with lockable storage underneath	1	30	30
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25
Video, Flat Panel Plasma Display 50" for SVGA computer or video display	1	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2

Teen Study Rooms: A - 6 person

177 Sq. Ft.

Function

Rooms used for quiet and collaborative study rooms for teens, small group meetings, peer tutoring, and small multimedia viewing or listening room and Internet use.

Relationships

Adjacencies: *Teen Collection and Seating*

Close: *Information Services Desk*

Occupancy

Study Room Seats: 6 in A and 4 in B

Security

The Rooms must be easily supervised by staff at the nearest service desk. Walls must be glazed for unobstructed observation.

Acoustics

The activity and noise level in this room may be high. Moderate to high acoustical isolation is required.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 48"d x 29"h, 6 person	1	175	175
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
White Board 3' x 6' – erasable marker board	2	0	0

Teen Study Room B - 4 person

152 Sq. Ft.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Chair, Public Task- Adult/Teen Adjustable height x 21"w x 21"d w/ casters, arms	4	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 60"w x 36"d x 29"h, 4 person	1	150	150
Waste And Recycle Mini Bins	1	2	2

12 Information and Technology Services

4,099 Sq. Ft.

Computer Lab/Training Room	490
Assistive Technology Center	40
Information & Technology Services Station	179
Information Collection and Seating Area	1,672
Information Services Staff Work Area	425
Office Adult Services Supervisor	148
Print and Copy Business Center	246
Public Computers	616
Public Rest Rooms (if the building has two floors)	non assignable
Study/Conference Room - 10 person	227
Study/Tutoring Room A - 6 person	112
Study/Tutoring Room B - 6 person	112

Computer Lab/Training Room

490Sq. Ft.

Function

This space will be permanently set up for computer training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming, for community groups and for general use when there are no classes.

Relationships

Entrance to accommodate large groups accessing the room and waiting for the room.

Close: *Information Services Desk*

Occupancy

Technology Workstations: 15

Public Service Desk workstations: 1

Windows

No windows.

Acoustics

This room will generate a fair amount of noise via dialogue between the students and the instructor. A moderate level of sound isolation is important.

Audio - Visual

The computer training will use a large screen projecting the instructor's computer monitor.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Chair, Technology Workstation Task Low back mid-quality w/ casters 25"w x 25"d	15	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	15	0	0
Computer, Staff Laptop 17" screen	1	0	0
Instructor's Systems Furniture 4'w x 30"d, 1 person - sit-down w/ power & data	1	50	50
Printer, Laser Networked (Color, B&W) Shared - on stand	1	16	16
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Storage Cabinet 36"w x 18"d x 78"h	1	18	18
Table, Accessible - Adjustable Height (Electrical) 48"w x 30"d, 1 person single surface	1	40	40
Technology Training Table, Computer Lab 72"w x 30"d, 2 person sit-down	7	50	350
Telephone Handset	1	0	0
Waste & Recycling Bins	1	6	6
White Board	1	0	0

Assistive Technology Center

40 Sq. Ft.

Function

This space will accommodate equipment to be used by patrons with special needs.

Relationships

Close: *Information Services Desk*

Occupancy

Technology Workstations: 2

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Chair, Public Task- Adult/Teen Adjustable 21"w x 21"d w/ casters, arms	2	0	0
Screen & Text Magnifier Table Top	1	0	0
Table, Accessible – Motorized Adjustable Height 42"w x 30"d, 1 person	1	40	40
Videophone Table Top Unit	1	0	0

Information & Technology Services Station

179 Sq. Ft.

Function

This is the public service desk for the Information Collection. The desk should encourage contact between the library's staff and patrons. Seating will be provided on the patron side of the desk. Provide queuing system.

Relationships

This area is the hub of the Information Area and should be an easily identifiable feature.

Adjacencies: *Information Services Collection / Seating / Information Office / Information Workroom*

Close: *Computer Lab/Training Room / Conference Room / Copy Center / Local History Collection / Seating / Non-Fiction Collection / Seating / Study/Tutoring Rooms*

Occupancy

Public Service Desk Workstations: 2

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	2	6	12
Chair, Staff Good quality, high-back, casters, arms, adjustable	2	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	2	0	0
Printer Stand 24"w x 16"d x 28"h	1	15	15
Printer, Laser (Color, B&W) Networked	1	0	0
Queuing Space (Per Person)	3	6	18
Service Desk, Motorized Adjustable Height, 2 Person 7'w x 30"d x 29" - 39"h, w/ 3.5' behind desk, 7' in front	1	100	100
Telephone Handset	2	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	2	2	4

Information Collection and Seating Area

1,672 Sq. Ft.

