

HARNETT COUNTY PUBLIC LIBRARY

WEST BRANCH

BUILDING PROGRAM

Phillip Barton

Salisbury, North Carolina

2005

TABLE OF CONTENTS

A New Library.....
Space Summary.....
Area Summaries.....
Abbreviations.....
Basic Relationship Diagram.....

AREA DESCRIPTIONS

Vestibule.....
Public Service Desk.....
Staff Workroom.....
Staff lounge.....
New/Popular Materials Display.....
General Notes Regarding the Children’s Area.....
Children’s Services Workroom.....
Storytime Area.....
Preschool Area.....
Children’s Reading / Study Area.....
Juvenile Collection.....
Leisure Reading / Periodicals Area.....
Public Office Area.....
Information Center.....
Public Computer Center.....
Study Area.....
Adult / Young Adult Nonfiction Book Collection.....
Adult Fiction Book Collection.....
Adult / Young Adult Audiovisual Collection.....
Meeting Room.....
Custodial Supply Room.....
Public Restrooms.....

APPENDIX A – GENERAL DESIGN GUIDELINES

APPENDIX B – TYPICAL OFFICE AND WORKSTATION CONFIGURATIONS

INTRODUCTION

This building program has been developed for a new library facility in western Harnett County, which will be the first full-service branch of the Harnett County Public Library. The building program is based on a space needs study completed in December 2004 by the author of this program. The space needs study recommended that a branch library of approximately 10,400 square feet be built to serve the rapidly growing population of western Harnett County.

The library facility described in this building program consists of 10,621 gross square feet. Noted below are some of the features of the proposed the library:

- shelf capacity for nearly 34,000 items, including
 - 10,000 children's books
 - 20,000 adult and young adult books
 - 4,000 audiovisual items for all ages, including audiobooks, DVDs, videotapes, etc.
 - 48 current magazines and newspapers
- "behaviorally usable" seating for 44 people, including study and leisure seating;
 - seating for 20 children
 - seating for 24 adults and young adults
- a children's area, including a storytime area that can accommodate small groups of up to 20 children and a children's computer center with 4 computer stations;
- an information/study center designed to accommodate traditional reference materials, as well as the latest computer resources;
- a public computer center with 10 computer stations and an instructor station for public training programs;
- space for library and community programs, meetings and events, with seating for at least 70 people;
- efficient and ergonomically designed staff work space;
- a technologically modern building, featuring electrical and telecommunication wiring systems that are flexible, expandable and easily accessible;
- a public office space outfitted with a computer with a high speed connection, a telephone and a fax machine, which can be used on a temporary basis for business purposes;
- an attractive, inviting, and comfortable environment conducive to the specific pursuits of individuals using the facility; and

- open and flexible interior spaces which can be easily monitored by staff and rearranged.

Flexibility is the key word in modern library design. Like the society it serves, a library building must be able to adapt and expand to meet the changing needs of that society. The building should be designed on a modular principle with as few load-bearing walls as possible, thereby resulting in expansive, open interior spaces. Consideration should also be given to how the building would be expanded to accommodate future growth. Such a building will not only be able to adapt to change, but also will be managed more effectively and efficiently.

A modern public library will enhance greatly the quality of life for all who live in western Harnett County for years to come. It will be a flexible building that can adapt according to the needs of a growing community.

SPACE SUMMARY

<u>SPACE FEET</u>	<u>ASSIGNABLE SQUARE</u>
COLLECTIONS.....	2,820
PUBLIC SEATING.....	1,320
PUBLIC COMPUTERS.....	640
SPECIAL USE.....	780
MEETING& PROGRAMMING SPACE.....	1,000
STAFF.....	875
TOTAL SQUARE FEET (NET)	7,435*
TOTAL SQUARE FEET (GROSS)	10,621 **

*Net square footage represents the space that can be applied directly toward library services. In this case, the net square footage totals 7,435

**Gross square footage represents the total square footage of a facility. It includes all the space for library services, as well as non-assignable space, which is that portion of the building that cannot be applied directly toward library services (e.g. mechanical rooms, restrooms, custodial closets, hallways, etc.). Nonassignable space generally comprises between 20 to 30 per cent of the overall, or gross square footage of the finished building. Assuming a 70:30 balance between assignable and nonassignable space, gross square footage is calculated as follows:

$$\text{Assignable (or net space) square feet} / .70 = \text{Gross square feet}$$

$$(7,435 / .70 = 10,621)$$

AREA SUMMARIES

<u>AREA</u>	<u>ASSIGNABLE SQUARE FEET</u>																		
Main Entrance/Vestibule.....	140																		
Public Service Desk.....	300																		
Children’s Area.....	1,702																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Storytime area</td> <td style="width: 20%; text-align: right;">150</td> </tr> <tr> <td>Preschool area</td> <td style="text-align: right;">516</td> </tr> <tr> <td>Children’s reading/study area/computer center</td> <td style="text-align: right;">640</td> </tr> <tr> <td>Juvenile collection</td> <td style="text-align: right;">396</td> </tr> </table>		Storytime area	150	Preschool area	516	Children’s reading/study area/computer center	640	Juvenile collection	396										
Storytime area	150																		
Preschool area	516																		
Children’s reading/study area/computer center	640																		
Juvenile collection	396																		
Adult/Young Adult Area.....	3,568																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">New/Popular book display</td> <td style="width: 20%; text-align: right;">78</td> </tr> <tr> <td>Leisure reading/periodicals</td> <td style="text-align: right;">368</td> </tr> <tr> <td>Information center</td> <td style="text-align: right;">224</td> </tr> <tr> <td>Public computer center</td> <td style="text-align: right;">440</td> </tr> <tr> <td>Study area</td> <td style="text-align: right;">440</td> </tr> <tr> <td>Public Office Area</td> <td style="text-align: right;">80</td> </tr> <tr> <td>Nonfiction book collection</td> <td style="text-align: right;">798</td> </tr> <tr> <td>Fiction book collection</td> <td style="text-align: right;">774</td> </tr> <tr> <td>Audiovisual collection</td> <td style="text-align: right;">366</td> </tr> </table>		New/Popular book display	78	Leisure reading/periodicals	368	Information center	224	Public computer center	440	Study area	440	Public Office Area	80	Nonfiction book collection	798	Fiction book collection	774	Audiovisual collection	366
New/Popular book display	78																		
Leisure reading/periodicals	368																		
Information center	224																		
Public computer center	440																		
Study area	440																		
Public Office Area	80																		
Nonfiction book collection	798																		
Fiction book collection	774																		
Audiovisual collection	366																		
Meeting Space.....	850																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Meeting Room</td> <td style="width: 20%; text-align: right;">850</td> </tr> </table>		Meeting Room	850																
Meeting Room	850																		
Staff Areas.....	875																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Staff workroom</td> <td style="width: 20%; text-align: right;">420</td> </tr> <tr> <td>Staff lounge</td> <td style="text-align: right;">160</td> </tr> <tr> <td>Children’s Services Workroom</td> <td style="text-align: right;">195</td> </tr> <tr> <td>Custodial supply room</td> <td style="text-align: right;">100</td> </tr> </table>		Staff workroom	420	Staff lounge	160	Children’s Services Workroom	195	Custodial supply room	100										
Staff workroom	420																		
Staff lounge	160																		
Children’s Services Workroom	195																		
Custodial supply room	100																		
Public Restrooms (calculated as nonassignable space)																			
Total Net (or assignable) Square Feet.....	7,435																		
Total Gross Square Feet.....	10,621																		

ABBREVIATIONS

Abbreviations used throughout this document:

D – DEEP or DEPTH

DF – DOUBLE FACE (usually in reference to shelving)

DIA. – DIAMETER

H – HIGH, or HEIGHT

HGT. – HEIGHT

LF. – LINEAR FEET

OPAC – Online Public Access Catalog

PROG. – PROGRAM

QTY. – QUANTITY

SECT. – SECTION (usually in reference to a section of shelving)

SF – SINGLE FACE (usually in reference to shelving)

