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Executive Summary

Overview and Introduction

Overview of Need

Initiated by a federal appropriation from the U.S. EPA, the City of Highland and the San Bernardino County Library initiated a comprehensive Needs Assessment process to determine current and future needs of the patron population, with specific attention given to the needs of public K-12 schools for overall library services as well as supplementation of environmental learning opportunities.

Assessment of the physical facility showed that the building was too small, old, in disrepair, not expandable and with insufficient parking. A new library is needed, by all accounts and measures.

STK, Inc., the city's architectural firm, created a sustainable library design that exemplifies energy conservation and resource applications. The new library will be constructed to meet or exceed Title 5 Field Act and Title 24 building requirements to the extent that the building will be commissioned and certified to meet the U.S green Building Council's LEED (Leadership in Energy Efficient Design) Standards. It will extensively utilize recycled or reused materials, provide extensive use of natural light, and employ a rooftop landscape as natural insulation as well as for programming space.

The proposed facility design includes adequate space for the following:

- An integrated Co-Located for Cypress Elementary School, which is located directly across the street from the proposed new library site.
- A Subject Specialty Learning Center focused on Environmental Learning that provides comprehensive, in-depth resources, materials, programs, activities and services geared to K- 12 curriculum requirements, in an interactive, experimental model.
- A Computer Center for public use and K-12 classes geared to assist with student learning activities, utilizing electronic resources and educational technologies.
- A Family Literacy Center that houses materials and provides space for one-to-one tutoring and small group instructional activities for K-12 students, families and caregivers.

- A Homework Center staffed by school and library volunteers, to provide a quiet, supportive environment for students to perform required research, study and homework assignments.
- A career Center that focuses on materials for career development and life-long learning for all ages.

Project Schedule

PROJECT TIMETABLE

ACTIVITY	DATE
Site Acquisition	7/14/1998
Schematic Plans Completion	5/1/2002
Planning and Land Use Permits Obtained	6/1/2002
Design Development Plans Completion	15-Jul
Working Drawing (90%) Completion	10/1/2002
Construction Drawings Completion	10/15/2002
State Architect Review (Field Act) Completion	2/15/2003
Project Advertised for Bids	2/15/2003
Start of Construction	3/1/2003
Estimated Midpoint of Construction	10/1/2003
Completion of Construction	3/30/2004
Opening of Library to the Public	7/1/2004
Final Fiscal & Program Compliance Review Completed	12/30/2004

Relationship of Building Program to Architectural Design

This LIBRIS 2.2 Building Program was developed in concert with the architectural design. LIBRIS was used to determine required floor space for the furniture and equipment necessary to deliver the programs and services indicated in the Needs Assessment process. Floor space was allocated by function and space proximity requirements, and the architect developed schematics based on that space. In only one or two cases was there any significant difference in allocated space between the LIBRIS design and the architectural drawings, and these were quickly determined to be unique program variances justifying the differences.

In all other cases, schematics reflect the LIBRIS design allocations exactly, or within 1-5 square feet, as shown on the schematic drawings.

Roles of Building Team Members

STK Architectural Designs, Inc.

Project Architect/Manager	Camille Acton
Project Designer/Cost Estimator	Paul Frick

City of Highland

City Manager	Sam Racadio
Asst. City Manager	Joe Hughes
Director of Community Development	Rick Hartman

San Bernardino County Library

County Librarian	Ed Kieczkowski
County Library Facility Manager	Patricia Laudisio
Project Manager	Pete Deyo

San Bernardino City Unified School District

Superintendent	Arturo Delgado
Director Facility Planning	Mike Sanchez
Cypress Elementary School Principal	Arlan Anderson

General Requirements of Library Building

Occupancy by Staff and Patrons

The building will adequately house 20 FTE staff members, either in walled office space, at circulation and reference desks, or in space-sufficient cubicles within the main public area of library.

The building layout provides 269 parking spaces allocated for patrons, and occupancy is estimated at 500 people.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>67.00%</u>	<u>85,774</u>	<u>18.68%</u>	<u>69,753</u>	<u>8.071</u>
Browsing					
New Books	0.20%	250	50.00%	125	8
New Books (Face Out)	0.20%	250	50.00%	125	1
Fiction					
Fiction	8.00%	10,235	25.00%	7,676	8
Mysteries	2.00%	2,560	25.00%	1,920	8
Romance	1.00%	1,280	25.00%	960	8
Science Fiction & Fantasy	1.00%	1,280	25.00%	960	8
Westerns	0.50%	639	25.00%	479	8
Large Print					
Large Print	1.30%	1,660	5.00%	1,577	8
Non-Fiction					
Non-Fiction	42.23%	54,060	15.00%	45,951	8
Paperbacks					
Paperbacks	2.00%	2,560	40.00%	1,536	16
Reference					
Reference	2.30%	2,940	0.00%	2,940	6
Reference (Encyclopedias, Directories, Etc.)	0.30%	390	0.00%	390	6
Spanish Language					
Spanish Language	2.00%	2,560	20.00%	2,048	8
Young Adult					
Young Adult	3.99%	5,110	40.00%	3,066	12
<hr/>					
<u>Children/Juvenile</u>	<u>33.00%</u>	<u>42,243</u>	<u>32.61%</u>	<u>28,469</u>	<u>19.83</u>
Children's Easy Readers					
Children's Easy Readers	4.00%	5,121	67.00%	1,690	20
Children's Picture Books					
Children's Picture Books	8.00%	10,236	35.00%	6,653	20
Children's Spanish Language					
Children's Spanish Language	0.30%	380	30.00%	266	20
Children's Spanish Language Picture Books	0.30%	380	30.00%	266	33
Juvenile Fiction					
Juvenile Fiction	4.50%	5,755	25.00%	4,316	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	15.91%	20,371	25.00%	15,278	13
<hr/>					
Totals:	<u>100.00%</u>	<u>128,017</u>	<u>23.27%</u>	<u>98,222</u>	<u>11.6</u>



Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>76.00%</u>	<u>6,840</u>	<u>43.03%</u>	<u>3,897</u>	<u>19</u>
Audio Book Cassette					
Audio Book Cassette	11.00%	990	30.00%	693	10
Audio Book Compact Disc					
Audio Cassette	5.00%	450	50.00%	225	19
Audio Cassette					
Audio Cassette	4.00%	360	30.00%	252	19
Audio Compact Disc (CD)					
Audio Book CD (CD ROM)	10.00%	900	30.00%	630	25
CD-ROM					
CD-ROM	1.00%	90	20.00%	72	25
DVD					
DVD	8.00%	720	50.00%	360	25
Video Cassette					
Video Cassette	37.00%	3,330	50.00%	1,665	10
<u>Children/Juvenile</u>	<u>24.00%</u>	<u>2,160</u>	<u>37.50%</u>	<u>1,350</u>	<u>20.8</u>
Audio Cassette					
Audio Cassette	2.00%	180	40.00%	108	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	4.00%	360	40.00%	216	25
CD-ROM					
CD-ROM	1.00%	90	20.00%	72	25
DVD					
DVD	2.00%	180	20.00%	144	25
Video Cassette					
Video Cassette	15.00%	1,350	40.00%	810	10
Totals:	<u>100.00%</u>	<u>9,000</u>	<u>41.70%</u>	<u>5,247</u>	<u>19.8</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>90.91%</u>	<u>200</u>	<u>0.00%</u>	<u>200</u>	<u>1</u>
Back Issue Magazines					
Back Issue Magazines	29.55%	65	0.00%	65	1
Current Magazines					
Current Magazines	54.55%	120	0.00%	120	1
Current Newspapers					
Current Newspapers	4.55%	10	0.00%	10	1
Young Adult Current Magazines					
Young Adult Current Magazines	2.27%	5	0.00%	5	1
<u>Children/Juvenile</u>	<u>9.09%</u>	<u>20</u>	<u>5.00%</u>	<u>19</u>	<u>1</u>
Children's Back Issue Magazine					
Children's Back Issue Magazines	4.55%	10	5.00%	9	1
Children's Current Magazines					
Children's Current Magazines	4.55%	10	0.00%	10	1
Totals:	<u>100.00%</u>	<u>220</u>	<u>0.45%</u>	<u>219</u>	<u>1</u>



Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	2,390	783	3,173	10%
READER'S SEATS	3,061	1,002	4,063	12%
SHELVING	6,708	2,197	8,905	27%
SPECIAL PURPOSE	6,944	2,274	9,218	28%
STAFF WORKSPACE	2,754	902	3,656	11%
TECHNOLOGY	2,641	865	3,506	11%
Totals:	24,498	8,023	32,521	100%

Non-Assignable Square Footage @ 25% of Gross



Totals for Item Types
Meeting Rooms

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's Stacking	50	5	250
Chair, Classroom With Tablet Arm	19	20	380
Chair, Meeting Room - Stacking	100	10	1000
Lectern (w/ Space For A Portable Computer)	1	60	60
Stage, Portable	1	440	440
Table, Conference	1	260	260
Table, Meeting Room	21	0	0



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Bench, Child's (3 Person)	1	14	14
Carrel, Tutoring Wood	4	50	200
Chair, Child's	54	0	0
Chair, Group Study	8	0	0
Chair, Juvenile	17	0	0
Chair, Lounge	6	20	120
Chair, Lounge	4	35	140
Chair, Reader's	58	0	0
Chair, Rocking	1	20	20
Literacy Tutoring Counter	5	40	200
Stool, Child's	2	0	0
Table, Children's	6	80	480
Table, Children's	5	90	450
Table, End	1	12	12
Table, Juvenile	5	85	425
Table, Reader's	10	80	800
Table, Reader's	2	100	200



Totals for Item Types *Shelving*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	28	18	504
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	52	18	936
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	16	18	288
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	160	18	2880
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	23	12	276
36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelves	1	12	12
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	50	12	600
42" Aisle SF 58"H Bookstore Display Shelving	9	23	207
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves	1	28	28
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shelves	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	3	14	42
Audio Cassette "Spinner" W/ 4 Rotor Towers	2	70	140
Compact Disc, CD-ROM & DVD Display Browser	8	24	192
Paperback "Spinner" W/ 4 Rotor Towers	3	70	210
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	9	20	180