Function

Accommodating the collection and seating

Relationships

Adjacencies: *Information Services Desk*

Close: *Non-Fiction Collection and Seating*

Occupancy

Reader Seats: 20

Collections

Reference

Total Holdings

Volumes on Shelf

Total

4,000

4,000

4,000

4,000

Furniture, Shelving & Equipment

42" Aisle DF 45"H Steel Shelving W/ 6 Shelves

3'W x 24"D unit w/end panels & canopy top, 4,000 Reference

Atlas Case 31"w x 25"d x 43"h w/ 5 shelves

Carrel, Reader's 42"w x 30" d, 1 person w/ power & data

Chair, Reader's 21"w x 21"d

Clock Wall-mounted

Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves

File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h

Shelving, DF, 66" H Steel S/ 10 Shelves 3'w x 24' d unit

Table, Reader's 72"w x 48"d x 29"h, 4 person

TV Monitor, 27" Flat Panel Plasma Display Wall mounted

Waste & Recycling Bins 36"w x 30"h x 15" d

	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top, 4,000 Reference	38	22	836
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	2	35	70
Carrel, Reader's 42"w x 30" d, 1 person w/ power & data	8	35	280
Chair, Reader's 21"w x 21"d	16	0	0
Clock Wall-mounted	0	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	10	10
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
Shelving, DF, 66" H Steel S/ 10 Shelves 3'w x 24' d unit	1	24	24
Table, Reader's 72"w x 48"d x 29"h, 4 person	4	100	400
TV Monitor, 27" Flat Panel Plasma Display Wall mounted	0	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	4	6	24

Information Service Staff Work Area

425 Sq. Ft.

Function

The Info staff performs in-depth research, create handouts and bibliographies, preview multimedia and software, author web pages, write columns, read reviews, materials acquisition, examine new non-fiction materials, review donated materials, and work on difficult or time-consuming Information questions.

Relationships

Adjacencies: *Information Services Desk*

Occupancy

Staff workroom Workstations: 3

Windows

Interior translucent / etched glazing is required for supervision of the Service Desk. Natural light is highly desirable. Staff areas must have operable windows.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	6	6	36
Bulletin Board 4' x 5'	1	0	0
Chair, Staff	3	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	3	0	0
Copier, Printer, Fax, Scanner, Email Office Equip. Floor unit with collator 52"w x 47"d x 45"h-networked	1	50	50
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Paper Towel Dispenser Wall-mounted	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Sink w/ high Neck Faucet under counter mounted	1	0	0
Storage Cabinet 36"w x 18"d x 78"h	1	18	18
Telephone Headset	3	0	0
Waste and Recycle Mini Bins 24"w x 24"h x 12" d	3	2	6
White Board 3' x 4' – erasable marker board	1	0	0
Workstation, Clerical Office System 5' x 6' modular panels, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	35	35
Workstation, Professional Office System 6' x 8', U-shaped work surface 30"d, 2 overhead 14" storage cabinets, Task lights & file pedestal	3	70	210

Office Adult Services Supervisor

148 Sq. Ft.

Function

This position plans, manages, and analyzes department activities.

Relationships

The office must be convenient to the public, from the Information Services Stations, for private conversations with patrons without having them walk behind the Service Stations or through the Workroom.

Adjacencies: *Information Services Workroom / Information Services Station*

Occupancy

Staff Office Workstations: 1

Windows

Provide interior windows for supervision of the Service Station.

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	1	6	6
Chair, Staff Good quality, high-back, casters, arms, adjustable	1	0	0
Chair, Visitor's	2	15	30
Computer, Laptop With Docking Station	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h - Lockable	1	20	20
Printer, Laser (B&W) Under counter or on desk	1	0	0
Shelving SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	1	10	10
Telephone Handset	1	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
Workstation, Department Head Office System (Adjustable) 8' x 10', U-shaped work surface 30"d, 2 overhead 14"h storage	1	80	80

Print and Copy Business Center

246 Sq. Ft.

Function

The Copy Alcove provides a separate area or room for patrons self-copying. The alcove requires a counter for layout, sorting and, collating. The equipment arrangement must allow access to the sides or rear of the machines for servicing, refilling paper and toner, and removing paper jams. Patrons and equipment must not encroach into corridors and aisles. Provide for patron queuing within the alcove.

Relationships

Close: *Information and Technology Services Station*

Windows

No exterior windows. Interior glazing for observation from the Info and Tech Service Station.

Furniture, Shelving & Equipment	Unit QTY	Unit SF.	subtotal SF
Cabinets, Above Counter (Lockable) 1 LF x 24"d	5	0	0
Cabinets, Below Counter (Lockable) 1 LF x 24"d	5	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	10	10
Copier, B&W Freestanding w/ collator 50"w x 30"d x 40"h	2	40	80
Copier, Color Freestanding w/ collator 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop Card-Operated	1	0	0
Preparation Counter 5'w x 30"d - against wall	1	35	35
Printer Stand 24"w x 16"d x 28"h	1	15	15
Printer, Networked With Print Reservation & Release Station PC workstation with 15" touch screen monitor-high speed laser printer	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Technology Equipment Counter 6'w x30"d with locking storage below	1	30	30
Vending Machine Office Supplies	1	20	20
Vendor Card Encoder/Dispenser Wall-mount	2	0	0
Waste & Recycling Bins	1	6	6

Public Computers

616 Sq. Ft.

Function

This space will accommodate the library's public internet workstations.