SQ. FT. – SQUARE FEET

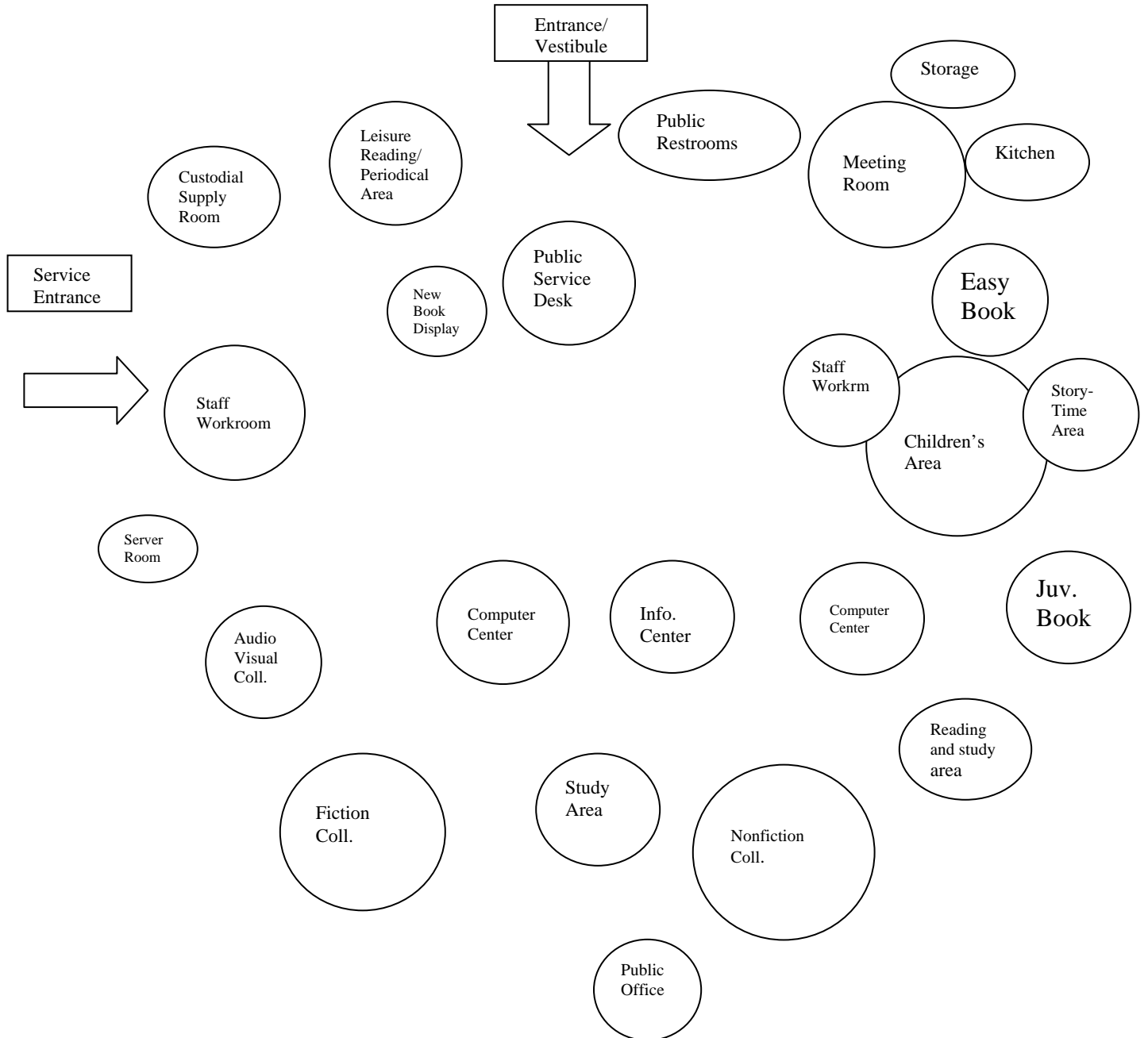
W – WIDE, or WIDTH

V – VOLUMES

V/LF – volumes per linear foot

V/DF – volumes per double face section (or unit) of shelving

BASIC LIBRARY RELATIONSHIPS



AREA

VESTIBULE – 140 square feet

FUNCTION

This is an enclosed area that is to serve as the primary entrance into library, as well as an air lock and a public display area.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT. QTY.

Display case, 84’’w x 72’’h x 24’’d				1		
Bench				1		
Recognition wall						
Theft detection unit				1		
Sign board				1		
Combination ash/trash receptacle				1		
Materials return closet		40				
TOTAL SQUARE FEET						140

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

- Lighting in display case
- 2 duplex outlets (1 in display case)
- 1 surveillance camera (connected to theft detection unit)
- 1 theft detection unit (requires dedicated electrical line)
- Door counter mechanism
- Smoke/heat detection unit (in materials return area)

PROXIMITIES

Parking lot

Public service desk

SPECIAL REQUIREMENTS

Only one public entrance to the library should be provided. It should be highly visible, inviting, and at street level to facilitate access for all persons, including persons with disabilities.

Use double exterior and interior doors. Door mullions, if used, are to be removable. Consider using automatic doors, which will slide or fold open.

A portion of the wall space in this area may be used to recognize major contributors to the building project, as well as future contributors to the library. ***Consult with the staff about this.***

(continued on next page)

AREA

VESTIBULE - (continued)

SPECIAL REQUIREMENTS (continued)

The wall separating the vestibule from the library proper should be at least partial glass to enable monitoring from the public service desk.

Consider using traffic mat tiles on the floor, at least in the area of the exterior doors.

The display case may be built-in as part of the wall, allowing people to see through the case into the library, or it may be a free-standing unit of furniture. The dimensions may vary somewhat from those noted above. The display case is to be outfitted with tempered glass shelves that are easily adjustable. If the case is built-in, access would preferably be from inside the library. The case must be lockable. ***Consult with staff about this.***

If practical, provide an exterior return for library materials in the vicinity of the vestibule. The return is to be enclosed in a lockable closet to muffle the noise of materials being returned. There should be at least two return slots that empty into depressible bins, approximately 3' x 3' x 3'. There will need to be room for one additional bin in the closet. The closet is to be constructed of fire retardant materials and include a smoke/heat detection unit. The height of the materials return must be ADA compliant from the customer side. The interior height of the return chute must be able to accommodate bins that hold the materials being returned. ***The location of the exterior return may have to be elsewhere around the building's perimeter, depending on the most practical point of public access.***

Provision should be made for the future installation of a theft detection unit that would operate in conjunction with a self check-out system. The theft detection unit would be located in the library proper, just inside the inner vestibule door, relatively close to the public service desk. ***Do not locate this in the vestibule!*** A surveillance camera, which operates in conjunction with the system, may be located in the vestibule, aimed at people exiting the library. The camera will connect to a monitor to be located at the public service desk.

Provide at least the minimum number of handicap parking spaces as near the entrance as possible.

If feasible, provide a drop-off and drive-up parking lane for buses near the main entrance, with a capacity for one school bus.

An ash/trash receptacle is to be located outside, near the front entrance.

If the public restrooms must be located in the vestibule due to after-hours use of the meeting room, it is imperative that restroom access be located in easy view of the public service desk.

The service hours should be prominently posted somewhere at the main entrance, easily viewable from the exterior. A freestanding sign announcing programs may also be located in this space.

Signage: Hours of service

No Firearms

No Smoking

AREA

PUBLIC SERVICE DESK – 300 square feet

FUNCTION

This is a primary public service point in the library, where the public will check-out and return library materials, register as library users, place and pick-up reserve materials, and obtain directional and reference services. It will also serve as a central point for visual control and physical supervision of the entrance and public areas of the library. The public service desk should accommodate comfortably up to three employees.

UNIT

PROG.

FURNISHINGS / EQUIPMENT

SQ. FT.

QTY.

SQ. FT.

Service Desk, approximately 30 - 40 LF						
Desk components:						
Check-out station, 39”h				2		
Task stool				2		
Check-out station, 28”-32”h x 48”w (See “Special Requirements” below)				1		
Task chair				1		
Reference station				1		
Task chair				1		
Cash drawer (at each check-out station)				3		
Materials return unit with depressible bin				1		
Shelving (at least 36 LF)						

Wall clock (battery operated)				1		
Book carts				6		
TOTAL SQUARE FEET						300

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

4 computers

- 3 date due printers and 1 regular printer
- 3 RFID multi-tag readers (if using RFID)

1 surveillance monitor (connected to the theft detection unit)

- 2 telephones (1 at circulation, 1 at information)
- 3 cash drawers (may be connected to the automated circulation system)

Task lighting

Desk to be equipped with an easily accessible, flexible, and expandable wire management system.

AREA

PROXIMITIES

Entrance/Vestibule

- Workroom
- Public restrooms (must be viewable from desk)
- Theft detection unit (must be viewable from desk)
- Children’s area (must be viewable from desk)

SPECIAL REQUIREMENTS

Consult with staff regarding the design of this desk!