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Aquarium	1	50	50
Art Print	1	0	0
Atlas Case	1	25	25
Atlas Case, Child's	1	25	25
Bench, Lobby (2 Person)	2	0	0
Book Bin, Depressible	2	0	0
Book Display Bin	1	70	70
Book Truck	17	10	170
Bottled Water Dispenser	1	8	8
Bulletin Board	12	0	0
Cabinets, Above Counter (Lockable)	19	0	0
Cabinets, Below Counter (Lockable)	6	0	0
Carpet Cleaning Machine	1	5	5
Case, In-Wall Display	3	0	0
Cash Register	1	0	0
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	40	40
Clock	13	0	0
Coffee Maker/Urn	1	0	0
Commode	16	0	0
Cutting Board, Kitchen	1	0	0
Diaper Changing Counter	1	0	0
Dictionary Stand	1	10	10
Dictionary Table Top Stand	1	0	0
Directory	1	0	0
Dishwasher	1	15	15
Dolly, Chair	1	15	15
Dolly, Table	1	15	15
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
File Cabinet, Lateral (Five Drawer)	1	20	20
File Cabinet, Lateral (Four Drawer)	4	20	80
File Cabinet, Vertical (Five Drawer)	2	14	28
File Cabinet, Vertical (Four Drawer)	2	14	28
First Aid Kit	2	0	0
Flat File	1	40	40
Flip Chart With Stand	1	30	30



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Garbage Bin, Interior	2	15	30
Hand Dryer	5	0	0
Kiosk, Display	1	0	0
Kitchen Unit	1	25	25
Ladder, Extension	1	0	0
Lamp, Table	2	0	0
Locker	6	5	30
Mail Boxes, Staff	1	30	30
Map Case	1	35	35
Microwave Oven	1	0	0
Mirror	1	0	0
Mirror, With Shelf	5	0	0
Mop Bucket	1	4	4
Paper Cup Dispenser	2	0	0
Paper Towel Dispenser	7	0	0
Puppet Theater	1	65	65
Puppet Tree	2	15	30
Queuing Space (Per Person)	946	6	5676
Rack, Literature Display Handout	2	0	0
Rack, Literature Display Handout	1	15	15
Recycling Bin	3	15	45
Refrigerator	1	20	20
Shelving, Industrial	2	15	30
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12
Sign, Announcement	2	0	0
Sink	1	0	0
Sink	2	18	36
Sink And Counter	4	0	0
Sink, Mop	1	6	6
Soap Dispenser	6	0	0
Stall	17	0	0
Stool, Kick-Step	3	0	0
Storage Cabinet	4	18	72
Supply Cabinet	1	18	18
Toaster Oven	1	0	0
Toy Bin	2	30	60
Urinal	3	0	0



Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Vacuum Cleaner, Dry Upright	1	8	8
Waste Basket	60	0	0
Waste Basket	2	4	8
Water Purifier, Under Counter	1	0	0
White Board	9	0	0



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter	12	0	0
Cabinets, Below Counter	6	0	0
Chair, Café	4	0	0
Chair, Department Head's	3	0	0
Chair, Staff Lounge	2	35	70
Chair, Supervisor's	2	0	0
Chair, Task	14	0	0
Chair, Visitor's	2	0	0
Chair, Visitor's	7	15	105
Credenza	2	25	50
Credenza	2	28	56
Credenza	1	30	30
Desk, Branch Manager's	2	65	130
Desk, Business Manager's	2	60	120
Desk, Children's	1	70	70
Desk, Department Head's	1	65	65
Desk, Instructor's	1	70	70
Desk, Mending	1	70	70
Desk, Supervisor's	1	60	60
Mat, Anti-fatigue	3	0	0
Shelving, DF 45"h Steel W/ 6 Shelves	6	18	108
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Shelving, SF 70"h Wood W/ 5 Shelves	2	14	28
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
Table, Café	1	65	65
Table, Work	2	120	240
Workstation, Children's Desk	2	80	160
Workstation, Circulation Book Return Desk	1	40	40
Workstation, Circulation Check-Out Desk	1	90	90
Workstation, Circulation Fines & Fees Desk	1	90	90
Workstation, Computer Technician's Counter	1	40	40
Workstation, Food Preparation Counter	1	50	50
Workstation, Preparation Counter	12	30	360
Workstation, Reference Desk	3	80	240
Workstation, Reference Office System	3	75	225



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	2	15	30
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	3	0	0
Cabinet, AV Equipment	2	15	30
Calculator	2	0	0
Camera, Digital	1	0	0
CD/Cassette Tape Player	9	0	0
Chair, Technology Workstation	32	0	0
Chair, Technology Workstation Task	28	0	0
Computer Monitor, 15" Flat Panel Plasma	22	0	0
Computer Server, Mini (CPU)	3	25	75
Computer Stand	1	20	20
Computer, OPAC Desktop	16	0	0
Computer, Public Desktop	36	0	0
Computer, Staff Desktop	12	0	0
Computer, Staff Portable	1	0	0
Computer, Staff W/Docking Station	3	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	2	50	100
Copier, Color Freestanding	1	50	50
Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	2	0	0
FAX Machine, Desktop	3	0	0
Fax Stand	1	20	20
Fire Extinguisher, Halon	1	0	0
Headphone, AV	11	0	0
Instructor's Station, Systems Furniture	1	100	100
Laser Pointer	1	0	0
Microphone, Lavalier	1	0	0
Microphone, Table	1	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	12	0	0
Printer, Ink-Jet (Color)	5	0	0
Printer, Laser (B&W)	12	0	0
Printer, Laser (Color)	3	0	0



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	3	0	0
Projection Screen, Motorized Ceiling	2	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	3	0	0
Projector, Data Portable	1	0	0
Rack, Computer / Communications Equipment	2	30	60
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Scanner, Flat	1	0	0
Security System Gates, Inventory Control	1	0	0
Self Check-Out Counter	1	30	30
Self Check-Out Machine	2	0	0
Server, Desktop / Rack Mount	1	0	0
Speakers, Pair Powered W/Amp	2	0	0
Stool, Technology Workstation	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	7	35	245
Technology Carrel	12	40	480
Technology Carrel	6	45	270
Technology Carrel	2	50	100
Technology Carrel	2	60	120
Technology Carrel, Adjustable (Manual) Height	4	45	180
Technology Counter	2	50	100
Technology Training Table, Computer Lab	10	50	500
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Answering Machine	1	0	0
Telephone Handset	13	0	0
Telephone Headset	2	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Tripod, Camera (35mm Or Digital)	1	0	0
TV Monitor, 20"	1	0	0
TV Monitor, 32"	1	0	0
TV Monitor, 60" Projection Large Screen	1	25	25



Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Video Cassette Player/Recorder	2	0	0



Division F&E and Shelving Cost Summary

LIBRARY DIVISION	DIVISION Cost	Percent of Total
AUDIO-VISUAL LIBRARY	\$12,465	1%
BROWSING	\$10,770	1%
CHILDREN'S LIBRARY	\$225,085	21%
CIRCULATION SERVICES	\$94,735	9%
ENVIRO. LEARNING CENTER	\$125,885	12%
FICTION COLLECTION	\$48,065	4%
GENERAL BUILDING SERVICES	\$30,500	3%
LIBRARY ENTRANCE	\$40,150	4%
LITERACY PROGRAM AND RESOURCE AREA	\$51,820	5%
NON-FICTION COLLECTION	\$116,170	11%
PERIODICALS COLLECTION	\$13,490	1%
REFERENCE SERVICES	\$284,760	26%
SPANISH LANGUAGE COLLECTION	\$7,185	1%
YOUNG ADULT SERVICES	\$20,190	2%
Total Furniture & Equipment Costs:	\$1,081,270	100%



Space F&E and Shelving Cost Summary

<u>LIBRARY DIVISION</u>	Space Cost	DIVISION Cost
Space Name		
<u>AUDIO-VISUAL LIBRARY</u>		<u>\$12,465</u>
AV Collection & Seating	\$12,465	
<u>BROWSING</u>		<u>\$10,770</u>
Friends' Book Sale Area	\$0	
New Book Display	\$10,770	
<u>CHILDREN'S LIBRARY</u>		<u>\$225,085</u>
Children's AV Collection & Seating	\$36,510	
Children's Collection & Seating	\$29,405	
Children's Desk	\$19,180	
Children's Entrance (Interior)	\$9,075	
Children's Librarian	\$10,900	
Children's New Book Display	\$400	
Children's On-line Public Access Catalog (OPAC)	\$15,840	
Children's Program Area	\$34,160	
Children's Reference Collection & Seating	\$23,725	
Children's Workroom	\$300	
Juvenile Collection & Seating	\$45,590	
<u>CIRCULATION SERVICES</u>		<u>\$94,735</u>
Branch Manager's Office	\$7,380	
Circulation Desk	\$87,355	
<u>ENVIRO. LEARNING CENTER</u>		<u>\$125,885</u>
ELC Custodial Closet	\$530	
ELC Program Specialist Office	\$12,020	
Environmental Learning Center Discovery Room	\$0	
Enviro. Learning Center Multi-Media Presen. Rm.	\$64,770	
Environmental Learning Center Activity Room	\$8,100	
Environmental Learning Center Director's Office	\$18,870	
Environmental Learning Center Ex. Prep Room	\$4,375	
Environmental Learning Center Exhibit Room	\$0	
Environmental Learning Center Storage Room	\$2,100	
Environmental Learning Center Workroom	\$15,120	
ZZ GENERIC REST ROOMS	\$0	



<u>LIBRARY DIVISION</u>	Space Cost	DIVISION Cost
Space Name		
<u>FICTION COLLECTION</u>		<u>\$48,065</u>
Fiction Collection & Seating	\$48,065	
<u>GENERAL BUILDING SERVICES</u>		<u>\$30,500</u>
Custodial Workroom	\$2,480	
Loading Dock	\$0	
Mechanical Equipment Room	\$0	
Regional Manager's Office	\$12,400	
Staff Entrance & Lobby	\$0	
Staff Lounge	\$15,320	
Unisex	\$300	
<u>LIBRARY ENTRANCE</u>		<u>\$40,150</u>
MEN'S PUBLIC RESTROOM	\$0	
Public Entrance & Lobby	\$40,150	
Women's Public Restroom	\$0	
<u>LITERACY PROGRAM AND RESOURCE AREA</u>		<u>\$51,820</u>
Family Literacy Program and Resource Area	\$32,050	
Literacy Lab	\$9,430	
Literacy Specialist	\$5,100	
Literacy Study Room A	\$2,920	
Literacy Study Room B	\$2,320	
<u>NON-FICTION COLLECTION</u>		<u>\$116,170</u>
Non-Fiction Collection & Seating	\$116,170	
<u>PERIODICALS COLLECTION</u>		<u>\$13,490</u>
Current Magazine & Newspaper Display & Seating	\$13,490	
<u>REFERENCE SERVICES</u>		<u>\$284,760</u>
Computer Lab/Training Room	\$111,145	
Computer/Telecommunications Room	\$52,870	
Copy Center	\$12,770	
Reference Collection & Seating	\$46,960	
Reference Desk	\$24,390	
Reference Workroom	\$36,625	
<u>SPANISH LANGUAGE COLLECTION</u>		<u>\$7,185</u>
Spanish Language Collection & Seating	\$7,185	



<u>LIBRARY DIVISION</u>	Space Cost	DIVISION Cost
Space Name		
<u>YOUNG ADULT SERVICES</u>		<u>\$20,190</u>
Young Adult Collection & Seating	\$20,190	
TOTAL FURNITURE & EQUIPMENT COSTS:		<u>\$1,081,270</u>



Space F&E and Shelving Cost Summary

<u>LIBRARY DIVISION</u>	Space Cost	DIVISION Cost
Space Name		
<u>BROWSING</u>		<u>\$10,770</u>
Friends' Book Sale Area	\$0	
New Book Display	\$10,770	
<hr/> TOTAL FURNITURE & EQUIPMENT COSTS:		<u>\$10,770</u>



Spatial Relationships

for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL LIBRARY

AV Collection & Seating

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby
Young Adult Collection & Seating

Away:

Non-Fiction Collection & Seating
Reference Collection & Seating

BROWSING

New Book Display

The New Book 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 AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's AV Collection & Seating

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

Children's Desk

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)

Children's Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's AV Collection & Seating

Children's On-line Public Access Catalog (OPAC)

Children's Rest Room

Children's Desk

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections, as well as the Children's Program Area. The Children's Rest Rooms are also supervised from the Children's Desk.