Relationships

Adjacencies: *Information Services Desk*

Close: *Print and Copy Center*

Occupancy

Technology Workstations: 40

Furniture, Shelving & Equipment	Unit QTY	Unit SF	subtotal SF
Chair, Workstation Low back mid-quality with casters 25"w x 25"d	40	0	0
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	40	0	0
Computer Workstation, Public Standup For Internet sign-up	1	16	16
Printer, Networked w/ Print Reservation & Release Station PC workstation with 15" touch screen monitor-high speed laser printer	4	0	0
Technology Counter 18' w x 30"d x 25"h, 10 persons, 5 ea side + power	4	150	600

Public Rest Rooms

non assigned **Sq. Ft.**

Function

These facilities will be the Public Rest Rooms within the secure zone of the Library.

Relationships

Adjacencies: *Public Computers / Info Collection & Seating / Info and Technology Services Station / Study/Tutoring Rooms*

Fixtures per Rest Room	Unit QTY	Unit SF	Subtotal SF
Diaper Changing Counter 36"w x 18"d	1	0	0
Hand Dryer	1	0	0
Mirror, With Shelf Above counter	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sink and Counter	1	0	0
Soap Dispenser 5"w x 4"d x 10"h, mounted hanging over sink	1	0	0

Study / Conference Room - 10 person

227 Sq. Ft.

Function

Staff meetings, community meetings and literacy tutoring. Multimedia projection capabilities are required.

Relationships

Close: *Information Services Station / Information Services Workroom*

Occupancy

Meeting Room Seats: 10

Window

Daylight is ideal, but not required. Interior windows are required for general observation and security.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Chair, Conference Room At conference table - 26"w x 28"d	10	0	0
Presentation 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Conference 120"w x 48"d x 29"h, 10 Person	1	225	225
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2

Study / Tutoring Room A & B 6 person each room

112 Sq. Ft.

Function

These are quiet study rooms, small group meeting rooms, literacy tutoring spaces, staff conference or project rooms, small multimedia viewing rooms, or workrooms for library patrons to work on collaborative projects.

Relationships

Close: *Information and Technology Services Station / Information Collection & Seating Area / Information Wkrm*

Occupancy

Reader Seats: 6 each

Security

These Rooms must be easily observed by the staff at the Information and Technology Services Station.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Table, Group Study 54" diameter x 29"h, 6 person	1	110	110
Waste And Recycle Mini Bins	1	2	2
White Board	1	0	0

13 Local History

1,474 Sq. Ft.

Local History & Genealogy
Microforms Center

1,118
356

Local History & Genealogy

1,118Sq. Ft.

Function

The Room will accommodate Local History including books by local authors, photo archives, and historic materials significant to the City, County, Region and State. These materials are not checked-out of the library. Some items will be in locked cases.

Relationships

Close: *Information Services Station*
Non-Fiction Collection and Seating

Occupancy

Reader Seats: 12
Technology Workstations: 4

Collections

	Total Holdings	Volumes on Shelf
Local History - Genealogy	4,500	4,500

Security

There should be a clear view inside of this room from the Information Services Station.

Windows

Natural light is ideal, but low UV glazing and shades are necessary to protect the collection.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels, & canopy top, 4,500 Local History - Genealogy	19	22	418
Bulletin Board	1	0	0
Case, Floor Display 48"w x 18"d x 72"h	1	30	30
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	8	0	0
Chair, Technology Workstation 21"w x 21"d	4	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/ 22" monitor, keyboard & mouse	0	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	5	20	100
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	1	0	0
Printer Station Networked Printer	1	25	25
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 72"w x 36"d x 29"h, 4 person	2	90	180
Technology Carrel 41"w x 30"d, 1 person sit-down w/ power & data	4	40	160
Waste & Recycling Bins 36"w x 30"h x 15" d	1	6	6
Workstation, Local History Counter 4'w x 30"d - against wall	1	35	35

Microforms Center

356 Sq. Ft.

Function

Accommodates the Microform collection and equipment to access the collection.

Relationships

Adjacencies: *Local History and Genealogy Area / Non-Fiction Area*

Close: *Information Services Station*

Occupancy

Technology Workstations: 4

Furniture, Shelving & Equipment		Unit QTY	Unit SF	Subtotal SF
Chair, Technology Workstation	21"w x 21"d	4	0	0
Microfiche Cabinet, Vertical, 8 Drawer	15"w x 28"d x 52"h 70,000 fiche w/o jackets	1	14	14
Microfiche Reader/Printer	16"w x 19"d x 20"h	1	0	0
Microfilm Cabinet, Lateral, 8 Drawer	43"w x 22"d x 41"h 864, 35mm reels in cartons	4	26	104
Microfilm Reader/Printer	48"w x 43"d x 53"h with stand	3	40	120
Printer Stand	24"w x 16"d x 28"h	1	15	15
Printer, Laser Networked (Color, B&W)	Shared - on stand	1	16	16
Recycling Bin		1	10	10
Technology Carrel	41"w x 30"d, 1 person sit-down w/ power & data	1	40	40
Technology Carrel, Motorized Adjustable Height	51"w x 30"d x 22"-50"h 1 person w/ power & data	1	45	45
Waste & Recycling Mini Bins	24"w x 24"h x 12" d	1	2	2

14 Periodicals Collection

1,224 Sq. Ft.

Current Magazines & Newspaper Display & Seating

1,224 Sq. Ft.

Function

This area accommodates magazines, newspapers and other serial publications. Patrons will browse and read for long periods of time. The space is often referred to as the library's *living room*. The space should be comfortable, relaxing, quiet and inviting for relatively long stays.