From this desk staff should have good visual control of the main entrance, theft detection unit, and entrances to public restrooms. The staff should also be able to monitor other public spaces of the library, particularly the children’s area.

Avoid placing the desk so close to the entrance as to give a “fishbowl” effect.

The desk should be a major focal point in the library and its design should reflect that. It will certainly be the busiest place in the library in terms of public/staff interaction. The overall configuration of the desk should be such that people being served, as well as staff who are

assisting the public, are spread out, along or around the desk. Avoid traffic congestion around the desk!

The desk should be constructed of high quality materials, which are durable, especially the countertop, which will receive excessive wear. Consider using granite, Corian, or a similar solid surface material for the countertop. High pressure plastic laminate is an acceptable substitute.

The check-out stations should be 39" high and 30"-32" deep. Each station is to be equipped with a terminal, scanning device, receipt printer and cash drawer (connected to the library's automation system). A multi-tag reader will also be required on each check-out station if the library plans to use RFID technology.

A section of the desk is designed especially for handling transactions with children and persons in wheelchairs. This section should be 28"-32" high, and at least 48" wide, with a maximum 19" deep knee space on the public side in order to comply with ADA guidelines for wheelchair access. *It is preferable that this section of the desk would be oriented toward the children's area.*

The library may have at least one RFID self check-out station located at, or near the service desk.

The materials return unit should be immediately visible upon entering the library.

AREA

SPECIAL REQUIREMENTS

The surveillance monitor, connected to the theft detection system, as well as other surveillance monitors are to be located at the desk and should be easily viewable by staff.

Service desks can be custom-designed by the architect or interior designer and included as part of the general building contract, or manufactured by a library furniture manufacturer and purchased as furniture. Consideration should be given to a desk design consisting of an "outer shell" that appears as a desk on the public side, but is open space on the staff side to accommodate various modular units, including drawer pedestals, shelf units, etc. that can be placed into the desk shell where the staff needs them. This flexible design will allow for easy rearrangements as work flow changes over time. Consider also using the same basic design for all the service desks, each being modified for the particular functions being performed.

Overhead signage (if desired): *CHECK-OUT / INFORMATION*

Signage on desk: *RETURNS*

AREA

STAFF WORKROOM – 420 square feet

FUNCTION

This area is designated as office space for support functions related to the operation of the library.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Workstation (WS-2)		45		2		90
Task chairs				2		
Work counter, 30”d x 96”l x 39”h, w/ sink		48		1		48
Task stool				1		
Work table, 36” x 72”		50		1		50
Book carts		8		4		32
Lateral file (4-drawer)		12		1		12
84”h DF or SF metal shelving		24		2 DF or 4 SF		48
Bulletin board				1		
Wall clock (battery operated)				1		
Supply closet						80
Lockers (half-size, 3 over 3)				6		
Wiring closet/Server room						60
TOTAL SQUARE FEET						420

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Provide electrical, telephone and computer outlets at each workstation and the work counter.

Workroom telephones can share a line, though this line should be separate from the line at the

public service desk.

Task lighting at each workstation

1 network printer

1 typewriter

Smoke, fire, and door alarm equipment

Wiring closet/Server room to serve as the primary hub for all telecommunications wiring and equipment

PROXIMITIES

Circulation service desk
Service entrance

(continued on next page)

AREA

STAFF WORKROOM (Continued)

SPECIAL REQUIREMENTS

Consult with staff regarding the layout of the workroom.

Walls should be partially glass to enable monitoring of the circulation service desk area. Library user view of the work area should be minimized.

Modular systems furniture is recommended for the workroom. All workstations are to be equipped with overhead storage, task lighting, and wire management systems.

The supply closet is to be equipped with 72”h x 18”d x 36” w metal storage shelving, a coat rack and staff lockers.

The wiring closet/server room will serve as the central hub for all telecommunications wiring for the library. The closet will contain telecommunications wiring, a wiring rack, a server, routers, hubs and/or switches, a computer and an uninterruptured power supply (UPS).

Consult with staff regarding the equipment needed for this room. It is suggested that the wiring closet be located near the staff work area for the convenience of staff access.

However, it could be located elsewhere in the building if necessary.

The work counter is to be outfitted with a stainless steel sink, storage cabinets above and below and kneehole space to accommodate someone sitting on a task stool.

The smoke, fire and door alarm control panel may to be located in the staff work room.

Door signage: *STAFF WORKROOM*

AREA

STAFF LOUNGE – 160 square feet

FUNCTION

This is a non-public area designated for staff use for eating meals and relaxing while on break.

PROG.

UNIT

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Kitchen unit, 30”d x 96”l, w/ sink						
Round table, 42” dia.				1		
Chair				4		
Lounge chair w/ ottoman				2		
Occasional table				1		
Table lamp				1		
Wall clock				1		
Bulletin board				1		
Restroom (unisex)		40		1		
TOTAL SQUARE FEET						160

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Kitchen appliances: two-burner stove-top, under-counter refrigerator, microwave oven (above kitchen counter), toaster oven and coffee pot
 1 table lamp
 1 television
 1 telephone
 Smoke/fire alarm

PROXIMITIES

Staff workroom (desirable, but not required)

SPECIAL REQUIREMENTS

An outside window is desirable.

In addition to the appliances noted above, the lounge is to be equipped with kitchen counter space, storage cabinets above and below, several utensil drawers, and stainless steel sink with garbage disposal.

Door signage: *STAFF LOUNGE*

AREA

NEW / POPULAR BOOK DISPLAY – 78 square feet

FUNCTION

This area is designated for displaying new/popular books and other library materials with a capacity for approximately 500 items (spine out). Also located in this vicinity will be a public photocopier, a library catalog station and a community bulletin board.

PROG.	UNIT	SQ. FT.	QTY.
FURNISHINGS / EQUIPMENT			
SQ. FT.			
66”h DF display shelving (500 vols. – spine out)	24	2	48
OPAC station (standing hgt.)	30	1	30
Public bulletin board, min. 48”W x 96”L, w/ literature display rack		1	
TOTAL SQUARE FEET			78

Shelf unit capacity: 8 V/LF; 10 shelves/DF unit; 30 LF/DF unit; 240 V/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

See remarks under **LIGHTING** in Appendix A.
1 OPAC

PROXIMITIES

Entrance/vestibule

Public service desk

SPECIAL REQUIREMENTS

Consider using wood or metal display shelving. These units place all of the shelves at an angle and facilitate face-out display of book covers. Some types of display shelving require more floor space per unit than regular library shelving. Also, consider using some slotwall end panels for display purposes.

A public bulletin board is to be located in the library proper, near the main entrance. This board will be used for publicizing library and community events, as well as a distribution point for service brochures. It will need to be rather sizable, with ample literature display racks. If there is no wall convenient for a wall-mounted bulletin board, consider using freestanding kiosks equipped with bulletin boards and literature display racks.

Overhead and end panel signage: *NEW AND POPULAR BOOKS*

Bulletin board signage: *LIBRARY / COMMUNITY INFORMATION*

GENERAL NOTES REGARDING THE CHILDREN'S AREA

This area should be viewable from the public service desk.

The entrance to this area should be instantly perceivable upon entering the library and welcoming to children.

The children's area should be a separate and distinct area from the adult/young adult area. Shelving and/or furnishings may be used to separate this area from the adult/young adult area.

Child appeal should be readily apparent in everything, including color scheme, furniture and decorations. Consideration should be given to incorporating a children's theme in the decoration of this area.

There will be two distinct collection areas in the children's area: the easy/picture book area, which is for preschool children; and the juvenile area, which is for school-age children

through the sixth grade. Decorations and furnishings should be appropriate to the two different age groups.

Consider using display wall throughout the room and possibly along the entranceway into the children’s area, if the building layout will accommodate it. Vinyl-covered 48” x 96” panels, used in vertical and/or horizontal arrangements, are especially appropriate for this purpose. Schools and daycare centers might provide displays on a rotating basis.

Provide exhibit rail throughout the children’s area. Consider using the type with a cork insert that also accommodates various types of hooks for hanging pictures. (Source: Claridge Products and Equipment, Inc., Harrison, AK)

The children’s area must be wired for computers. It is very important that both electrical and telecommunications wiring are readily accessible and expandable.

It is desirable for this area to be located near the meeting room since much of the library’s programming activities will be for children.

It is desirable that the children’s area has a bathroom in this area, including a diaper changing station.