ADJACENT:

Children's Entrance (Interior)

Children's On-line Public Access Catalog (OPAC)

Children's Reference Collection & Seating

CLOSE:

Children's AV Collection & Seating

Children's Collection & Seating

Homework Center

Juvenile Collection & Seating

PROXIMITY:

Children's Program Area

Children's Rest Room

Children's Workroom



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

Children's AV Collection & Seating
Children's Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display
Public Entrance & Lobby

PROXIMITY:

Children's Rest Room

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Children's Librarian

The Children's Librarian office must be adjacent to the children's area. The children's librarian Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Children's Librarian Office without going through may back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Children's Area

CLOSE:

Reception & Waiting Area

PROXIMITY:

Staff Workroom
Staff Rest Rooms



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room

Children's Program Area

The Children's Program Area should be close to the Children's Collection and Seating Area and within sight of the Children's Desk.

ADJACENT: Children's Workroom

CLOSE:

Children's Collection & Seating
Children's Desk

PROXIMITY:

Children's Rest Room

Children's Reference Collection & Seating

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk for quick staff access. It should also be close to the Children's OPACs.

ADJACENT:

Children's Desk

CLOSE:

Children's On-line Public Access Catalog (OPAC)
Children's Workroom
Homework Center



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Workroom

The Children's Workroom should be adjacent to the Children's Program Area so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Program Area and prepare program materials. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:

Children's Program Area

CLOSE:

Children's Desk

Children's Reference Collection & Seating

PROXIMITY:

All other spaces in the Children's Library

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. It should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk

Children's Reference Collection & Seating

Homework Center



Division Name

Space Name

Description/Detail Data

CIRCULATION SERVICES

Branch Manager's Office

The Branch Manager's office must be adjacent to the Administrative Staff Office and the Circulation Desk. There should be a door from this office into the Circulation area which can be a secondary exit for the Manager. The Manager's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Branch Manager's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office
Circulation Desk

CLOSE:

Reception & Waiting Area\

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Circulation Desk

and the Copy Center. It should be close to the AV Collection and Seating, New Book Display Area, and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Staff Workroom

CLOSE:

AV Collection & Seating
Book Return Room
Children's Entrance (Interior)
Copy Center
New Book Display

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Non-Fiction Collection & Seating
Public Rest Rooms
Young Adult Collection & Seating



Division Name

Space Name

Description/Detail Data

ENVIRO. LEARNING CENTER

ELC Custodial Closet

The Workroom should be adjacent to the Loading Dock and in the proximity of the ELC Storage Room, and the Staff Preparation Room

ADJACENT:

Loading Dock

CLOSE:

Rest Rooms

PROXIMITY:

Staff Preparation Room

General ELC Storage Room

Staff Workroom

ELC Program Specialist Office

The ELC's Program Specialist office must be adjacent to the Administrative Staff Office. The Program Specialist Office should be close to the Director's Office and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Program Specialist Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office

CLOSE:

ELC's Directors Office

PROXIMITY:

Staff Workroom

Staff Rest Rooms

Environmental Learning Center Discovery Room

The Discovery Room should be close to the Children's Library, so that school classes, individuals and families have easy access to reading and audio-visual materials associated with the elements observed in the Center. Children, families and individuals will move between the Exhibit Room and the Discovery Room, and should be able to easily access the Reference and Circulation Desks, the Multi-Media Presentation Room, and the Children's Desk for access to OPAC terminals.



Division Name

Space Name

Description/Detail Data

ENVIRO. LEARNING CENTER

Enviro. Learning Center Multi-Media Presen. Rm.

The Multi-Media Presentation room should be adjacent to the Public Entrance and Lobby and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair & Table Storage Room. The Meeting Room should be nearby.

ADJACENT:

Public Entrance & Lobby

CLOSE:

AV, Chair & Table Storage Room

Kitchenette

Meeting Room

PROXIMITY:

Cusodial Sink & Supply Closet

Public Rest Rooms

Environmental Learning Center Activity Room

The Environmental Learning Center Activity Room should be adjacent to the ELC Workroom, close to the Exhibit preparation room, and within sight of the Children's Section.

ADJACENT:

ELC Workroom

CLOSE:

Exhibit Preparation Room

Children's Section

PROXIMITY:

Rest Room

Environmental Learning Center Director's Office

The ELC's Director's office must be adjacent to the Administrative Staff Office. The Director's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the ELC's Director's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office

CLOSE:

Reception & Waiting Area

PROXIMITY:

Staff Workroom

Staff Rest Rooms



Division Name

Space Name

Description/Detail Data

ENVIRO. LEARNING CENTER

Environmental Learning Center Ex. Prep Room

The Exhibit Preparation Room should be adjacent to the Exhibit Room. ELC staff in the Workroom should be able access the Exhibit Room without obstructions. The ELC staff in the Exhibit Preparation Room should be separate from the Exhibit Room and the public should not be able to see into the Exhibit Preparation Room.

ADJACENT:

Exhibit Room

CLOSE:

ELC offices

Environmental Learning Center Exhibit Room

The Exhibit Room should be close to the Children's Library, so that school classes, individuals and families have easy access to reading and audio-visual materials associated with the elements observed in the Center. Children, families and individuals will move between the Exhibit Room and the Discovery Room, and should be able to easily access the Reference and Circulation Desks, the Multi-Media Presentation Room, and the Children's Desk for access to OPAC terminals

Environmental Learning Center Storage Room

The space must be immediately adjacent to the Administrative Staff Office.

ADJACENT:

Administrative Staff Office

Environmental Learning Center Workroom

The ELC Workroom should be adjacent to the Activity Room and Program Specialist Office. ELC staff should be separate from the Desk and the public should not be able to see into the Workroom.

ADJACENT:

Activity Room

CLOSE:

Discovery Room
Exhibit Area

ZZ GENERIC REST ROOMS

The Staff Rest Rooms should be adjacent to the Staff offices but should not open into the public areas. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

ELC Workroom
Custodial Workroom



Division Name

Space Name

Description/Detail Data

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the 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.

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display

PROXIMITY:

On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk

GENERAL BUILDING SERVICES

Custodial Workroom

The Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room, and the Staff Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom
General Library Storage Room
Staff Lounge



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Loading Dock

The Loading Dock must be adjacent to the Custodial Workroom and it should be close to the General Library Storage Room.

ADJACENT:

Custodial Workroom

CLOSE:

General Library Storage Room
Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

AWAY:

Public Service Areas

Mechanical Equipment Room

This room has no adjacency requirements.

Regional Manager's Office

The Regional Manager's office must be adjacent to the Branch Manager's Office and the Circulation Desk. There should be a door from this office into the Workroom area which can be a secondary exit for the Regional Manager. The Regional Manager's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Regional Manager's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Branch Manager's Office
Circulation Desk

CLOSE:

Reception & Waiting Area

PROXIMITY

Staff Workroom
Staff Rest Rooms

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Lounge, Circulation Workroom, the General Library Storage Room, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

Circulation Workroom
General Library Storage Room
Staff Lounge
Staff Parking
Staff Rest Rooms



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Rooms which should not open directly into the lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Workroom and Circulation Workroom.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

Custodial Workroom

Unisex

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom

Custodial Workroom

LIBRARY ENTRANCE

MEN'S PUBLIC RESTROOM

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)

Public Entrance & Lobby

CLOSE:

Conference Room

Friends' Bookstore, Café, Coffee Shop & Gift Shop

Meeting Room

Circulation Desk

Custodial Sink & Supply Closet



Division Name

Space Name

Description/Detail Data

LIBRARY ENTRANCE

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Room, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

Circulation Desk
Conference Room
Kitchenette
Meeting Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center(Circulation Services)
New Book Display

PROXIMITY:

Branch Manager's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Reference Desk

AWAY:

Loading Dock and Other General Building Services

LITERACY PROGRAM AND RESOURCE AREA

Family Literacy Program and Resource Area

The Family Literacy Programming and Resource Area should be adjacent to the Children's Area and close to the entrance and lobby.

ADJACENT:

Children's Area

PROXIMITY:

Entrance and Lobby

Literacy Lab

The Literacy Lab should be adjacent to the Literacy Office, or volunteer's desk in the Literacy Collection and Seating Area. Staff inside the Workroom should be able to keep an eye on the volunteer's desk and collections.

ADJACENT:

Literacy Office
Volunteer's Desk

CLOSE:

Literacy Study/Tutoring Room(s)



Division Name

Space Name

Description/Detail Data

LITERACY PROGRAM AND RESOURCE AREA

Literacy Specialist

The Literacy Specialist Office should be adjacent to the Literacy Laboratory and Study Rooms.

ADJACENT:

Literacy Laboratory

PROXIMITY:

Literacy Study Rooms

Literacy Study Room A

The Literacy Study/Tutoring Room should be adjacent to the Literacy Office. The Literacy Study/Tutoring Room should be visible from Literacy Laboratory so that the staff can supervise the room, assist youth with literacy assignments and encourage them to use other library resources.

ADJACENT:

Literacy Office

PROXIMITY:

Literacy Laboratory

Literacy Study Room B

The Literacy Study/Tutoring Room should be adjacent to the Literacy Office. The Literacy Study/Tutoring Room should be visible from Literacy Laboratory so that the staff can supervise the room, assist youth with literacy assignments and encourage them to use other library resources.