Relationships

The location is flexible. Some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from heavy traffic areas.

Occupancy

Reader Seats: 24

Collections

	Total Holdings	Volumes on Shelf
Current Magazines	250	250
Current Newspapers	30	30
Total	280	280

Windows

Windows and great natural light is required.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
44" Aisle DF 48"H Magazine Display Shelving W/ 4 Shelves	3	24	72
3'W x 24"D unit w/ sloping shelf & flat shelf below			
30 Current Newspapers			
44" Aisle DF 54"H Magazine Display Shelving W/ 6 Shelves	14	24	336
3'W x 12"D unit w/ sloping shelf & shelf below			
250 Current Magazines			
Chair, Lounge 36"w x 36"d	16	35	560
Chair, Reader's 21"w x 21"d	8	0	0
Table, End 30"w x 30"d x 20"h	8	12	96
Table, Reader's 48" diameter x 29"h, 4 person	2	80	160

15 Library Administration

Administrative Staff Office
 Library Director's Office
 Staff Office

655 Sq. Ft.

246
 275
 134

Administrative Staff Office

246 Sq. Ft.

Function

Office for the library's financial and administrative record keeping.

Relationships

Adjacencies: *Library Director's Office / General Staff Workroom*

Occupancy

Staff: 1

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Calculator	1	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	1	0	0
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h - Lockable	2	20	40
Printer, Laser Networked (Color) W/ FAX On stand	1	16	16
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	1	10	10
Storage Cabinet 36"w x 18"d x 78"h	3	18	54
Typewriter Stand	1	8	8
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
Workstation, Admin Asst 8' x 9' modular 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	80	80
Workstation, Counter 6'w x 30"d x 39' h against wall	1	36	36

Library Director's Office

275 Sq. Ft.

Function

The Director is responsible for the operations of the library, which include program and services planning, managing, and analyzing. This office will provide privacy for staff reviews and general HR issues. The office will often be used to greet and meet VIPs, including donors, government officials, and corporate partners.

Relationships

Adjacencies: *Administrative Assistant Office / Professional Office / General Staff Workroom*

Close: *Library Entrance*

Occupancy

Staff: 1

Windows

Natural light is required. All interior windows to staff or public areas will require privacy shades.

		Unit	Unit	Subtotal
		QTY	SF	SF
Furniture, Shelving & Equipment				
Chair, Conference Room	At conference table - 26"w x 28"d	4	0	0
Chair, Library Director's	High back high quality	1	0	0
Computer, Staff Desktop	CPU, w/ 22" monitor, keyboard & mouse	1	0	0
File Cabinet, Lateral	36"w x 18"d x 40"h	2	20	40
Presentation Center	48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Shelving, SF, 45"h, Wood w/3 Shelves	3'w x 12"d units w/ doors (custom)	2	12	24
Table, Conference	Staff (4) - 42" diameter x 29"h	1	75	75
Telephone Handset		1	0	0
Waste & Recycling Bins	36"w x 30"h x 15" d	1	6	6
Workstation, System	10' x 12' work area, U-shaped workstation	1	130	130

Professional Staff Office

134 Sq. Ft.

Function

To be determined: may be Assistant Director, Human Resources Office, Fund Development, Marketing,

Relationships

Adjacencies: *Library Director's Office and General Staff Workroom*

Occupancy

Staff Workstation: 1

		Unit	Unit	Subtotal
		QTY	SF	SF
Furniture, Shelving & Equipment				
Chair, Staff	Good quality, high-back, casters, arms, adjustable	1	0	0
Chair, Visitor's		2	15	30
Clock	Wall-mounted	1	0	0
Computer, Staff Desktop	CPU, w/ 22" monitor, keyboard & mouse	1	0	0
Printer, Laser (B&W)	Under counter or desk	1	0	0
Shelving, SF 70"h Wood W/ 5 Shelves	3'w x 14"d unit	1	12	12
Telephone Handset		1	0	0
Waste And Recycle Mini Bins	24"w x 24"h x 12" d	1	2	2
Workstation, System	8' x 10', U-shaped work surface 30"d, 2 overhead 14" storage cabinets, task lights & file pedestal	1	90	90

16 General Staff Work Areas

2,656 Sq. Ft.

Friend's Work & Storage Area	636
General Staff Work Room	1,057
Office Children's Supervisor	129
Office Circulation Supervisor	128
Public/Staff Conference Room	245
Returns Room	461

Friend's of the Library Work & Storage Area

636 Sq. Ft.

Function

Friends will sort, organize and categorize discarded and donated items from the Library and patrons in preparation for day-to-day and annual book sales.

Relationships

Adjacencies: *Some library directors and staff are comfortable with the Friend's close or within the staff workroom while others believe that distance is better / Large Meeting Room / Main Entry.*

Occupancy

Volunteers: 4

	Unit	Unit	Subtotal
	QTY	SF	SF
Furniture, Shelving & Equipment			
Book Truck 36"w x 24"d	10	8	80
Bulletin Board	1	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	4	0	0
Coat and Hat Rack, Wall Mounted 4'w x 18"d'	1	20	20
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	2	0	0
Counter 3' x30"d x 39" h against wall	2	6	12
Hand Truck 23"w x 18"d x 51"h	1	4	4
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	2	5	10
Printer, Laser (B&W) Under counter or desk	1	0	0
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	10	18	180
Stool	2	0	0
Table, Adjustable Height (Electrical) 60"w x 30"d x 20" -50" h	2	110	220
Telephone, Wall Mounted	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	1	20	20
Workspace, Sorting Area Free Standing 6' x 30" d x 39" free standing	1	30	30
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	60	60

General Staff Work Room

1,057 Sq. Ft.