AREA

CHILDREN’S SERVICES WORKROOM – 195 square feet

FUNCTION

This area is designated as a workroom for the children’s services staff and a supply storage area.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Workstation (WS-2)	45	1	45
Task chair		1	
Guest chair		1	
Work counter, 39”h x 30”dx 84”l w/ sink & closed storage above & below	42		42
Book cart	8	1	8
84”h SF metal shelving	10	2	20
Wall clock (battery operated)		1	
Storage closet		1	80
TOTAL SQUARE FEET			195

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Provide electrical, telephone and computer outlets at the workstation.
Task lighting at each workstation and the work counter

PROXIMITIES

Children’s service desk

SPECIAL REQUIREMENTS

Walls must be partially glass so staff can view the children’s area from the office.

Modular systems furniture is recommended for the workroom. All workstations are to be equipped with overhead storage, task lighting, and wire management systems. Workstations in this area may be shared among staff. If needed, the overhead storage units could serve as privacy screens between the workstations.

The supply closet is to be equipped with 72”h x 18”-24”d x 36” w plastic or metal storage shelving and a coat rack.

Door signage: *CHILDREN’S SERVICES*

AREA

STORYTIME AREA -- 150 square feet

FUNCTION

This area is designated for children’s storytimes and other small-group programs, with a capacity for groups of up to 20 children (seated on floor cushions).

PROG.	UNIT	SQ. FT.	QTY.
FURNISHINGS / EQUIPMENT			
SQ. FT.			

See remarks under **SPECIAL REQUIREMENTS**

TOTAL SQUARE FEET	150
--------------------------	------------

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Adjustable lighting

PROXIMITIES

Consider locating the storytime area between the easy/picture book and juvenile collection areas.

SPECIAL REQUIREMENTS

Consult with staff regarding the design of this area!

The storytime area should be designed as an integral part of the children's area. This area is intended primarily for storytime presentations to groups of up to 30 children, seated on the floor. It should also be designed so it can also be used for day-to-day library use, possibly function as the "sprawl space" in the easy/picture book area. The area must be designed so it can be curtained off from the rest of the children's area during storytime programs. One possibility is to use a mobile wall system, such as the Screenflex system.

The seating in this area may be as simple as a carpeted floor, pillows on the floor, or a seating arena consisting of several carpeted risers on which the children sit while listening to the storyteller. The seating arena could be situated against a wall, or it can be designed as a freestanding unit. For example, one library incorporated the seating arena into a castle-like structure that dominated the center of the children's area. Care should be taken not to make the risers too high, since they tend to become good springboards for would-be parachutists.

This area should be made very special to children!

AREA

PRESCHOOL AREA – 516 square feet

FUNCTION

This area is designated for preschool children and includes shelving for the easy/picture book collection, including "easy readers," with a capacity for approximately 5,000 volumes. The area also contains table seating appropriate for preschoolers and lounge seating for parents and their children.

PROG.	UNIT	SQ. FT.	QTY.
FURNISHINGS / EQUIPMENT			
SQ. FT.			

45”h DF divider-type metal shelving* (5,000 vols.)	24	14	336
Round table, 21”h x 42” dia.	100	1	100
Chair, 13” seat hgt., 4/table		4	
Lounge chair	40	2	80
TOTAL SQUARE FEET			516

*Shelf unit capacity: 20 V/LF; 6 shelves/DF unit; 18 LF/DF unit; 360 V/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Track lighting for display wall

PROXIMITIES

In view of the children’s service workroom and the public service desk
Storytime area

SPECIAL REQUIREMENTS

See remarks under **AISLE WIDTH, SHELVING, and SIGNAGE**

Shelving should be arranged so the ends of ranges can be viewed from at least one of the public service desks. Such an arrangement will facilitate monitoring the collection area and directing library users to specific areas from the service desk. This shelving should be equipped with canopy tops and end panels that extend 2” above the shelf height.

Furniture and decorations appropriate to preschool children should be used here.

In addition to the lounge seating, provide some “sprawl space” in the preschool area where children and parents can sit and read books together. If situated appropriately, the storytime area might serve as sprawl space.

Overhead signage (optional): *EASY/PICTURE (E) BOOKS*

Overhead and end panel signage: *EASY/PICTURE (E) BOOKS + changeable letter designations*

AREA

CHILDREN’S READING/STUDY AREA – 640 square feet

FUNCTION

This area is designated as a reading and study area for elementary school-age children. Public computers for children and parents are also located here.

PROG.	UNIT	SQ. FT.	QTY.
FURNISHINGS / EQUIPMENT			
SQ. FT.			

Round table, 23”h x 42”dia.	100	3	300
Chair, 16” seat hgt., 4/table		12	
OPAC station (1 standing hgt., 1 seated hgt.)	30	2	60
Computer workstation	50	4	200
Task chair, 2/station		8	
Lounge chair	40	2	80
Wall clock (battery operated)			
TOTAL SQUARE FEET			640

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Provide dedicated electrical service for computers.

2 OPAC stations

4 computers (connected to a network printer)

Track lighting for display wall area

PROXIMITIES

Children’s services workroom

In view of the public service desk, particularly the computer workstations

SPECIAL REQUIREMENTS

Furniture and decorations appropriate to elementary school-age children should be used here.

The computer workstations will provide access to the library’s catalog and other computer resources. Each workstation is to be 30”d x 60”w x 26”h. There should be some sort of divider between workstations to afford the user some privacy. Panel systems furniture is

especially effective in this application. The two standing-use workstations are designated for the online public access catalog. All workstations are to be equipped with an easily accessible wire management system.

AREA

JUVENILE COLLECTION – 396 square feet

FUNCTION

This area is designated for the juvenile book and audiovisual collections, with a capacity for approximately 5,100 items, including 1,800 juvenile fiction books, 1,800 juvenile nonfiction books, 900 paperback books, 600 audiovisual items, and 12 current magazine titles.

PROG.	UNIT	SQ. FT.	QTY.	
FURNISHINGS / EQUIPMENT		SQ. FT.	QTY.	
SQ. FT.				
Juvenile nonfiction (<i>1,800 vols.</i>) 66”h DF metal shelving*		24	6	144
Juvenile fiction (<i>1,800 vols.</i>) 66”h DF metal shelving*		24	6	144
Juvenile paperbacks (<i>900 vols.</i>) 66”h DF display shelving**		24	2	48
Juvenile audiovisuals* (<i>600 items</i>) 66”h DF display shelving*		24	2	48
Juvenile magazines (<i>12</i>) 66”h SF display shelving***		12	1	12
TOTAL SQUARE FEET				396

*Shelf unit capacity: 10 V/LF; 10 shelves/DF unit; 30 LF/DF unit; 300 V/DF unit
 **Shelf unit capacity: 15 V/LF; 10 shelves/DF unit; 30 LF/DF unit; 450 V/DF unit
 ***Shelf unit capacity: 1 mag./LF; 8 shelves/DF unit; 24 LF/DF unit; 24 mags./DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

See remarks under LIGHTING in Appendix A.

PROXIMITIES

Children’s service desk

SPECIAL REQUIREMENTS

See remarks under AISLE WIDTH, SHELVING, and SIGNAGE in Appendix A.

Shelving should be arranged so the ends of ranges can be viewed from the children's services workroom. Such an arrangement will facilitate monitoring the collection area and directing library users to specific areas from the service desk.

AREA

JUVENILE COLLECTION (continued)

SPECIAL REQUIREMENTS (continued)

Consider using slotwall end panels for displaying materials.

Overhead signage (optional): *JUVENILE (J) FICTION*
JUVENILE (J) NONFICTION

JUVENILE (J) VIDEOS & AUDIOTAPES

End panel signage: Header – *JUVENILE (J) FICTION + changeable letter designations*

Header – *JUVENILE (J) NONFICTION + changeable number*

designations

Header – *JUVENILE (J) VIDEOS & AUDIOTAPES + changeable letter*

and

number designations

AREA

LEISURE READING / PERIODICALS – 368 square feet

FUNCTION

This area is designated for the display of approximately 48 current magazines and newspapers and lounge seating for readers.

UNIT

PROG.

FURNISHINGS / EQUIPMENT

SQ. FT. **QTY.**

66”h DF or SF metal hinged periodical display shelving w/ plexiglass covers*	24	2 DF or 4 SF	48
Lounge chairs	40	8	320
Occasional tables with lamps		4	
TOTAL SQUARE FEET			368

*Shelf unit capacity: 1 mag./LF; 8 shelves/DF unit; 24 LF/DF unit; 24 mags./DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

4 table lamps

PROXIMITIES

This area should be located away from heavy traffic and noisy function areas.