ADJACENT:

Literacy Office

PROXIMITY:

Literacy Laboratory

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center

Fiction Collection & Seating

Reference Collection & Seating

AWAY:

Children's Library



Division Name

Space Name

Description/Detail Data

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Reference Services)
Reference Desk, or

Circulation Desk
Copy Center (Circulation Services)

REFERENCE SERVICES

Computer Lab/Training Room

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. Enough space must be provided to accommodate large groups entering and leaving the space, or waiting to enter the space. It should be located near the Public Entrance and Lobby to minimize traffic through the Reference Area. The ComputerLab/Training Room should be easily accessible from the YA Collection and Seating Area and to the Public Rest Rooms.

CLOSE:

Reference Desk

PROXIMITY:

Public Rest Rooms
Young Adult Collection & Seating

Computer/Telecommunications Room

This space must be located in a secure non-public area. It should stack vertically with other telecommunications rooms in a multi-story facility. Depending on the responsibilities of specific departments, it might require adjacency to Circulation or Reference. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

Copy Center

The Reference Services Copy Center should be close to the Reference Collection and Seating Area and to the Reference Desk. It should be highly visible and easily reached from the Reference Desk since staff will be required to provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Reference Desk

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center
On-line Public Access Catalog (OPAC)
Reference Workroom

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Library



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

Reference Desk

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The Desk should also be close to the Computer Lab/Training Room, the Non-fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating
Reference Workroom

CLOSE:

Computer Lab/Training Room
Copy Center (Reference Services)
Local History Collection & Seating
Non-Fiction Collection & Seating
Study/Tutoring Room (Reference Services)

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Children's Library

Reference Workroom

The Reference Workroom should be adjacent to the Reference Desk and Office. Reference staff in the Workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the Desk and the public should not be able to see into the Workroom

ADJACENT:

Reference Desk

CLOSE:

Reference Collection & Seating

SPANISH LANGUAGE COLLECTION

Spanish Language Collection & Seating

The Spanish Language Collection and Seating Area might be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. It might also be in proximity to the New Book Display Area and the AV Collection and Seating Area although in general there are no specific adjacency requirements.

PROXIMITY:

Circulation Desk
On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk



Division Name

Space Name

Description/Detail Data

YOUNG ADULT SERVICES

Young Adult Collection & Seating

The Young Adult Collection and Seating area should be adjacent to the Study/Tutoring Room in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials, and will be going back and forth between these two areas. This area should also be near the Circulation Desk and/or Reference Desk so that staff can supervise the area, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Room (Young Adult Services)

CLOSE:

AV Collection & Seating
Circulation Desk

PROXIMITY:

Reference Desk

AWAY:

Children's Entrance



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
AUDIO-VISUAL LIBRARY	370	2%
BROWSING	277	1%
CHILDREN'S LIBRARY	5,104	21%
CIRCULATION SERVICES	474	2%
ENVIRO. LEARNING CENTER	7,048	29%
FICTION COLLECTION	1,378	6%
GENERAL BUILDING SERVICES	540	2%
LIBRARY ENTRANCE	774	3%
LITERACY PROGRAM AND RESOURCE AREA	1,249	5%
NON-FICTION COLLECTION	2,976	12%
PERIODICALS COLLECTION	392	2%
REFERENCE SERVICES	3,240	13%
SPANISH LANGUAGE COLLECTION	236	1%
YOUNG ADULT SERVICES	440	2%
Net Assignable Square Footage:	24,498	100%
Non-Assignable Square Footage (@ 25% of Gross):	8,023	
Gross Square Footage:	32,521	



Library Space Sq. Ft. Summary with F & E and Shelving

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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AUDIO-VISUAL LIBRARY

370

AV COLLECTION & SEATING				370
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 693 Audio Book Cassette	5	12	60	
Audio Cassette "Spinner" W/ 4 Rotor Towers 252 Audio Cassette	1	70	70	
Compact Disc, CD-ROM & DVD Display Browser 225 Audio Cassette	1	24	24	
Compact Disc, CD-ROM & DVD Display Browser 72 CD-ROM	1	24	24	
Compact Disc, CD-ROM & DVD Display Browser 630 Audio Book CD (CD ROM)	2	24	48	
Compact Disc, CD-ROM & DVD Display Browser 360 DVD	1	24	24	
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 1,665 Video Cassette	6	20	120	

BROWSING

277

FRIENDS' BOOK SALE AREA				N/A
NEW BOOK DISPLAY				277
Chair, Reader's	2	0	0	
Chair, Technology Workstation	1	0	0	
Computer, OPAC Desktop	1	0	0	
Printer, Ink-Jet (B&W)	1	0	0	
Table, End	1	12	12	
Technology Carrel	1	35	35	
Waste Basket	1	0	0	
42" Aisle SF 58"H Bookstore Display Shelving 125 New Books (Face Out)	9	23	207	
42" Aisle SF 82"H Bookstore Display Shelving 125 New Books	1	23	23	

CHILDREN'S LIBRARY

5,104

CHILDREN'S AV COLLECTION & SEATING				406
Bench, Child's (3 Person)	1	14	14	
Book Truck	1	10	10	
CD/Cassette Tape Player	2	0	0	
Chair, Technology Workstation	6	0	0	



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S AV COLLECTION & SEATING				406	
Clock	1	0	0		
Computer, Public Desktop	1	0	0		
DVD Player	1	0	0		
Headphone, AV	11	0	0		
Printer, Laser (B&W)	4	0	0		
Projector, Ceiling Mounted	1	0	0		
Speakers, Pair Powered W/Amp	2	0	0		
Technology Carrel	2	40	80		
Technology Counter	2	50	100		
TV Monitor, 20"	1	0	0		
Video Cassette Player/Recorder	1	0	0		
Waste Basket	1	0	0		
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70		
108 Audio Cassette					
Compact Disc, CD-ROM & DVD Display Browser	1	24	24		
72 CD-ROM					
Compact Disc, CD-ROM & DVD Display Browser	1	24	24		
144 DVD					
Compact Disc, CD-ROM & DVD Display Browser	1	24	24		
216 Audio Compact Disc (CD)					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	3	20	60		
810 Video Cassette					
CHILDREN'S COLLECTION & SEATING				1,247	
Chair, Child's	24	0	0		
Chair, Lounge	6	20	120		
Chair, Rocking	1	20	20		
Printer, Ink-Jet (B&W)	2	0	0		
Puppet Tree	1	15	15		
Queuing Space (Per Person)	19	6	114		
Table, Children's	6	80	480		
Toy Bin	1	30	30		
Waste Basket	2	0	0		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	19	18	342		
6,653 Children's Picture Books					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	5	18	90		
1,690 Children's Easy Readers					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	12	24		
266 Children's Spanish Language					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12		
266 Children's Spanish Language Picture Books					
CHILDREN'S DESK				258	
Bar Code Reader, Hand-Held	1	0	0		
Book Truck	2	10	20		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S DESK				258	
Chair, Task	1	0	0		
Clock	1	0	0		
Computer, Staff Desktop	1	0	0		
Desk, Children's	1	70	70		
Printer, Laser (Color)	1	0	0		
Stool, Child's	2	0	0		
Telephone Headset	1	0	0		
Waste Basket	2	4	8		
Workstation, Children's Desk	2	80	160		
CHILDREN'S ENTRANCE (INTERIOR)				50	
Aquarium	1	50	50		
Art Print	1	0	0		
Bulletin Board	1	0	0		
Case, In-Wall Display	1	0	0		
Rack, Literature Display Handout	1	0	0		
Sign, Announcement	1	0	0		
CHILDREN'S LIBRARIAN				118	
Chair, Task	1	0	0		
Chair, Visitor's	2	15	30		
Clock	1	0	0		
Computer, Staff W/Docking Station	1	0	0		
Credenza	1	28	28		
Desk, Supervisor's	1	60	60		
CHILDREN'S NEW BOOK DISPLAY				70	
Book Display Bin	1	70	70		
CHILDREN'S ON-LINE PUBLIC ACCESS CATALOG (OPAC)				165	
Chair, Technology Workstation	4	0	0		
Computer, OPAC Desktop	4	0	0		
Printer, Laser (B&W)	2	0	0		
Technology Carrel	3	40	120		
Technology Carrel, Adjustable (Manual) Height	1	45	45		
Waste Basket	2	0	0		
CHILDREN'S PROGRAM AREA				1,006	
AV/Technology Equipment Cart, Large	1	15	15		
Cabinet, AV Equipment	1	15	15		
Cabinets, Above Counter (Lockable)	9	0	0		
Cabinets, Below Counter (Lockable)	6	0	0		
Camera, Digital	1	0	0		
CD/Cassette Tape Player	1	0	0		
Chair, Child's Stacking	50	5	250		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S PROGRAM AREA				1,006	
Children's Craft Counter	1	40	40		
Clock	1	0	0		
Dolly, Chair	1	15	15		
Dolly, Table	1	15	15		
DVD Player	1	0	0		
First Aid Kit	1	0	0		
Paper Cup Dispenser	1	0	0		
Paper Towel Dispenser	1	0	0		
Projection Screen, Wall Mounted	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Puppet Theater	1	65	65		
Puppet Tree	1	15	15		
Queuing Space (Per Person)	88	6	528		
Sign, Announcement	1	0	0		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Table, Meeting Room	5	0	0		
Toy Bin	1	30	30		
Tripod, Camera (35mm Or Digital)	1	0	0		
TV Monitor, 32"	1	0	0		
Video Cassette Player/Recorder	1	0	0		
Waste Basket	2	0	0		
Water Purifier, Under Counter	1	0	0		
White Board	1	0	0		
CHILDREN'S REFERENCE COLLECTION & SEATING				393	
Atlas Case, Child's	1	25	25		
Book Truck	2	10	20		
Chair, Juvenile	5	0	0		
Chair, Technology Workstation Task	4	0	0		
Clock	1	0	0		
Computer, OPAC Desktop	4	0	0		
Copier, B&W Freestanding	1	50	50		
Dictionary Table Top Stand	1	0	0		
File Cabinet, Vertical (Four Drawer)	2	14	28		
Table, Juvenile	2	85	170		
Technology Carrel	2	50	100		
Waste Basket	2	0	0		
CHILDREN'S WORKROOM				12	
36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelves	1	12	12		
9 Children's Back Issue Magazines					



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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JUVENILE COLLECTION & SEATING**1,379**

Chair, Juvenile	12	0	0
Chair, Technology Workstation	4	0	0
Computer, Public Desktop	4	0	0
Printer, Ink-Jet (Color)	4	0	0
Table, Juvenile	3	85	255
Technology Carrel	4	40	160
Waste Basket	2	0	0
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 15,278 Juvenile Non-Fiction	40	18	720
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 4,316 Juvenile Fiction	12	18	216
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 10 Children's Current Magazines	1	28	28