Function

This room accommodates a wide range of back-of-house activities. Efficient work flow of processing material is essential. The staff must be able to see the Customer Service Counter help patrons waiting for assistance.

Relationships

Adjacencies: *Returns Room / Circulation Office / Customer Service Counter*

Close: *Staff Entrance & Lobby / Staff Lounge / Staff Rest Rooms*

Proximity: *Custodial Workroom / General Library Storage Room*

Occupancy

Staff Workroom Workstations: 6

Windows

Natural light is essential.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Book Truck 36"w x 24"d	20	8	160
Bulletin Board	2	0	0
Cabinets, Above Counter 1 linear foot x 24"d	9	0	0
Cabinets, Below Counter 1 linear foot x 24"d	9	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	6	0	0
Clock Wall-mounted	1	0	0
Coat and Hat Rack, Wall Mounted 4'w x 18"d'	1	20	20
Computer, Staff Desktop CPU, w/17" monitor, keyboard & mouse	6	0	0
Conveyor, Allowance	1	150	150
Copier, Printer, Fax, Scanner, Email Equip. Floor unit with collator 52"w x 47"d x 45"h-networked	1	50	50
Defibrillator In Wall-Mounted Cabinet 15"w x 6"d x 16"l	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Mail Boxes, Staff 72"w x 16"d x 32"h – 36 slots per unit w/ counter	1	30	30
Paper Cutter	1	0	0
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Postage Meter/Scale	1	0	0
Safe, Wall with slot for deposits	1	0	0
Security System Book Desensitizer Desktop non-electric unit	4	0	0
Security System Book Re-sensitizer Hand-held non-electric unit	1	0	0
Security System Desensitizer/Re-sensitizer Counter unit w/audible signal	1	0	0
Security System Media Re-sensitizer Desktop non-electric unit	1	0	0
Shelving, Industrial SF 36"w x 12" d x 84"h steel w/ 5 shelves	2	12	24
Sink with High Neck Faucet	1	0	0
Stools	4	0	0
Telephone Handset	4	0	0
Table, Work 72"w x 72"d x 29"h w/storage below	1	145	145
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	7	2	14
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Check In And Sorting 5'W x 2'D x 39" H, on lockable wheels	1	40	40
Workstation, Inter-Library Loan System	1	45	45
5' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Library Assistant - Overdues	1	45	45
6' x 6' modular panels, L-shaped work surface 30' d, w/ keyboard tray, overhead storage cabinet, task light & 1 file pedestal			
Workstation, Mail Check-In & Sorting Counter 10' w x 30"d	1	65	65
Workstation, Outreach System	1	55	55
6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Preparation Counter 6'w x 30"d - against wall	1	45	45
Workstation, Sorting Counter 6'w x 30"d - against wall	2	45	90
Workstation, Volunteer's System	1	35	35
5' x 6' modular panels, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Wrapping Paper, Wall-Mounted 38"w x 10"d x 10"h - Multiple Rolls	1	12	12

Office Children's Supervisor

129 Sq. Ft.

Function

Librarian's office for planning / implementing programs and operations of the Children's Library. Privacy is required.

Relationships

Adjacent to the Staff Workroom, but the public should not have to go through the Workroom to get to the Office. The Office should

Occupancy

Staff Office Workstations: 1

Windows

Natural light is desirable.

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Book Truck, Small 18"w x 13"d x 43"h, 3 sloped shelves	2	6	12
Chair, Staff Good quality, high-back, casters, arms, adjustable	1	0	0
Chair, Visitor's	1	15	15
Clock Wall-mounted	1	0	0
Computer, Laptop With Docking Station	1	0	0
Printer, Laser (B&W) Under counter or desk	1	0	0
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
White Board	1	0	0
Workstation, Department Head System 8' x 10', U-shaped work surface 30"d, 2 overhead 14"h storage	1	80	80

Office Circulation Supervisor

128 Sq. Ft.

Function

This position handles the planning and administering of departmental activities. This office requires privacy for staff reviews and confidential discussions with patrons regarding their circulation records.

Relationships

Adjacencies: *Customer Service Counter*
Staff Workroom

Occupancy

Staff Office Workstation: 1

Windows

Interior windows, for supervision of the Customer Service Counter Desk and Staff Workroom, are required.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Book Truck 36"w x 24"d	1	8	8
Bulletin Board	1	0	0
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	12	24
Clock Wall-mounted	1	0	0
Coat & Hat Rack Wall mounted, 15"w	1	2	2
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	1	0	0
Printer, Laser (B&W) Under counter or desk	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	1	12	12
Telephone Handset	1	0	0
Waste And Recycle Mini Bins	1	2	2
White Board	1	0	0
Workstation, Department Head System 8' x 10', U-shaped work surface 30"d, 2 overhead 14"h storage	1	80	80

Public / Staff Conference Room

245 Sq. Ft.

Function

Meeting space available to staff and the public.