SPECIAL REQUIREMENTS

Shelving for periodicals should not be higher than 66” to comply with ADA guidelines.

The ambience should be quiet, well-lit, comfortable and visually attractive. Windows would be a plus.

This area should be furnished with comfortable lounge seating, occasional tables and reading lamps. Seating should be arranged in small groupings of two or three chairs. Because of the heavy use of lounge furniture, it is important that a high quality, durable upholstery fabric be used on the chairs, preferably a fabric that is washable and will not absorb odors, in colors that will not readily show soiling.

Overhead signage: *MAGAZINES*
 NEWSPAPERS

AREA

PUBLIC OFFICE AREA - 80 square feet

FUNCTION

This area is designated as temporary office space for people to conduct business matters for short periods of time.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Workstation (WS-2) w/ computer & printer	45	1		
Task chair		1		
Guest chair		1		
Fax machine		1		
Wall clock (battery operated)		1		
Coat hook		1		
TOTAL SQUARE FEET				80

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Provide electrical, telephone and computer outlets at the workstation.
An additional telephone outlet will be required for the fax machine.
Task lighting at the workstation and at the work counter

PROXIMITIES

Public service desk

SPECIAL REQUIREMENTS

Modular systems furniture is recommended for this office. All workstations are to be equipped with overhead storage, task lighting, and wire management systems.

Door signage: *Office*

AREA

INFORMATION CENTER – 224 square feet

FUNCTION

This area is designated for the noncirculating reference collection, including books and pamphlet files, with a capacity for approximately 650 volumes.

PROG.	UNIT		
FURNISHINGS / EQUIPMENT	SQ. FT.	QTY.	
SQ. FT.			
46”H DF metal shelving* (650 vols.)	24	6	144
OPAC station (1 seated hgt.)	30	1	30
Dictionary stand (counter-top model)		1	
Public copier w/ change machine & sorting/storage counter	50	1	50
TOTAL SQUARE FEET			224

*Shelf unit capacity: 6 V/LF; 6 shelves/DF unit; 18 LF/DF unit; 108 V/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

- 1 OPAC (Provide a dedicated electrical line.)
- 1 photocopier (Provide a dedicated electrical line.)
- 1 change machine

PROXIMITIES

Public service desk

Study seating

This area should be located away from heavy traffic and noisy function areas.

SPECIAL REQUIREMENTS

Overhead signage: *INFORMATION CENTER*
REFERENCE (R) COLLECTION
COPIER

End panel signage: Header – *REFERENCE* + *changeable number designations*

AREA

PUBLIC COMPUTER CENTER – 440 square feet

FUNCTION

This area is designated for public computers where people will access local online resources as well as the Internet. The center will also be used for public and staff training.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT. QTY.

Computer workstation		35		10		350
Task chair, 1/station				10		
Network printer station		40		1		40
Instructor station		50		1		50
Marker board (may be portable or wall mounted)				1		
Projection screen (wall mounted)				1		
Data projector (may be portable or ceiling mounted)				1		
TOTAL SQUARE FEET						440

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Provide dedicated electrical service for this area.

Lighting in this area is to be on a separate circuit and adjustable.

10 computers

1 network printer

Data projector

PROXIMITIES

Public service desk

SPECIAL REQUIREMENTS

The computer workstations will provide access to the library's catalog, the Internet and other computer resources. Each workstation is to be 30"d x 48"w with a 28"h work surface. There should be some sort of divider screen between workstations to afford the user some privacy. The workstations should be equipped with an easily accessible wire management system.

While the computer center will be used primarily to provide public access to computer resources, it will also be used occasionally for public and staff training programs. This area could be designed as a separate room with glass walls, or as an open space that can be closed off with portable privacy screens. The privacy screens do not have to completely enclose the space. It is important that the layout facilitate this programming activity.

(continued on next page)

AREA

PUBLIC COMPUTER CENTER (continued)

SPECIAL REQUIREMENTS (continued)

This area must be able to accommodate existing computer equipment, as well as additional equipment later on. *It is extremely important that electrical and telecommunications wiring are readily accessible and expandable in this area!*

Overhead signage: *COMPUTER CENTER*

AREA

STUDY AREA – 440 square feet

FUNCTION

This area is designated for study and research purposes, with a seating capacity of 16.

PROG.	UNIT	SQ. FT.	QTY.
FURNISHINGS / EQUIPMENT		SQ. FT.	QTY.
Rectangular table, 36”w x 72”l x 29”h		110	4
Chairs, 4/table			16
TOTAL SQUARE FEET			440

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Lighting appropriate for studying and reading
Electrical and telecommunication outlets at each table

**In view of the public service desk
 Information Center**

SPECIAL REQUIREMENTS

The ambience should be businesslike, brightly lit, and quiet.

Table seating may be arranged in a single grouping or broken up into smaller groupings and interspersed throughout the collection to provide a visual break in the ranges of shelving. Seating should not be hidden away in, or behind the stack areas; however, seating can be used quite effectively to separate different collections.

Each table should have access to electrical and telecommunication outlets to accommodate users with personal laptops. Easily accessible outlets can be provided in the floor. A wireless system should be given consideration.

Depending on the adequacy of the overhead lighting, consideration may be given to equipping tables with task lighting. Lamps are available with electrical and telecommunication outlets designed into the base.

AREA

ADULT / YOUNG ADULT NONFICTION BOOK COLLECTION – 798 square feet

FUNCTION

This area is designated for the adult and young adult nonfiction book collection, with a capacity for about 9,200 volumes.

PROG.	UNIT				
FURNISHINGS / EQUIPMENT	SQ. FT.	SQ. FT.		QTY.	
SQ. FT.					
84”h DF metal shelving* (9,200 vols.)		24		32	768
OPAC station		30		1	30
TOTAL SQUARE FEET					798

*Shelf unit capacity: 8 V/LF; 12 shelves/DF unit; 36 LF/DF unit; 288 V/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

1 OPAC

PROXIMITIES

Information Center (desirable, but not required)

SPECIAL REQUIREMENTS

See remarks under **AISLE WIDTH, SHELVING,** and **SIGNAGE** in Appendix A.

Shelving should be arranged so the ends of ranges can be viewed from the public service desk. Such an arrangement, with appropriate signage, will facilitate monitoring the collection area and directing library users to specific areas from the service desk.

Consider using wood or metal display shelving. These units place all of the shelves at an angle and facilitate face-out display of book covers. Some types of display shelving require more floor space per unit than regular library shelving.

End panel signage: Header – *NONFICTION* + *changeable number designations*

AREA

ADULT FICTION BOOK COLLECTION – 774 square feet

FUNCTION

This area is designated for the adult fiction collection, including paperbacks, with a capacity for approximately 9,300 volumes, including 8,400 hardback and 900 paperback books.

UNIT
PROG.
FURNISHINGS / EQUIPMENT
SQ. FT. QTY.

84”h DF metal shelving* (8,400 vols.)	24	25	600
66”h DF display shelving** (900 vols.)	24	2	144
OPAC station	30	1	30
TOTAL SQUARE FEET			774

*Shelf unit capacity: 8 V/LF; 14 shelves/DF unit; 42 LF/DF unit; 336 V/DF unit
**Shelf unit capacity: 12 V/LF; 12 shelves/DF unit; 36 LF/DF unit; 432 V/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

1 OPAC

PROXIMITIES

SPECIAL REQUIREMENTS

See remarks under **AISLE WIDTH, SHELVING,** and **SIGNAGE** in Appendix A.

Shelving should be arranged so the ends of ranges can be viewed from the public service desk. Such an arrangement, with appropriate signage, will facilitate monitoring the collection area and directing library users to specific areas from the service desk.

Consider using wood or metal display shelving. These units place all of the shelves at an angle and facilitate face-out display of book covers. Some types of display shelving require more floor space per unit than regular library shelving.

Overhead signage (optional): *FICTION (FIC)*
PAPERBACKS (PB)

End panel signage: Headers – *FICTION + changeable letter designations*
PAPERBACKS + changeable letter designations

AREA

ADULT / YOUNG ADULT AUDIOVISUAL COLLECTION – 366 square feet

FUNCTION

This area is designated for the adult/young adult audiovisual collection, including audiobooks, videotapes and DVDs, with a capacity for about 4,200 items.