CIRCULATION SERVICES**474****BRANCH MANAGER'S OFFICE****120**

Bulletin Board	1	0	0
Calculator	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Credenza	1	25	25
Desk, Branch Manager's	1	65	65
FAX Machine, Desktop	1	0	0
Telephone Handset	1	0	0
Waste Basket	1	0	0

CIRCULATION DESK**354**

Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	2	0	0
Book Truck	2	10	20
Cash Register	1	0	0
Chair, Task	3	0	0
Clock	1	0	0
Computer, Staff Desktop	3	0	0
Mat, Anti-fatigue	3	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Self Check-Out Counter	1	30	30
Self Check-Out Machine	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Telephone Handset	4	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CIRCULATION DESK				354	
Waste Basket	3	0	0		
Workstation, Circulation Book Return Desk	1	40	40		
Workstation, Circulation Check-Out Desk	1	90	90		
Workstation, Circulation Fines & Fees Desk	1	90	90		
ENVIRO. LEARNING CENTER					7,048
ELC CUSTODIAL CLOSET				24	
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24		
Sink	1	0	0		
ELC PROGRAM SPECIALIST OFFICE				119	
Chair, Supervisor's	1	0	0		
Computer, Staff W/Docking Station	1	0	0		
Credenza	1	25	25		
Desk, Business Manager's	1	60	60		
File Cabinet, Vertical (Five Drawer)	1	14	14		
Printer Stand	1	20	20		
Printer, Ink-Jet (Color)	1	0	0		
Telephone, Portable/Wireless Headset	1	0	0		
Waste Basket	1	0	0		
ENVIRONMENTAL LEARNING CENTER DISCOVERY ROOM				1,260	
Queuing Space (Per Person)	210	6	1,260		
ENVIRO. LEARNING CENTER MULTI-MEDIA PRESEN. RM.				1,996	
Audio Teleconferencing System	1	0	0		
AV/Technology Equipment Cart, Large	1	15	15		
Cabinet, AV Equipment	1	15	15		
Chair, Meeting Room - Stacking	100	10	1,000		
Flip Chart With Stand	1	30	30		
Kitchen Unit	1	25	25		
Laser Pointer	1	0	0		
Lectern (w/ Space For A Portable Computer)	1	60	60		
Microphone, Lavalier	1	0	0		
Microphone, Table	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Data Portable	1	0	0		
Queuing Space (Per Person)	21	6	126		
Stage, Portable	1	440	440		
Table, Conference	1	260	260		
Table, Meeting Room	16	0	0		
Telephone, Portable/Wireless Handset	1	0	0		
TV Monitor, 60" Projection Large Screen	1	25	25		
Waste Basket	6	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ENVIRO. LEARNING CENTER MULTI-MEDIA PRESEN. RM.				1,996	
White Board	1	0	0		
ENVIRONMENTAL LEARNING CENTER ACTIVITY ROOM				450	
Cabinets, Above Counter	6	0	0		
Chair, Classroom With Tablet Arm	19	20	380		
Desk, Instructor's	1	70	70		
ENVIRONMENTAL LEARNING CENTER DIRECTOR'S OFFICE				179	
Bulletin Board	1	0	0		
Calculator	1	0	0		
Chair, Department Head's	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff W/Docking Station	1	0	0		
Credenza	1	30	30		
Desk, Branch Manager's	1	65	65		
FAX Machine, Desktop	1	0	0		
Fax Stand	1	20	20		
File Cabinet, Lateral (Five Drawer)	1	20	20		
Printer, Laser (Color)	1	0	0		
Scanner, Flat	1	0	0		
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14		
Telephone Answering Machine	1	0	0		
Waste Basket	1	0	0		
ENVIRONMENTAL LEARNING CENTER EX. PREP ROOM				328	
Chair, Task	2	0	0		
Flat File	1	40	40		
Queuing Space (Per Person)	6	6	36		
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12		
Table, Work	2	120	240		
Waste Basket	1	0	0		
ENVIRONMENTAL LEARNING CENTER EXHIBIT ROOM				2,100	
Queuing Space (Per Person)	350	6	2,100		
ENVIRONMENTAL LEARNING CENTER STORAGE ROOM				108	
Shelving, DF 45"h Steel W/ 6 Shelves	6	18	108		
ENVIRONMENTAL LEARNING CENTER WORKROOM				430	
Clock	1	0	0		
Desk, Mending	1	70	70		
Stool, Technology Workstation	1	0	0		
Waste Basket	1	0	0		
Workstation, Preparation Counter	12	30	360		
ZZ GENERIC REST ROOMS				54	
Hand Dryer	1	0	0		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****ZZ GENERIC REST ROOMS****54**

Mirror, With Shelf

1

0

0

Paper Towel Dispenser

1

0

0

Queuing Space (Per Person)

9

6

54

Stall

1

0

0

FICTION COLLECTION**1,378****FICTION COLLECTION & SEATING****1,378**

Chair, Lounge

2

35

70

Chair, Reader's

16

0

0

Chair, Technology Workstation

2

0

0

Computer, OPAC Desktop

2

0

0

Lamp, Table

2

0

0

Printer, Ink-Jet (B&W)

1

0

0

Stool, Kick-Step

2

0

0

Table, Reader's

2

80

160

Technology Carrel

2

40

80

Waste Basket

2

0

0

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

23

18

414

7,676 Fiction

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

6

12

72

960 Romance

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

3

12

36

479 Westerns

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

12

12

144

1,920 Mysteries

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

6

12

72

960 Science Fiction & Fantasy

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

10

12

120

1,577 Large Print

Paperback "Spinner" W/ 4 Rotor Towers

3

70

210

1,536 Paperbacks

GENERAL BUILDING SERVICES**540****CUSTODIAL WORKROOM****83**

Bulletin Board

1

0

0

Carpet Cleaning Machine

1

5

5

First Aid Kit

1

0

0

Garbage Bin, Interior

1

15

15

Ladder, Extension

1

0

0

Mop Bucket

1

4

4

Paper Towel Dispenser

1

0

0

Recycling Bin

1

15

15

Shelving, Industrial

2

15

30



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CUSTODIAL WORKROOM				83	
Sink, Mop	1	6	6		
Vacuum Cleaner, Dry Upright	1	8	8		
LOADING DOCK				N/A	
MECHANICAL EQUIPMENT ROOM				N/A	
REGIONAL MANAGER'S OFFICE				121	
Bulletin Board	1	0	0		
Chair, Department Head's	1	0	0		
Chair, Visitor's	2	0	0		
Clock	1	0	0		
Computer, Staff Portable	1	0	0		
Credenza	1	28	28		
Desk, Department Head's	1	65	65		
FAX Machine, Desktop	1	0	0		
File Cabinet, Vertical (Five Drawer)	1	14	14		
Printer, Ink-Jet (B&W)	1	0	0		
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14		
Telephone Headset	1	0	0		
Waste Basket	1	0	0		
STAFF ENTRANCE & LOBBY				N/A	
STAFF LOUNGE				336	
Bottled Water Dispenser	1	8	8		
Bulletin Board	2	0	0		
Cabinets, Above Counter	6	0	0		
Cabinets, Below Counter	6	0	0		
Chair, Café	4	0	0		
Chair, Staff Lounge	2	35	70		
Clock	1	0	0		
Coffee Maker/Urn	1	0	0		
Cutting Board, Kitchen	1	0	0		
Dishwasher	1	15	15		
Garbage Bin, Interior	1	15	15		
Locker	6	5	30		
Mail Boxes, Staff	1	30	30		
Microwave Oven	1	0	0		
Paper Cup Dispenser	1	0	0		
Paper Towel Dispenser	1	0	0		
Rack, Literature Display Handout	1	15	15		
Refrigerator	1	20	20		
Sink	1	18	18		
Soap Dispenser	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF LOUNGE				336	
Table, Café	1	65	65		
Telephone Handset	1	0	0		
Toaster Oven	1	0	0		
Workstation, Food Preparation Counter	1	50	50		
UNISEX				N/A	
Commode	1	0	0		
Hand Dryer	1	0	0		
Mirror	1	0	0		
Mirror, With Shelf	1	0	0		
Paper Towel Dispenser	1	0	0		
Sink And Counter	1	0	0		
Soap Dispenser	1	0	0		
Stall	1	0	0		
LIBRARY ENTRANCE					774
MEN'S PUBLIC RESTROOM				N/A	
Commode	3	0	0		
Hand Dryer	2	0	0		
Mirror, With Shelf	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	2	0	0		
Soap Dispenser	2	0	0		
Stall	3	0	0		
Urinal	3	0	0		
PUBLIC ENTRANCE & LOBBY				774	
Bench, Lobby (2 Person)	2	0	0		
Bulletin Board	1	0	0		
Case, In-Wall Display	2	0	0		
Directory	1	0	0		
Donor Recognition Wall	1	0	0		
Drinking Fountain	1	0	0		
Kiosk, Display	1	0	0		
Queuing Space (Per Person)	129	6	774		
Rack, Literature Display Handout	1	0	0		
Security System Gates, Inventory Control	1	0	0		
Telephones, Public Pay (2 Heights)	1	0	0		
Waste Basket	1	0	0		
WOMEN'S PUBLIC RESTROOM				N/A	
Commode	12	0	0		
Diaper Changing Counter	1	0	0		
Hand Dryer	1	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
Furniture and Equipment					
WOMEN'S PUBLIC RESTROOM					N/A
Mirror, With Shelf	1	0	0		
Sink And Counter	1	0	0		
Soap Dispenser	1	0	0		
Stall	12	0	0		
LITERACY PROGRAM AND RESOURCE AREA					1,249
FAMILY LITERACY PROGRAM AND RESOURCE AREA					930
Cabinets, Above Counter (Lockable)	10	0	0		
Chair, Child's	30	0	0		
Chair, Reader's	24	0	0		
Table, Children's	5	90	450		
Table, Reader's	6	80	480		
LITERACY LAB					132
CD/Cassette Tape Player	6	0	0		
Chair, Group Study	6	0	0		
Clock	1	0	0		
Literacy Tutoring Counter	3	40	120		
Queuing Space (Per Person)	2	6	12		
White Board	1	0	0		
LITERACY SPECIALIST					107
Bulletin Board	1	0	0		
Chair, Supervisor's	1	0	0		
Chair, Visitor's	1	15	15		
Desk, Business Manager's	1	60	60		
Queuing Space (Per Person)	3	6	18		
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14		
Telephone Handset	1	0	0		
Waste Basket	1	0	0		
LITERACY STUDY ROOM A					40
Chair, Group Study	1	0	0		
Literacy Tutoring Counter	1	40	40		
Waste Basket	1	0	0		
White Board	1	0	0		
LITERACY STUDY ROOM B					40
Chair, Group Study	1	0	0		
Literacy Tutoring Counter	1	40	40		
Waste Basket	1	0	0		
White Board	1	0	0		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****NON-FICTION COLLECTION****2,976****NON-FICTION COLLECTION & SEATING****2,976**