Relationships

Adjacencies: *General Staff Workroom*

Occupancy

Meeting Room Seats: 10

Windows

Natural light is ideal, but not required.

		Unit	Unit	Subtotal
		QTY	SF	SF
Furniture, Shelving & Equipment				
Cabinet, Lockable, Below Counter	3' w x 2' d x 30" h	1	0	0
Chair, Conference Room	At conference table - 26"w x 28"d	10	0	0
Clock	Wall-mounted	1	0	0
Counter	3'w x 30"d x 39" h against wall	1	6	6
Presentation Center	48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Projector, Ceiling Mounted	17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Recycling Bin		1	10	10
Table, Conference	Staff (8 to 10) - 120"w x 48"d x 29"h	1	225	225
Waste Basket	13"w x 15"d x 15"h	1	4	4

Returns Room

461 Sq. Ft.

Function

All returned material goes here. The room needs to be efficiently located relative to the points of return, i.e., walk-up and drive-up book slots, and interior material drops near the service Desk. Materials will either collect on conveyors and be sorted by an automated materials handling system or will drop into depressible bins that are ergonomical for staff to unload, check in and sort onto book trucks. Care must be taken in the coordination of the heights of the exterior slots and the height of the interior bins/conveyors to make sure the two are compatible.

Relationships

Adjacencies: *Public Entrance & Lobby / Staff Workroom*

Occupancy

Staff Workstations: 1 or 2

Security

Any room designed specifically for the exterior book drop must be fully enclosed and fire rated with smoke detector and sprinklers.

		Unit	Unit	Subtotal
		QTY	SF	SF
Furniture, Shelving & Equipment				
AV Bin, Depressible		2	16	32
Smart Bins, for use with Automatic Sorter		4	12	48
Book Bin, Depressible		6	16	96
Book Truck	36"w x 24"d	4	10	40
Digital Check / Sort System	14' x 13.3' 5 bin automated return/sorting	1	100	100
Table, Adjustable Height (Electrical)	60"w x 30"d x 20" -50" h	1	110	110
Workstation, Circulation Check-In Office System		1	35	35
	5' x 6' modular panels, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

17 Technical Services 425 Sq. Ft.

Function

This area handles cataloging, processing, mending and temporary storage of new and donated library materials. Staff will be entering new material into the library's database. Staff in this area will frequently access the General Staff Workroom for mail, deliveries and the sink.

Relationships

Adjacencies: *General Staff Work Room / Delivery Area*

Occupancy

Staff Workstations: 3

Flexibility

It is anticipated that this area may change as library materials/medium evolve.

Windows

Natural light is essential.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Book Truck 36"w x 24"d	10	10	100
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	2	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	3	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Printer, Laser Networked (Color) W/ FAX On stand	1	16	16
Printer, Pin / Tractor Feed W/ Stand 28"w x 20"d x 8"h w/ stand 32"w x 22"d x 30"h on wheels	2	20	40
Shelving, Wall Mounted (above Counters) SF 36"w x 12"d	2	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	3	10	30
Stool	2	0	0
Supply Cabinet - 2 Door 36"w x 24"d	2	20	40
Waste & Recycling Bins 36"w x 30"h x 15" d	4	6	24
Workstation, Cataloging Office System 5' x 8' modular panels, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	45	90
Workstation, Processing Counter 6'w x 30"d - against wall	1	45	45

18 Computer Management

Computer Systems Office/Workroom
 Computer/Telecommunications Room
 Telecommunications Closet

526 Sq. Ft.

336
 190
 N/A

Computer Systems Office / Workroom

336 Sq. Ft.

Function

This space accommodates the workstations of the library network systems analyst and technician. It also accommodates the management, repair and storage of computer equipment and software.

Relationships

Adjacencies: *Computer / Telecommunications Room*

Occupancy

Staff Workstations: 2

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Bulletin Board 4' x 5'	1	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Staff Good quality, high-back, casters, arms, adjustable	2	0	0
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Printer Station Networked Printer	1	25	25
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	5	12	60
Waste & Recycling Bins 36"w x 30"h x 15" d	1	6	6
White Board 4' x 10' – erasable marker board	1	0	0
Workstation, Computer Repair Counter 8'w x 30"d - against wall	1	60	60
Workstation, Computer Systems Analyst Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	80	80
Workstation, Computer Technician's Office System 4' x 8' modular panels, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	35	35

Computer/Telecommunications Room

190 Sq. Ft.

Function

This room accommodates all network, systems, and telecommunications equipment that supports the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

Relationships

This space must be located in a secure non-public area. The distance from this room to other telecommunications closets or hardwired terminal locations cannot exceed 300 feet in actual cable length.

Adjacencies: *Computer Systems Workroom / General Staff Workroom*

Occupancy

Staff Workroom Workstations: 1

Security

High security area. Only authorized staff will have access to the room. This room will have a security alarm.