PROG.	UNIT				
FURNISHINGS / EQUIPMENT	SQ. FT.	SQ. FT.		QTY.	
SQ. FT.					
66”h DF display shelving* (4,200 items)		24		14	336
OPAC station		30		1	30
TOTAL SQUARE FEET					366

*Shelf unit capacity: 10 items/LF; 10 shelves/DF unit; 30 LF/DF unit; 300 items/DF unit

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

1 OPAC

See remarks under LIGHTING in Appendix A.

PROXIMITIES

In view of the public service desk

SPECIAL REQUIREMENTS

See remarks under AISLE WIDTH, SHELVING, and SIGNAGE in Appendix A.

Shelving should be arranged so the ends of ranges can be viewed from the public service desk. Such an arrangement, with appropriate signage, will facilitate monitoring the collection area and directing library users to specific areas from the service desk.

Consider using wood or metal display shelving. These units place all of the shelves at an angle and facilitate face-out display of book covers. Also, consider using some slotwall end panels for display purposes.

Overhead sign (optional): *VIDEOS / DVDs / AUDIOBOOKS*

End panel signage: Header – *VIDEOS / DVDs + changeable letter or number designations*
Header – *AUDIOBOOKS + changeable letter or number designations*

AREA

MEETING ROOM – 850 square feet

FUNCTION

This area is designated for library programs and community meetings and events, with an audience seating capacity of 70 people.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT. QTY.

Stacking chairs		10		70		700
Stacking chair dollies				4		
Tilt-top tables on casters, 24" x 72"				10		
Lectern with built-in sound system				1		
Marker board (96"l)				1		
Video/Data projector				1		
Projection screen (ceiling or wall mounted)				1		
Storage closet						100
Kitchen unit						50
Coat rack (to accommodate 80 coats)						
Wall clock				1		
TOTAL SQUARE FEET						850

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

- 2 electrical/telecommunication floor outlets, flush-mounted (along center axis of room)
- Electrical/telecommunication outlets along walls
- Adjustable lighting
- Speaker system (built-in to lectern)
- Video/Data projector
- Projection screen (ceiling or wall mounted)
- 2 telephone outlets (1 in meeting room, 1 in kitchen)
- Cable television access
- Kitchen unit (See "Special Requirements)
- See remarks under **LIGHTING** in Appendix A

PROXIMITIES

Entrance
Public restrooms
Children's area (desirable, but not required)

(continued on next page)

AREA

MEETING ROOM (continued)

SPECIAL REQUIREMENTS

The meeting room should be located in the building so it can be entered from the main entrance to the library, as well as from a separate entrance to the outside, which can be used when the library is closed.

The meeting room must be able to be closed off from the remainder of the building so it can be used when the library is closed.

Public restrooms must be adjacent or available to the meeting room during all hours of use.

The meeting room should have exceptionally good acoustics.

Include exhibit rails at 6' or 7' height on the walls. Consider using the type of exhibit rail that accommodates picture hooks and also has a tackable cork insert. (Source: Claridge Products)

The meeting room should include a kitchen unit for catering purposes. It is to be equipped with a work counter, stainless steel sink with garbage disposal, two-burner stove-top unit, microwave, and refrigerator with ice-maker. The kitchen unit can be set into an alcove with folding doors separating it from the meeting room.

Door signage: *MEETING ROOM*

AREA

CUSTODIAL SUPPLY ROOM – 100 square feet

FUNCTION

This room is designated as the primary storage area for a variety of custodial supplies and equipment necessary for routine maintenance of the library facility and grounds.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Mop sink				1		
Custodial Cart				1		
Hand truck				1		
Vacuum Cleaner				1		
Racks for Mops and Brooms				1		
Supply storage shelving units (Total: 30 LF)				2		
TOTAL SQUARE FEET						100

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

At least 1 duplex electrical outlet

PROXIMITIES

Public restrooms

SPECIAL REQUIREMENTS

Entrance should be ground level, or have a ramp to facilitate the use of hand trucks and custodial carts.

Types of materials that will be stored in this room include cleaning supplies and equipment, paper products, fluorescent and incandescent light bulbs.

The supply room is intended for bulk storage of supplies and should be equipped with heavy-duty metal storage shelving with five shelves per unit (72”h x 18”d x 36”w).

Provide a deep double basin sink and a mop sink.

Door signage: *CUSTODIAL SUPPLY ROOM*

AREA

PUBLIC RESTROOMS (included in nonassignable space)

FUNCTION

There are to be at least two public restrooms, one designated for women and one for men. The may also be a separate unisex restroom in the children’s area and in the staff lounge area.

UNIT

PROG.

**FURNISHINGS / EQUIPMENT
SQ. FT.**

SQ. FT.

QTY.

Each restroom to be equipped with following:						
Mirror						
Soap dispensers						
Combination paper towel dispenser and trash receptacles (flush-mounted wall units)						
Sanitary napkin dispenser, coin operated						
Shelf, 24”w x 8”d (1/stall, 1 near sink)						
Diaper changing table (men and women)						
Fold-down baby chair in at least one toilet stall per restroom						

ELECTRICAL / TELECOMMUNICATION REQUIREMENTS

Duplex outlets per code

PROXIMITIES

Public service desk

Public restrooms are frequently the target of vandalism and it is therefore preferable that they be located in the library proper where staff can monitor them easily. If the public restrooms

must be located in the vestibule to facilitate after-hours use of the meeting room, it is imperative that the restroom entrances be located in easy view of the public service desk.

SPECIAL REQUIREMENTS

The size of the restrooms is determined according to state and local building codes for public facilities. Frequently, restrooms are specified much larger than the need requires. To avoid building larger than needed restrooms, careful review and interpretation of the code requirements is highly recommended.

Restrooms should not be prominently located, but should be located with access supervised easily from the public service desk.

Restroom finishes and equipment need to be as vandal-proof as possible and easy to maintain. Consider using automatic faucets and flush mechanisms.

Use ceramic tile flooring. Include a floor drain in each restroom.

Use ceramic tile on walls, floor to ceiling. Concrete block walls painted with epoxy paint are an acceptable substitute.

Use wallboard on the ceiling, painted with epoxy paint; also include a removable access panel to the area above the ceiling in each restroom.

Use stainless steel or solid phenolic panels and doors in the toilet stalls.

At least one mirror should be angled to accommodate persons confined to wheelchairs.

Restrooms should be soundproof.

Include a custodial supply closet in the vicinity of the two main public restrooms. The closet should include space for a custodial cart, a mop sink, rack for mop and broom, and supply storage shelving.

If separate restroom facilities are not provided for the meeting room complex, the public restrooms must be accessible when the main area of the library is inaccessible after regular operating hours.

Door Signage: *WOMEN'S RESTROOM*
MEN'S RESTROOM

TABLE OF CONTENTS

SUBJECT

Page

Access, General...
Acoustical Treatment...
Aisle Width.....
Alarm Systems.....
Building Design, General.....
Ceilings.....
Communication Wiring – See Wiring, Communication / Electrical
Control.....
Drinking Fountains.....
Electrical Wiring – See Wiring, Communication / Electrical
Energy Conservation.....
Exhibit Space.....
Exterior.....
Floor Coverings.....
Floor Loading Capacity – See Building Design, General
Glass Treatments.....
Heating / Ventilation / Air Conditioning Systems – See Mechanical Systems
HVAC Systems – See Mechanical Systems
Lighting.....
Mechanical Systems.....
Parking.....
Shelving, Metal.....
Signage.....
Slotwall Display Units.....
Wall Coverings.....
Window Treatments.....
Wiring, Communication / Electrical.....

ACCESS, GENERAL

A small to medium size library should have only one main entrance which serves everyone entering the building, including pedestrians from the street and library users entering from the parking lot.

The public entrance should be highly visible and inviting. It is important that the entrance be easily accessible for all persons, including children, senior citizens, and persons with disabilities. For this reason, it is desirable not to have steps leading to the entrance.

Use a double door vestibule to prevent drafts and heat loss. Doors must be easy to open and clearly marked "ENTRANCE" and "EXIT".

Any secondary exit should preferably be located so that it is visible from the circulation desk. All secondary exits should be equipped with door alarms that signal when the doors are opened. (See additional notes under ALARM SYSTEMS)

ACOUSTICAL TREATMENT

Sound control in a library is an important aspect of the building. Efforts should be made to minimize disturbing noises as much as possible for the benefit of people who are merely browsing through the collection as well those who are staying for longer periods reading or studying.

Sound control can be achieved in part through special attention to the selection of materials for walls, ceilings, floors, and windows. It can also be effected in the general layout of various areas, traffic through these areas, and the arrangement of furnishings.