Carrel, Tutoring Wood	4	50	200
Chair, Reader's	4	0	0
Chair, Technology Workstation	6	0	0
Computer, OPAC Desktop	2	0	0
Computer, Public Desktop	4	0	0
Printer, Laser (B&W)	1	0	0
Stool, Kick-Step	1	0	0
Table, Reader's	1	100	100
Technology Carrel	6	35	210
Waste Basket	4	0	0
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 45,951 Non-Fiction	137	18	2,466

PERIODICALS COLLECTION**392****CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING****392**

Chair, Lounge	2	35	70
Chair, Reader's	4	0	0
Chair, Technology Workstation	1	0	0
Computer, OPAC Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Reader's	1	100	100
Technology Carrel	1	40	40
Waste Basket	2	0	0
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shlvs 120 Current Magazines	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 10 Current Newspapers	2	14	28

REFERENCE SERVICES**3,240****COMPUTER LAB/TRAINING ROOM****1,242**

Chair, Technology Workstation Task	22	0	0
Computer Monitor, 15" Flat Panel Plasma	22	0	0
Computer, Public Desktop	21	0	0
Computer, Staff Desktop	1	0	0
Instructor's Station, Systems Furniture	1	100	100
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Queuing Space (Per Person)	97	6	582



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
COMPUTER LAB/TRAINING ROOM				1,242	
Recycling Bin	1	15	15		
Technology Carrel, Adjustable (Manual) Height	1	45	45		
Technology Training Table, Computer Lab	10	50	500		
Telephone Handset	1	0	0		
Waste Basket	6	0	0		
White Board	1	0	0		
COMPUTER/TELECOMMUNICATIONS ROOM				335	
Bulletin Board	1	0	0		
Chair, Technology Workstation Task	2	0	0		
Computer Server, Mini (CPU)	3	25	75		
Computer Stand	1	20	20		
Console, Computer System	1	0	0		
Disc Drive (External)	1	0	0		
DSU/CSU Telecommunications Device	1	0	0		
Fire Extinguisher, Halon	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Printer, Pin / Tractor Feed W/ Stand	1	20	20		
Rack, Computer / Communications Equipment	2	30	60		
Router/Switch	1	0	0		
Safe, Data / Tape Carrier	1	0	0		
Server, Desktop / Rack Mount	1	0	0		
Storage Cabinet	2	18	36		
Supply Cabinet	1	18	18		
Tape Drive, External DAT / Cartridge Tape	1	0	0		
Telecommunications Backboard	2	28	56		
Telecommunications Equipment/Hub/ Multiplexer	1	0	0		
Telephone Handset	1	0	0		
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10		
Waste Basket	1	0	0		
White Board	1	0	0		
Workstation, Computer Technician's Counter	1	40	40		
COPY CENTER				115	
Change Machine (Bill & Coin)	1	15	15		
Clock	1	0	0		
Copier, B&W Freestanding	1	50	50		
Copier, Color Freestanding	1	50	50		
Waste Basket	1	0	0		
REFERENCE COLLECTION & SEATING				794	
Atlas Case	1	25	25		
Chair, Technology Workstation	6	0	0		
Computer, Public Desktop	6	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
REFERENCE COLLECTION & SEATING				794	
Dictionary Stand	1	10	10		
File Cabinet, Lateral (Four Drawer)	2	20	40		
Map Case	1	35	35		
Printer, Laser (B&W)	2	0	0		
Technology Carrel	6	45	270		
Technology Carrel, Adjustable (Manual) Height	2	45	90		
Waste Basket	4	0	0		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 390 Reference (Encyclopedias, Directories, Etc.)	4	18	72		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 2,940 Reference	14	18	252		
REFERENCE DESK				264	
Bar Code Reader, Hand-Held	2	0	0		
Chair, Task	3	0	0		
Computer, Staff Desktop	3	0	0		
Printer, Laser (B&W)	2	0	0		
Queuing Space (Per Person)	4	6	24		
Telephone Handset	3	0	0		
Waste Basket	2	0	0		
Workstation, Reference Desk	3	80	240		
REFERENCE WORKROOM				490	
Book Truck	9	10	90		
Bulletin Board	1	0	0		
Chair, Task	4	0	0		
Clock	1	0	0		
Computer, Staff Desktop	4	0	0		
File Cabinet, Lateral (Four Drawer)	2	20	40		
Printer, Ink-Jet (B&W)	3	0	0		
Recycling Bin	1	15	15		
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48		
Storage Cabinet	2	18	36		
Telephone Handset	1	0	0		
Waste Basket	4	0	0		
White Board	2	0	0		
Workstation, Reference Office System	3	75	225		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 65 Back Issue Magazines	2	18	36		
SPANISH LANGUAGE COLLECTION				236	
SPANISH LANGUAGE COLLECTION & SEATING				236	
Chair, Reader's	4	0	0		
Table, Reader's	1	80	80		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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SPANISH LANGUAGE COLLECTION & SEATING**236**

Waste Basket

1 0 0

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

13 12 156

2,048 Spanish Language

YOUNG ADULT SERVICES**440****YOUNG ADULT COLLECTION & SEATING****440**

Book Truck

1 10 10

Bulletin Board

1 0 0

Chair, Reader's

4 0 0

Chair, Technology Workstation

2 0 0

Computer, OPAC Desktop

2 0 0

Printer, Ink-Jet (B&W)

1 0 0

Table, Reader's

1 80 80

Technology Carrel

2 60 120

Waste Basket

2 0 0

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

18 12 216

3,066 Young Adult

44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves

1 14 14

5 Young Adult Current Magazines

Net Assignable Square Footage:**24,498**

Non-Assignable Square Footage (@ 25% of Gross):

8,023

Gross Square Footage:**32,521**

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be very close to the Young Adult Area since young adults are often attracted to AV materials. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library

Circulation Services

Library Entrance

Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
AV Collection & Seating		370
	TOTAL:	370



Functional Activity

Adult and young adult Library patrons will come to this area in search of AV materials to preview in the library or to checkout for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV Collection.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

Occupancy

READER SEATS : 0
TECHNOLOGY WORKSTATIONS: 10

Relationships

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby
Young Adult Collection & Seating

Away:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the worksurface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 693 Audio Book Cassette	5	12	60
Audio Cassette "Spinner" W/ 4 Rotor Towers 252 Audio Cassette	1	70	70
Compact Disc, CD-ROM & DVD Display Browser 225 Audio Cassette	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 72 CD-ROM	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 360 DVD	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 630 Audio Book CD (CD ROM)	2	24	48
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 1665 Video Cassette	6	20	120



Furniture & Equipment and Shelving Units

UNIT	UNIT EXTENDED	
QTY	Sq. Ft.	Sq. Ft.

Description of Furniture & Equipment Units



FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library

CLOSE:

Children's Library
Circulation Services
Library Entrance
Fiction Collection

PROXIMITY:

Spanish Language Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Friends' Book Sale Area		N/A
New Book Display		277
	TOTAL:	277



Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED
QTY Sq. Ft. Sq. Ft.

Description of Furniture & Equipment Units



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. This area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 2
TECHNOLOGY WORKSTATIONS: 1

Relationships

The New Book 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 AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The New Book Display Area will be accessible by means of a 36" aisle. The accessible aisle



requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

Signage



Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle SF 58"H Bookstore Display Shelving 125 New Books (Face Out)	9	23	207
42" Aisle SF 82"H Bookstore Display Shelving 125 New Books	1	23	23
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's	2	0	0
Chair, Technology Workstation	1	0	0
Computer, OPAC Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, End	1	12	12
Technology Carrel	1	35	35
Waste Basket	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's AV Collection & Seating	406
Children's Collection & Seating	1,247
Children's Desk	258
Children's Entrance (Interior)	50
Children's Librarian	118
Children's New Book Display	70
Children's On-line Public Access Catalog (OPAC)	165
Children's Program Area	1,006
Children's Reference Collection & Seating	393
Children's Workroom	12
Juvenile Collection & Seating	1,379
TOTAL:	5,104



Functional Activity

This space will house the audio-visual collections for children and juveniles. Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home or may be used in the library at viewing and listening stations.

Occupancy

CHILDREN'S READER SEATS: 0
CHILDREN'S TECHNOLOGY WORKSTATIONS: 6

Relationships

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

Children's Desk

PROXIMITY:

Children's On-Line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the



finished floor.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide X 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a very noisy area, thus an effort should be made to keep the noise generated in this space from spreading throughout the Children's Library. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parent to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation



Desk. Sight lines from the Children's Desk to the Children's Collection & Seating area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("AV Collections) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits" A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., Emergency Exit Only), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Audio Cassette "Spinner" W/ 4 Rotor Towers 108 Audio Cassette	1	70	70
Compact Disc, CD-ROM & DVD Display Browser 72 CD-ROM	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 144 DVD	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 216 Audio Compact Disc (CD)	1	24	24
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 810 Video Cassette	3	20	60

Description of Furniture & Equipment Units

Bench, Child's (3 Person)	1	14	14
Book Truck	1	10	10
CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	6	0	0
Clock	1	0	0
Computer, Public Desktop	1	0	0
DVD Player	1	0	0
Headphone, AV	11	0	0
Printer, Laser (B&W)	4	0	0
Projector, Ceiling Mounted	1	0	0
Speakers, Pair Powered W/Amp	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Technology Carrel	2	40	80
Technology Counter	2	50	100
TV Monitor, 20"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	0	0



Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

READER SEATS: 0
CHILDREN'S READER SEATS: 24
CHILDREN'S TECHNOLOGY WORKSTATIONS: 24

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's AV Collection & Seating
Children's On-line Public Access Catalog (OPAC)
Children's Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance



to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's Collection & Seating area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please do not Reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 6653 Children's Picture Books	19	18	342
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 1690 Children's Easy Readers	5	18	90
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 266 Children's Spanish Language	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 266 Children's Spanish Language Picture Books	1	12	12
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's	24	0	0
Chair, Lounge	6	20	120
Chair, Rocking	1	20	20



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Ink-Jet (B&W)	2	0	0
Puppet Tree	1	15	15
Queuing Space (Per Person)	19	6	114
Table, Children's	6	80	480
Toy Bin	1	30	30
Waste Basket	2	0	0



Functional Activity

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's 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. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2
PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections, as well as the Children's Program Area. The Children's Rest Rooms are also supervised from the Children's Desk.