Windows

No windows.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Battery Charger	1	0	0
Bulletin Board	1	0	0
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	20	20
Disc Drive (External) Rack-mount – 16"w x 30"d x 30"h	1	0	0
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
Printer Stand 24"w x 16"d x 28"h	1	15	15
Printer, Laser (Color)	1	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	3	0	0
Storage Cabinet 36"w x 18"d x 78"h	1	18	18
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	2	10	20
Waste And Recycle Mini Bins 24"w x 24"h x 12" d	1	2	2
White Board 2' x 3' – erasable marker board	1	0	0
Workstation, Computer Technician's Counter 7'w x 30"d - against wall	1	55	55

Telecommunications Closet

Non Assigned Sq. Ft.

Function

This space must be located in a secure non-public area. It should stack vertically with other telecommunications rooms in a 2-story facility. The distance from this room to other telecommunications closets or hardwired terminal locations cannot exceed 300 feet in actual cable length.

Security

This is a high security area. Only authorized staff will have access. This room will have a security alarm.

Windows

No windows.

19 Staff Services

Custodial Sink & Supply Closet
 Staff Entrance & Lobby
 Staff Kitchenette
 Staff Lounge
 Staff Restrooms (3 unisex)

826 Sq. Ft.

non assigned
 220
 180
 426
 non assigned

Custodial Sink & Supply Closet

Non Assigned **Sq. Ft.**

Function

This is the main custodial closet for the Staff Services Area.

Relationships

Close: *Kitchenette / Staff Lounge / Staff Rest Room*

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink 36"w x 24"d - In counter	1	0	0
Sink, Mop	1	0	0

Staff Entrance & Lobby

220 Sq. Ft.

Functional Activity

This is a separate staff only entrance which should not be confused with the Public Entrance.

Relationships

Close: *Staff Lounge / General Staff Workroom / Staff Parking*

Security

This entrance should be inaccessible to the public from inside the building and well lighted for the safety of staff leaving the building at night. A doorbell and intercom speaker is required if this becomes the service delivery entrance. The door should have a sufficient view panel.

Windows

Sidelights flanking the door are ideal.

Furniture, Shelving & Equipment

	Unit QTY	Unit SF	Subtotal SF
Bench (3 Person) 76"w x 24"d x 19"h	1	30	30
Bulletin Board 4' x 5'	1	0	0
Coat And Hat Rack, Wall Mounted 4'w x 18"d'	2	20	40
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	15	5	75
Locker Unit 12"w x 12"d x 62"h (One 62"high locker)	15	5	75
White Board 2' x 3' – erasable marker board	1	0	0

Staff Kitchenette

180 Sq. Ft.

Function

The Kitchenette will provide space to prepare food for the staff during lunch and dinner breaks.

Relationships

Within: *Staff Lounge*

		Unit	Unit	subtotal
		QTY	SF	SF
Furniture, Shelving & Equipment				
Cabinets, above Counter	1 linear foot x 24"d	8	0	0
Cabinets, below Counter	1 linear foot x 24"d	8	0	0
Commercial Exhaust Fan		1	0	0
Cutting Board, Kitchen	22"w x 18"d x 1"h	1	0	0
Dishwasher	24"w x 24"d x 35"h - Built-in	1	0	0
First Aid Kit	10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior		1	10	10
Garbage Disposal		1	0	0
Microwave Oven	30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser	Wall-mounted	2	0	0
Refrigerator, Commercial	54"w x 36"d x 84"h - 2 door w/ freezer	1	35	35
Sink with Fountain/Faucet Fixture	in counter, high neck faucet	1	0	0
Soap Dispenser	5"w x 4"d x 10"h - Wall-mounted	2	0	0
Stove Top & Oven, Electric	30"w x 26"d x 30"h - in counter	1	15	15
Telephone Handset		1	0	0
Telephone, Wall Mounted		1	0	0
Toaster Oven		1	0	0
Trash Compactor	15"w x 24"d x 35"h - in counter	1	0	0
Vending Machine	40"w x 40"d x 72"h	2	20	40
Waste & Recycling Bins	36"w x 30"h x 15" d	1	20	20
Water Purifier, Under Counter	5" diameter x 6"h	1	0	0
White Board	3' x 4' – erasable marker board	1	0	0
Workstation, Food Preparation Counter	8'w x 30"d - against wall	1	60	60

Staff Lounge

426 Sq. Ft.

Function

This room is a separate room for the staff to relax and prepare meals in during breaks, lunch and dinner. This area should be comfortable, quiet and relaxing.

Relationships

Adjacencies: *Staff Entrance / Kitchenette (within room) / Staff Rest Rooms (not within room)*

Windows

Exterior windows are required, and a pleasant view highly desirable.

	Unit QTY	Unit SF	subtotal SF
Furniture, Shelving & Equipment			
Bulletin Board	1	0	0
Chair, Café	12	0	0
Chair, Recliner	2	35	70
Chair, Staff Lounge 36"w x 36"d	2	35	70
Clock Wall-mounted	1	0	0
Coat & Hat Rack Wall-mounted	1	20	20
Computer Stand	1	20	20
Computer, Staff Desktop CPU, w/ 22" monitor, keyboard & mouse	1	0	0
Lamp, Floor	2	6	12
Mirror Full length	1	0	0
Rack, Literature Display Handout Wall-mounted or end cap display	1	0	0
Table, Café Staff (4) - 36" diameter	3	60	180
Table, Coffee 48"w x 24"d x 17"h	1	30	30
Table, End 30"w x 30"d x 20"h	2	12	24
Telephone Handset	1	0	0
TV/DVD with Headphone Jack Wall mounted -15"w x 15"d x 6"h	1	0	0
White Board 3' x 4' – erasable marker board	1	0	0

Staff Restrooms (1 men, 1 women, 1 unisex with shower)

Non Assigned **Sq. Ft.**

Function

These restrooms will be exclusively for the library staff.