Special Attention should be given to sound proofing certain areas, such as restrooms, photocopying areas, conference and meeting rooms, shipping and receiving areas, and mechanical equipment rooms. A special effort should be made to locate mechanical equipment rooms away from reading/studying areas, conference rooms, or workrooms and offices.

AISLE WIDTH

Minimum clear aisle width between stacks is 36", with a preferred width of 42" where possible. Shelf height in stack areas is unrestricted. If a person in a wheelchair must make a turn-around, the minimum required clear width is 42".

Minimum clear aisle space at magazine displays shall be 36" wide. Maximum reach height is 48". The minimum low forward reach is 15 inches.

Heat and smoke sensing devices are required. It is preferable that the system be directly linked to the nearest fire department. The control panel should be located in the vicinity of the circulation desk area.

All secondary exits should be equipped with door alarms that signal when the doors are opened. Because of the time it will take for a staff person to get to an exit once an alarm has sounded, consider equipping the door with a delay mechanism which will prevent it from being opened immediately. An alternative would be to place a video camera at each secondary exit with the capability of videotaping a person exiting through the door. If this is done, at least one monitor should be located at the circulation desk.

BUILDING DESIGN, GENERAL

Flexibility is the key word in library building design. The library must be as totally flexible in space use as possible. Like the society it serves, it must be able to adapt and adjust to meet the changing needs of that society.

In physical terms this means a design that is modular with as few permanent walls as is functionally possible. Where walls are required, it is preferable that they be modular and easily removable.

Library book stack sizes should be taken into consideration when determining the location and size of columns. Columns should be located with multiples of 3'6" between them (3' for stacks; 4" for end uprights and panels; 2" for irregularities in pouring).

Floor loading should be 150 pounds/square foot live load for normal usage and 300 pounds/square foot for microforms and compact shelving.

A flexible design also means being able to accommodate all present and future technology for at least the next 20 years. The building design must include a wiring plan which will enable power and communications to be easily provided to any area of the facility. (See **WIRING, COMMUNICATION / ELECTRICAL**)

CEILINGS

A suspended ceiling, using 2' x 2' acoustical ceiling tiles, is recommended for use throughout most of the library. A white or off-white color tile and framework is recommended.

A painted wallboard ceiling is recommended for use in the restrooms and the custodial closet. An epoxy paint should be used.

COMMUNICATION WIRING – See WIRING, COMMUNICATION / ELECTRICAL

CONTROL

Because there will be times when staffing is minimal, one or two employees, easy control must be possible throughout the building.

Entrances, exits, and restrooms should be in easy view of staff workstations.

At some point the library may use an electronic theft detection system to prevent the unauthorized removal of library materials. Such a system would be installed near the main entrance to the library.

DRINKING FOUNTAINS

A drinking fountain should be located in the area of the restrooms. Be sure to note ADA requirements regarding drinking fountains.

ELECTRICAL WIRING – See WIRING, COMMUNICATION / ELECTRICAL

ENERGY CONSERVATION

Energy conservation is an important consideration for the library, especially in terms of long term operational costs. Special attention should be given to the following: adequate insulation; a minimum of high heat loss areas; thicker walls and roofs to provide insulation; a limited flow of cold and hot water at lavatory taps; use of light-reflecting wall surfaces; adequate number of zones of temperature control so areas are not overheated or overcooled; and a control system which can be set to automatically adjusted to hours of operation.

EXHIBIT SPACE

The library should be able to accommodate a variety of exhibits, including wall hanging exhibits and freestanding exhibits. Exhibit space should also be provided for the display of posters, announcements, etc.

Picture hanging molding is to be provided in the meeting room and in any other areas designated by the staff. The preferred type of molding is that which permits hanging with wires using “S” hooks as well with tacks.

A lighted display case with showcase windows is to be provided for exhibiting freestanding displays. The display case is to be located in the vestibule.

Vinyl covered bulletin boards, of varying sizes, are to be provided for displaying various items, which can be tacked to the surface.

The library should be architecturally distinctive, yet compatible with the immediate area. The site should be planned to afford safe, well-lighted, easy access for persons of all ages at any time.

The library should be inviting in approach with minimal impediments to easy access. Plan only one public entrance point and a single, controlled exit point. Use wide walkways that avoid the use of steps and steep inclines.

All exterior building materials should be of permanent or durable finish, requiring minimal painting or staining.

The major electrical service into the building should be underground.

Exterior lighting should be provided to allow easy nighttime access and also as a deterrent to vandalism. The exterior lighting should be on time switches so it will automatically turn on and off.

Weatherproof outlets for water and electricity should be located on all major exterior sides of the building. They must be of vandal-proof design.

Attractive landscaping and ground plantings should be provided. Easy maintenance is a primary factor to consider when planning the landscaping. Every effort must be given to simplify the care of the grounds, including mowing grass and removing snow.

An easily accessible book return built into the building is generally preferred, though freestanding units are sometimes more practical. The return should be highly visible to library users. Serious thought should be given to the anticipated number of materials which will be returned during hours the library is closed so return will be large enough to handle the volume of materials returned. Consideration should also be given to fire deterrence and other acts of vandalism, especially in situations where returns are built into the building.

A bicycle rack for a minimum of six bikes should be provided. It should be convenient to the public entrance.

FLOOR COVERINGS

Floors should be carpeted in all public and staff areas except where specified otherwise. Consideration should be given to the carpet's acoustical performance, wearing performance, color fastness and texture, fire resistance and non-allergenic qualities, installation and recommended maintenance.

FLOOR COVERINGS (continued)

The use of carpet tiles is strongly recommended because of the tremendous flexibility they afford. Most importantly, they will accommodate under carpet cabling for electrical and communication wiring. Also carpet tiles can be replaced relatively easily; they can even be switched with tiles from other areas of the building where traffic has been minimal.

Ceramic tiles are recommended for use in the restrooms and the custodial closet. Traffic mat tiles are recommended for the vestibule.

There should be no thresholds or doorsills because they interfere with the movement of book trucks within the library.

All furnishings and equipment requiring casters should be specified to be equipped with carpet casters.

FLOOR LOADING CAPACITY – See BUILDING DESIGN, GENERAL

GLASS TREATMENTS

Some use of glass is desired. Consider using double-glazed, tinted, heat-absorbing glass as a way of reducing solar heat gains. In areas where shelving is located, windows should be positioned at a height which will not overlap with the shelving.

For ventilation purposes, a portion of the glass area should include windows that can be opened and closed. However, the windows should be lockable, so they can be opened only by staff.

HEATING / VENTILATION / AIR CONDITIONING SYSTEMS – See MECHANICAL SYSTEMS

HVAC SYSTEMS – See MECHANICAL SYSTEMS

LIGHTING

Library lighting should be matched to the various experiences encountered while using the library, commonly referred to as “lighting for events.” For example, the lighting level for a stack area is different than that needed for the circulation desk.

Recommended lighting levels are readily available in various architectural and engineering design standards, such as those published by the Illumination Engineering Society. For instance, corridors and stairways generally function with as little as 20 footcandles (fc) of light; reading areas and non-critical writing areas function at 50 fc; regular office areas and assembly areas can need as much as 100 fc; and detailed/inspection areas can demand 200 fc.

LIGHTING (continued)

The difficulty in designing lighting systems is in producing comfortable lighting. This effort is influenced by the combination of illumination level, reflection of light, contrast, and glare. A balance of each of these factors is imperative in order to achieve the objective of comfortable lighting. In planning for the lighting needs of the building, the architect should seek a suitable combination of natural and artificial lighting to provide uniformly distributed, shadowless, glare-free light.

Some other important considerations in designing a lighting system include energy efficiency and maintenance. It is absolutely necessary that the library have a lighting system

that it can afford to operate. The system should also be easy to maintain, keeping the number of different types of lighting fixtures to a minimum and selecting fixtures in which lamp replacement is relatively easy.

Lighting of stack and seating areas is particularly difficult. It is important to provide even and adequate lighting without defining specific furnishing arrangements. Some effective solutions include using a lighting pattern along diagonals with evenly spaced fixtures and using lighting reflected off the ceiling. Another effective lighting option for stack areas is canopy lighting which forms an integral part of the bookstack unit. This later option may be somewhat expensive.

Task lighting is recommended for staff workstations and other areas where specific tasks will be regularly performed. In such locations the lighting can be focused on the required task surface at the proper intensity. Task lighting can often be accommodated as a component of the furniture, thereby affording the ability to move the lighting with the furniture.