ADJACENT:

Children's Entrance (Interior)
Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Homework Center
Juvenile Collection & Seating

PROXIMITY:

Children's Program Area
Children's Rest Room
Children's Workroom

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.



CEILING:
Acoustical tile

WALLS:
Paint (Latex semi-gloss recommended), Vinyl, Sisal or Fabric wall covering

FLOOR:
Anti-static carpet tile

COUNTERS:
Plastic laminate

Access

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface. The Children's Desk should be highlighted in order to attract children and parents to this service point. Lights in this area must not create a heat build up. Light controls for the Children's Library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance. This directional sign ("Children's Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bar Code Reader, Hand-Held	1	0	0
Book Truck	2	10	20



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Desk, Children's	1	70	70
Printer, Laser (Color)	1	0	0
Stool, Child's	2	0	0
Telephone Headset	1	0	0
Waste Basket	2	4	8
Workstation, Children's Desk	2	80	160



Functional Activity

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

Children's AV Collection & Seating
Children's Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display
Public Entrance & Lobby

PROXIMITY:

Children's Rest Room

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:

Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.



Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Children’s Desk and possibly the Circulation Desk. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children’s Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library’s entrance or lobby. This directional sign (“Children’s Library”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., “No Food or Drink”), changeable and permanent information signs (e.g., “Children’s Room Open at Noon”), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Aquarium	1	50	50
Art Print	1	0	0
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Rack, Literature Display Handout	1	0	0
Sign, Announcement	1	0	0



Functional Activity

The Children's Librarian Office is the primary staff service point for the Children's Library. The librarian will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk.

The Children's Librarian office should be designed in a scale appropriate for the needs of the children's librarian

Occupancy

STAFF WORKSTATION: 1

Relationships

The Children's Librarian office must be adjacent to the children's area. The children's librarian Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Children's Librarian Office without going through any back-of-house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Children's Area

CLOSE:

Reception & Waiting Area

PROXIMITY:

Staff Workroom

Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Children's Librarian office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering

w/acoustical

panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces;

Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Librarian Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable



intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide on standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Children's Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1 3/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	1	0	0
Chair, Visitor's	2	15	30



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Clock	1	0	0
Computer, Staff W/Docking Station	1	0	0
Credenza	1	28	28
Desk, Supervisor's	1	60	60



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Display Bin	1	70	70



Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get heavy use. The floor finishes must be stain repellent, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable



intervals not exceeding 200'.

A minimum of 5%, but no less than one, of all OPAC stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available"), and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation	4	0	0
Computer, OPAC Desktop	4	0	0
Printer, Laser (B&W)	2	0	0
Technology Carrel	3	40	120
Technology Carrel, Adjustable (Manual) Height	1	45	45
Waste Basket	2	0	0



Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programs and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S READER SEAT: 0
CHILDREN'S TECHNOLOGY WORKSTATIONS: 0
CHILDREN'S MEETING ROOM SEATS: 30

Relationships

The Children's Program Area should be close to the Children's Collection and Seating Area and within sight of the Children's Desk.

ADJACENT: Children's Workroom

CLOSE:
Children's Collection & Seating
Children's Desk

PROXIMITY:
Children's Rest Room

Flexibility

The area should be flexible, with a stage and theater- like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:
Acoustical tile

WALLS:
Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:
Anti-static carpet tile or Vinyl tile; Game Rug; Vinyl tile at sink and craft area



Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of stepped seating can not preclude universal access.

If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are



desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include 1/2" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter (Lockable)	9	0	0
Cabinets, Below Counter (Lockable)	6	0	0
Camera, Digital	1	0	0
CD/Cassette Tape Player	1	0	0
Chair, Child's Stacking	50	5	250
Children's Craft Counter	1	40	40
Clock	1	0	0
Dolly, Chair	1	15	15
Dolly, Table	1	15	15
DVD Player	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
First Aid Kit	1	0	0
Paper Cup Dispenser	1	0	0
Paper Towel Dispenser	1	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Puppet Theater	1	65	65
Puppet Tree	1	15	15
Queuing Space (Per Person)	88	6	528
Sign, Announcement	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
Table, Meeting Room	5	0	0
Toy Bin	1	30	30
Tripod, Camera (35mm Or Digital)	1	0	0
TV Monitor, 32"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	2	0	0
Water Purifier, Under Counter	1	0	0
White Board	1	0	0



Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. 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.

Occupancy

CHILDREN'S READER SEATS: 4
CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk for quick staff access. It should also be close to the Children's OPACs.

ADJACENT:

Children's Desk

CLOSE:

Children's On-line Public Access Catalog (OPAC)
Children's Workroom
Homework Center

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted);
Tile or vinyl around any water fountains

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.



A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage



Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Desk, Children's Collection and Seating Area, Juvenile Collection and Seating Area, and Children's OPAC Area. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Atlas Case, Child's	1	25	25
Book Truck	2	10	20
Chair, Juvenile	5	0	0
Chair, Technology Workstation Task	4	0	0
Clock	1	0	0
Computer, OPAC Desktop	4	0	0
Copier, B&W Freestanding	1	50	50
Dictionary Table Top Stand	1	0	0
File Cabinet, Vertical (Four Drawer)	2	14	28
Table, Juvenile	2	85	170
Technology Carrel	2	50	100
Waste Basket	2	0	0



Functional Activity

The Children's Workroom will provide workstations for the children's staff and multi-purpose work space for preparation of poster, children's craft sessions, making puppets, ect. The ideal layout for this workroom is to provide a counter for workstations around the perimeter of the workroom, preferably with sight lines into the library for supervision. A shared worktable or counter will provide additional work space and storage

Occupancy

STAFF WORKROOM WORKSTATIONS: 4

Relationships

The Children's Workroom should be adjacent to the Children's Program Area so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Program Area and prepare program materials. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:

Children's Program Area

CLOSE:

Children's Desk
Children's Reference Collection & Seating

PROXIMITY:

All other spaces in the Children's Library

Flexibility

Children's workrooms are sometimes remolded and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future. This would include, for example, installation of floor covering under any built-in cabinetry or casework.

Fenestration

Interior windows which allow viewing of the Children's Desk as well as other areas of the Children's Library, are required. Interior windows will require shades or roller blinds so patrons cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellent, dirt resistant, easy to clean and low maintenance since there will be occasional spills of children's craft preparation materials. The finishes in the workroom should be comfortable but durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; corner guards; White boards; Tackable surfaces.

FLOOR: Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Children's Workroom must be accessible by means of a 36" minimum aisle. The



accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pound of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning up after crafts projects, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and water pipes and drains must be properly insulated. If fixed storage cabinets, drawer, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Since the space is next to a noisy service area, standard acoustical dampening strategies must be utilized. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68 degrees to 72 degrees during heating and 72 degrees to 78 degrees during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Provide a minimum 30 to 40 foot candles of ambient light supplemented by task lighting of at least 50 foot candles at the workstations. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30"



wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the children's Workroom should be able to see the Children's Desk and as much of the Children's Library as possible. An emergency buzzer and/or intercom system between the workroom and the desk is required to alert staff to potential problems or the need for additional staff assistance.

Signage

Required signage includes a permanent room identification sign ("Children's Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelves 9 Children's Back Issue Magazines	1	12	12

Description of Furniture & Equipment Units



Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 16
CHILDREN'S TECHNOLOGY WORKSTATIONS: 4
CHILDREN'S MEETING ROOM SEATS: 0

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. It should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk
Children's Reference Collection & Seating
Homework Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellent, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the



furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 4316 Juvenile Fiction	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 15278 Juvenile Non-Fiction	40	18	720
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 10 Children's Current Magazines	1	28	28
<u>Description of Furniture & Equipment Units</u>			
Chair, Juvenile	12	0	0
Chair, Technology Workstation	4	0	0
Computer, Public Desktop	4	0	0
Printer, Ink-Jet (Color)	4	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Juvenile	3	85	255
Technology Carrel	4	40	160
Waste Basket	2	0	0



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
 Browsing
 Children's Library
 Reference Services
 Young Adult Services

PROXIMITY:

Administration
 Fiction Collection
 General Building Services
 Periodicals Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Branch Manager's Office		120
Circulation Desk		354
	TOTAL:	474



Functional Activity

The Branch Manager's Office is where the Libraries programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Branch Manager's Office will offer be used to welcome and meet with VIPs, including donors, government and library board officials, and corporate partners.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

The Branch Manager's office must be adjacent to the Administrative Staff Office and the Circulation Desk. There should be a door from this office into the Circulation area which can be a secondary exit for the Manager. The Manager's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Branch Manager's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office
Circulation Desk

CLOSE:

Reception & Waiting Area

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that his area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Branch Manager's office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or fabric wall covering w/acoustical panels
for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR: Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Branch Manager' office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increment of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no



more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum of 30 to 40 foot candles of ambient light with additional non-glare task lighting providing at least 50 foot candles over the workstation. Standard non-glare office lighting, such as deep-cel parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Branch Manager") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Calculator	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Credenza	1	25	25



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desk, Branch Manager's	1	65	65
FAX Machine, Desktop	1	0	0
Telephone Handset	1	0	0
Waste Basket	1	0	0



Functional Activity

The Circulation Desk is the first public 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 checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

TECHNOLOGY WORKSTATIONS: 1

PUBLIC SERVICE DESK WORKSTATIONS: 3

Relationships

and the Copy Center. It should be close to the AV Collection and Seating, New Book Display Area, and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Staff Workroom

CLOSE:

AV Collection & Seating
Book Return Room
Children's Entrance (Interior)
Copy Center
New Book Display

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Non-Fiction Collection & Seating
Public Rest Rooms
Young Adult Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable



windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage



Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	2	0	0
Book Truck	2	10	20
Cash Register	1	0	0
Chair, Task	3	0	0
Clock	1	0	0
Computer, Staff Desktop	3	0	0
Mat, Anti-fatigue	3	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	8	6	48
Self Check-Out Counter	1	30	30
Self Check-Out Machine	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Telephone Handset	4	0	0
Waste Basket	3	0	0
Workstation, Circulation Book Return Desk	1	40	40
Workstation, Circulation Check-Out Desk	1	90	90
Workstation, Circulation Fines & Fees Desk	1	90	90



FUNCTIONAL ACTIVITY

As a subject area, the Environmental Learning Center consists of a Special Collection, Discovery Room, Exhibit Area, Multi-Media presentation Room, Outdoor Amphitheater, and Rooftop Programming Area. The Environmental Learning Center should be easily accessible from the main entrance of the library, close to the Children's Library, so children do not have to traverse any part of the adult library to get to it, and close to the Circulation Desk for easy checkout. It should also be close to the elevator, for supervised access to the Rooftop Program Area.