Relationships

Adjacencies: *Staff Lounge*

Close: *Custodial Sink & Supply Closet / Kitchenette*

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Mirror Full length	3	0	0
Paper Towel Dispenser Wall-mounted	3	0	0
Shower Stall 32"w x 32"d x 75"h	1	0	0
Sink and Counter	3	0	0
Soap Dispenser 5'w x 4" x 10"h - mounted hanging over sink	3	0	0
Urinal	1	0	0

20 Building Services

Custodial Workroom
 Garage, Shipping & Receiving
 General Library Storage Room
 Outdoor Equipment Storage

2,104 Sq. Ft.

296
 860
 854
 94

Custodial Workroom

296 Sq. Ft.

Function

This room is a well equipped shop space for facility maintenance and repair.

Relationships

Adjacencies: *Staff Entrance / General Library Storage / General Staff Workroom*

Occupancy

Staff: 1

HVAC

Contain and exhaust all fumes.

Furniture, Shelving & Equipment	Unit QTY	Unit SF	Subtotal SF
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Carpet Cleaning Machine	1	5	5
Chair, Task	1	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	10	10
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/22" monitor, keyboard & mouse	1	0	0
Desk, Custodial 60"w x 30"d	1	45	45
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	2	10	20
Hand Truck 23"w x 18"d x 51"h	1	4	4
Key Cabinet	1	0	0
Ladders, Step, 6', 8', 12' - Wall Mounted	1	2	2
Laundry Center - Washer/Dryer Combination Unit 78"h x 27"w x 31" d	1	12	12
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	3	4	12
Paper Towel Dispenser Wall-mounted	1	0	0
Printer, Laser (B&W) Under counter or desk	1	0	0
Recycling Bin	3	10	30
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30
Sink 36"w x 24"d - In counter	1	16	16
Sink, Mop	1	6	6
Stool	1	0	0
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Telephone Handset	1	0	0
Tool Box	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workbench, Custodial 1 linear foot x 30"d	8	7	56

Garage, Shipping & Receiving

850 Sq. Ft.

Functional Activity

This area provides for two library vehicles as well as staff bicycle parking. It also provides space for convenient and ergonomic loading and unloading of items being delivered to or removed from the Library.

Relationships

Adjacencies: General Staff Work Room, Technical Services Area, Custodial Workroom

Security

Door bell on exterior.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Bicycle Parking (lockable, For Up To 5)	1	50	50
Conveyor, Allowance	1	150	150
Flatbed	1	15	15
Hand Truck 23"w x 18"d x 51"h	1	4	4
Loading Dock - Van Bay Enclosed Garage	2	300	600
Telephone, Wall Mounted	1	0	0
Waste & Recycling Bins 36"w x 30"h x 15" d	1	6	6
Workstation, Shipping & Receiving Counter 4'w x 30"d - against wall	1	35	35

General Library Storage Room

854 Sq. Ft.

Function

General library storage accommodating furniture and equipment which is waiting to be repaired or placed into service, bulk paper and supplies, seasonal displays/ decorations. Consider storage cages in order to separate materials by type or by library departments. 48 inch minimum door width.

Relationships

Close: General Staff Workroom / Technical Services

Windows

No windows required.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Box, Cardboard In transition or storage	20	4	80
General Clear Storage Space	1	400	400
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	10	15	150
Storage Cage	1	200	200
Supply Cabinet - 2 Door 36"w x 24"d	2	12	24

Outdoor Equipment Storage

94 Sq. Ft.

Functional Activity

The purpose of this space is to provide for storage of equipment used in outdoor maintenance of the building

Special Features

Must have doors going into the building as well as accessible from the outside.

	Unit QTY	Unit SF	Subtotal SF
Furniture, Shelving & Equipment			
Lawn Mower	1	32	32
Snow Blower	1	32	32
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gal., welded steel (NFPA/OSHA)	1	20	20
String Edger	1	10	10

21 Mechanical Equipment

Non Assigned **Sq. Ft.**

Functional Activity

This room is for the placement of the mechanical equipment such as pumps, boilers, fans, and electrical service panels. Condensers will be sent out doors adjacent to the building or on the roof.

Relationships

Adjacent: *Custodial Work Room*

Functional Activity

This room accommodates the interior HVAC equipment such as pumps, boilers, fans, electrical service panels. It is assumed the condensers will be set out doors adjacent to the building or on the roof.

Relationships

This room requires easy exterior access for maintenance.

Windows

No windows required.

Acoustics

The sound of mechanical equipment must be designed so that the noise generated from this room does not disturb staff or public areas of the library. This is a big issue. Don't screw it up.

Net Assignable Square Footage:	<u>46,700</u>
Non-Assignable Square Footage (@ 25% of Gross):	15,567
Gross Square Footage:	62,267

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