An important consideration regarding task lighting is that it not reflect off equipment screens, such as computer terminals. Usually fixtures controlled by dimmers will provide the ability to properly balance light volumes, thereby minimizing glare.

Lighting multipurpose areas requires a system which can produce a wide range of footcandles, depending on user demands. Use of such areas may range from watching performances (0-50 fc) to participating in seminars (50-100 fc) to quilting (150-200 fc).

In planning for the lighting needs of the building, the architect should consider using indirect lighting (i.e. lighting that reflects off other surfaces and is diffused to task level) and natural lighting. Consideration should also be given to the advantages of using different types of lamps, including incandescent, fluorescent, mercury vapor, metal halide, and high-pressure sodium. Besides producing sufficient lighting, certain lamps can be used to create desirable moods and effects. Remember, however, that in smaller libraries it is generally recommended that the number of different types of light fixtures be kept to a minimum.

MECHANICAL SYSTEMS

Designing mechanical systems, also referred to as HVAC systems (Heating, Ventilation, Air conditioning) for libraries requires providing environmental control of space temperatures and humidity throughout the building within the limits that protect the building's contents from environmental extremes while supplying "creature comfort" for library users and staff. Objectively, this is easy to target: human comfort is reached at 74 degrees fahrenheit (plus to minus 2 degrees) at 50 percent humidity (plus 10 percent); books, paper materials, films and film media are also protected within these same limits. Rare papers and special collections merit closer scrutiny.

The difficulties arise in the subjective nature of providing creature comforts. A mechanical design is considered one hundred percent successful if people do not realize the system exists. In other words, the mechanical system operates invisibly.

Most people will notice the following types of problems: noise; hot spots, cold spots, or drafts; humidity; and service/maintenance access (staff concern).

Noise problems can be attributed to delivering too much air through too small a duct system. A designer's objective when minimizing cost is to move as much air through as little duct as possible before reaching the point of generating intolerable noise levels. Designers should be encouraged to provide a safer "margin of error" in controlling noise in areas where staff and users must talk or concentrate. Such areas would include the circulation and reference desks, reading areas, and staff workstations. Stack areas, storage areas, toilets, corridors, and stairs are less crucial.

Location of cyclical and other heavy mechanical equipment should be positioned in mechanical rooms isolated from library program areas. This type of equipment not only makes noise, but is frequently the source of rhythmic noise; at best this is annoying and at worst it may set up reverberations that disturb the entire library.

Solutions to hot spots, cold spots and drafts are more difficult to address. The design intent is to deliver air evenly over the entire building. A multitude of factors complicates this objective. These factors include the building's own structural framing; numbers of people within a space; the level of physical activity; and the building's exposure to the sun. Shelving may also hinder the efficiencies of an HVAC system's air distribution.

Humidity can adversely affect a library's collection. Too much moisture contributes to mildew and fungus growth and too little moisture will overly dry pages and deteriorate glue. Specific dehumidification equipment will usually not be required. Basement and below grade areas will be more susceptible to moisture and consequently demand closer scrutiny in the design to determine if any specific dehumidification equipment is necessary. The addition of moisture when conditions become too dry will require the addition of humidification equipment to the basic HVAC system. The issues of moisture are more critical to collections than to staff or users, aside from persons with allergies.

MECHANICAL SYSTEMS (continued)

Finally, the ease of maintenance must be considered as an element in the design of the mechanical system. This is a frequently forgotten issue in library design, resulting in equipment being difficult to access for routine maintenance or repair. At a minimum, the architect, engineer, and staff should thoroughly review the anticipated service requirements of any proposed HVAC system.

PARKING

The library should have adequate parking spaces to accommodate the maximum number of library users and staff, taking into consideration use of the meeting room.

A bike rack should be provided for parking of at least six bikes.

Be sure to note ADA requirements regarding parking spaces.

Steel library shelving, using a welded frame construction, is recommended. Freestanding shelving units will be used primarily, though some wall shelving may also be used. The freestanding units are to be spaced to accommodate the addition of wall shelving at a later date.

If the budget permits, consideration should be given to using display shelving in certain areas. This type of shelving angles the lower two or three shelves to afford easier viewing of books or other materials stored on the shelves. Display shelving may require a greater base shelf depth than regular shelving, possibly 28" to 36" deep, depending on the manufacturer.

Shelving heights generally vary from 42" to 66" to 84" to 90". The height varies according to the type of library user, i.e. young children, older children, adults, and the need for visual control over certain areas. The average number of shelves per double faced unit are as follows; 42"H – 4 shelves plus base shelf; 66"H – 8 shelves plus base shelf; 84" and 90"H – 12 shelves plus base shelf. The number of shelves will vary according to the types of books or other materials being stored.

The base depth of the shelving units will be 20" to 24" for double faced shelving and 10" to 12" for single faced shelving.

Shelf ranges must be arranged to facilitate shelving the collection in a logical numerical and alphabetical sequence of the material. The aisle width between ranges must be at least 36"; if collection storage space is not at a premium, the preferred aisle width is 42" (See "AISLE WIDTH").

End panels are generally provided for each range of shelving. They are often constructed of high pressure plastic laminate. If affordable, consider using some slotwall display panels in lieu of traditional end panels. Such panels provide a variety of attractive display options. To reduce the cost, slotwall panels should be used on the more visible ends of the shelving ranges and traditional panel could be used on the less visible ends.

Metal, or plastic laminate canopies are to be provided for all 42" and 66" high shelving.

Be sure to note ADA requirements regarding library shelving.

SIGNAGE

An attractive and consistent system of directional and informational signage should be an integral part of the interior design of the library. The signage should serve to announce the library's services and to orient and guide people to all areas within the building.

Use a lighted outdoor sign to readily designate the library. Consult local building codes regarding restrictions on outdoor signage.

Be sure to note ADA requirements regarding signage in public facilities.

SLOTWALL DISPLAY UNITS

Slotwall (also known as slatwall) display units can be used to create very effective display areas and provide attractive visual breaks among the rows of metal shelving. It is available in wall units (standard size: 4' x 8' panels) and freestanding units, which come in a variety of shapes and sizes. The A-frame unit (standard size: 5'H x 4'W x 1 ½'D) is commonly used in bookstores and video stores for displaying merchandise.

There are a variety of display shelves which can be used with slotwall units to accommodate any type of audiovisual material and create a very effective display area.

Slotwall can also be used as end panels. Besides being very attractive, they can be used for displaying a variety of library materials at the ends of shelving ranges.

WALL COVERINGS

The guiding criterion in the selection of all materials and finishes is the need for minimal maintenance.

Wall surfaces should either be painted with a high grade, washable paint or covered with a medium to high grade vinyl wallcovering. If paint is used in restrooms and high traffic areas, it should be an epoxy paint. Vinyl wall covering is especially recommended for staff work areas.

WINDOW TREATMENTS

Drapes and/or blinds may be used for an aesthetic purpose and/or as a means of controlling noise and/or light. If noise control is desired, drapes are preferable. Drapes and/or blinds may not be required, or even desired, in some interiors. If they are needed, they should be included as part of the general construction contract.

WIRING, COMMUNICATION / ELECTRICAL

The library must have the flexibility to provide ready access to communication and electrical wiring throughout all parts of the building. It must be possible to provide wiring not only to designated initial points, but also to undesignated future points.

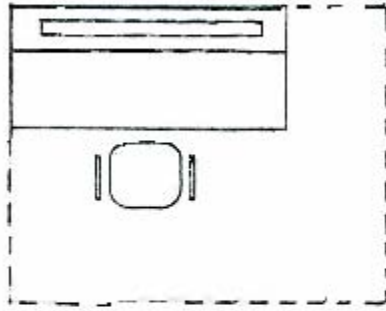
Flexibility can be afforded through a variety of cabling systems. If carpet tiles are used throughout the building, consider using a system of under carpet cables (flat wire). This system will enable wiring to be provided anywhere it is needed, as well as be easily re-located when necessary.

If carpet tiles are not used throughout the building, consider running cabling through the ceiling area, using power poles to bring the cabling down from the ceiling.

In addition to under carpet cabling or running cabling through the ceiling, consideration should also be given to using duplex communication outlets throughout the building. These outlets will provide easy connections for both voice and data transmission.

In general, electrical outlets should be placed at least 20-25 feet apart; in offices and work areas outlets should be located on every wall.

All furnishings requiring communication and electrical wiring should be specified with raceway systems to facilitate such wiring.



**Workstation WS-2
45 sq. ft.**