Supervised groups of children visiting their co-located library from the nearby elementary school should have easy access between the Environmental Learning Center and the Children's Section, as should children visiting with family members. This will allow larger groups of children to be accommodated and relieve crowding at the Circulation Desk, as children will have the Environmental Learning Center as a place to visit while waiting for classmates or parents.

SPATIAL RELATIONSHIPS

The Environmental Learning Center should be easily accessible from the main entrance of the library, close to the Children's Library, so children do not have to traverse any part of the adult library to get to it, and close to the Circulation Desk for easy checkout. It should also be close to the elevator, for supervised access to the Rooftop Program Area.

Supervised groups of children visiting their co-located library from the nearby elementary school should have easy access between the Environmental Learning Center and the Children's Section, as should children visiting with family members. This will allow larger groups of children to be accommodated and relieve crowding at the Circulation Desk, as children will have the Environmental Learning Center as a place to visit while waiting for classmates or parents.

ADJACENT:

Children's Library

CLOSE:

Circulation Desk
Multi-Media Presentation Room
Elevator

PROXIMITY:

Outdoor Amphitheater
Rooftop Program Area
Reference Desk

AWAY:

Non-Fiction Collection
Young Adult Services



DIVISION SPACE SUMMARY	Sq. Ft.
ELC Custodial Closet	24
ELC Program Specialist Office	119
Environmental Learning Center Discovery Room	1,260
Enviro. Learning Center Multi-Media Presen. Rm.	1,996
Environmental Learning Center Activity Room	450
Environmental Learning Center Director's Office	179
Environmental Learning Center Ex. Prep Room	328
Environmental Learning Center Exhibit Room	2,100
Environmental Learning Center Storage Room	108
Environmental Learning Center Workroom	430
ZZ GENERIC REST ROOMS	54
TOTAL:	7,048



Functional Activity

This space will provide a shop for custodians to assist in the servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be a Custodial Sink.

Relationships

The Workroom should be adjacent to the Loading Dock and in the proximity of the ELC Storage Room, and the Staff Preparation Room

ADJACENT:

Loading Dock

CLOSE:

Rest Rooms

PROXIMITY:

Staff Preparation Room
General ELC Storage Room
Staff Workroom

Flexibility

it is not anticipated that this area would change purpose or require expansion

Fenestration

No Windows.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or Water resistant dry wall

FLOOR:

Sealed concrete, or Vinyl tile or sheet vinyl, with a floor drain

Access

of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pound of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and water pipes and drains must be properly insulated. If fixed storage cabinets, drawer, or lockers are provided, at least one of each type must comply.



Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. The Custodial Workroom should have negative ventilation to contain chemical fumes from spreading into the building, or separate exhaust system to keep fumes from entering the building's return air duct system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Sink	1	0	0



Functional Activity

The Environmental Learning Center Programs Specialist Office is where the ELC's programs and services are planned and evaluated. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The ELC's Program Specialist Office will often be used to welcome and meet with, donors, library officials, and corporate partners.

Occupancy

STAFF WORKSTATION: 1

Relationships

The ELC's Program Specialist office must be adjacent to the Administrative Staff Office. The Program Specialist Office should be close to the Director's Office and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Program Specialist Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office

CLOSE:

ELC's Directors Office

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

No windows required

Finishes

The Environmental Learning Center Program Specialist office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; vinyl or carpet cove base; Tackable surfaces;

Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Environmental Learning Center Program Specialist Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which service an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pound of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide on standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Environmental Learning Center Program Specialist" or "ELC Program Specialist") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Supervisor's	1	0	0
Computer, Staff W/Docking Station	1	0	0
Credenza	1	25	25
Desk, Business Manager's	1	60	60
File Cabinet, Vertical (Five Drawer)	1	14	14
Printer Stand	1	20	20
Printer, Ink-Jet (Color)	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Waste Basket	1	0	0



Functional Activity

The Environmental Learning Center Discovery Room is a special collection of living ecosystems models, non-living specimens, specialized maps and informational posters. Its is an area for children and adults to observe living specimens of plant, animal, reptile, and amphibian life in model ecosystems displays, connected with print information and reference instructions to pursue more information about observations.

Relationships

The Discovery Room should be close to the Children's Library, so that school classes, individuals and families have easy access to reading and audio-visual materials associated with the elements observed in the Center. Children, families and individuals will move between the Exhibit Room and the Discovery Room, and should be able to easily access the Reference and Circulation Desks, the Multi-Media Presentation Room, and the Children's Desk for access to OPAC terminals.

Flexibility

A potential expansion plan should provide opportunities for an expandable special collection of environmental materials to be housed adjacent to the Center and the Children's library.

Fenestration

Natural light is desirable in this space, but while it should be medium to high illumination, it should also be indirect. Window exposure is necessary for the Discover Room, but direct light should be avoided. Exterior windows should have high reflectivity and low emissivity, otherwise shading or other control devices might be necessary. Operable windows require lockable screens. Low level indirect natural lighting such as that provided by solar reflective tube lights should be used in the hallways, Exhibit Room, offices, Workroom, and Multi-Media presentation Room. Care should be taken to avoid glare near computer terminals or other illuminated displays or devices.

Finishes

Floor finishes should be stain-resistant, dirt repellent, durable, child-resistant and low or no maintenance. Finishes should be friendly, warm consistent with the natural outdoor world, with the use of natural and recycled materials preferred.

CEILING:

Acoustical tile

WALLS:

Vinyl or fabric with tackable acoustic panels for sound absorption; hanging track, vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); tile or vinyl around water fountains

Access

The Environmental Learning Center Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.



If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68 degrees and 72 degrees with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the ELC. Closed circuit video camera's and monitors should provide full coverage of public areas.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Environmental Learning Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the



latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Queuing Space (Per Person)	210	6	1,260



Functional Activity

The Multi-Presentation Room is an audio-visual and stage configuration for a multitude of programming activities for children, teen and adults, on environmental or related topics.

Occupancy

STAFF MEETING SEATS: 100

Relationships

The Multi-Media Presentation room should be adjacent to the Public Entrance and Lobby and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair & Table Storage Room. The Meeting Room should be nearby.

ADJACENT:

Public Entrance & Lobby

CLOSE:

AV, Chair & Table Storage Room
Kitchenette
Meeting Room

PROXIMITY:

Cusodial Sink & Supply Closet
Public Rest Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellent, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustic panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen.

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Multi-Media Presentation Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

The HAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68 degrees and 72 degrees when heating and 72 degrees to 78 degrees when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above a perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conference location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual



Presentation of videotape or DVD material in the Multi-Media Presentation Room may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the Tv distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room.

Security

This area will have assigned staff who are charged with its supervision. The conference Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-se slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
Chair, Meeting Room - Stacking	100	10	1,000
Flip Chart With Stand	1	30	30
Kitchen Unit	1	25	25
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Microphone, Lavalier	1	0	0
Microphone, Table	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Data Portable	1	0	0
Queuing Space (Per Person)	21	6	126
Stage, Portable	1	440	440
Table, Conference	1	260	260
Table, Meeting Room	16	0	0
Telephone, Portable/Wireless Handset	1	0	0
TV Monitor, 60" Projection Large Screen	1	25	25
Waste Basket	6	0	0
White Board	1	0	0



Functional Activity

This area will provide space for many different kinds of activities and programs including training, special programs, and arts and craft activities. Generally, all age groups, children to adult can use this room with ELC staff for making presentations, and attending workshops. At other times, tables will be set up for children and adults to participate in projects. Staff will work closely with children during activities and presentations.

Relationships

The Environmental Learning Center Activity Room should be adjacent to the ELC Workroom, close to the Exhibit preparation room, and within sight of the Children's Section.

ADJACENT:

ELC Workroom

CLOSE:

Exhibit Preparation Room
Children's Section

PROXIMITY:

Rest Room

Flexibility

This area should be flexible, with a stage and theater - like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the ELC.

Fenestration

Natural light is not required. Any windows in the room must be able to completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical Tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display;

Vinyl or

carpet cove base

FLOOR:

Anti-static carpet tile or Vinyl tile; vinyl tile at sink and craft area; Game rug

Access

The Environmental Learning Center Activity Room will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the



use of a stepped seating can not preclude universal access.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and water pipes and drains must be properly insulated. If fixed storage cabinets, drawer, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area and must be buffered from the rest of the ELC to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68 degrees and 72 degrees when heating and 72 degrees to 78 degrees when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall



6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Activity Room. See also Audio-Visual Space Detail.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Discovery Room, and Exhibit Room. This directional sign ("Activity Area" or "Activity Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and maximum occupancy load signs, and may include restriction signs (e.g, "Emergency Exit Only"), changeable and permanent information signs (e.g, "Activity Room Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Cabinets, Above Counter	6	0	0
Chair, Classroom With Tablet Arm	19	20	380
Desk, Instructor's	1	70	70



Functional Activity

The Environmental Learning Center Director's Office is where the ELC's programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The ELC's Director's Office will often be used to welcome and meet with VIPs, including donors, government and library board officials, and corporate partners.

Occupancy

Staff Work Station: 1

Relationships

The ELC's Director's office must be adjacent to the Administrative Staff Office. The Director's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the ELC's Director's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office

CLOSE:

Reception & Waiting Area

PROXIMITY:

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Environmental Learning Center Director's office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint(latex semi-gloss recommended); Vinyl or Fabric wall covering w/acoustical panels
for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Environmental Learning Center Director's Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, door, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide on standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Environmental Learning Center Director" or "ELC Director") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT EXTENDED Sq. Ft.	UNIT EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Calculator	1	0	0
Chair, Department Head's	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Visitor's	2	15	30
Computer, Staff W/Docking Station	1	0	0
Credenza	1	30	30
Desk, Branch Manager's	1	65	65
FAX Machine, Desktop	1	0	0
Fax Stand	1	20	20
File Cabinet, Lateral (Five Drawer)	1	20	20
Printer, Laser (Color)	1	0	0
Scanner, Flat	1	0	0
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14
Telephone Answering Machine	1	0	0
Waste Basket	1	0	0



Functional Activity

The ELC staff performs the back-of-house activities for the Exhibit Room. The ELC staff will conduct in-depth research, create handouts and poster, preview multimedia and software, read reviews and select materials for acquisition, examine new displays, review donated materials, and alter old displays in conjunction with the work shop which is the ctual construction of the displays and exhibits.

The workroom will consist primarily of work tables. These work tables should allow the staff a reasonable amount of space for the creation of displays and exhibits.

Occupancy

STAFF WORK TABLES: 2

Relationships

The Exhibit Preparation Room should be adjacent to the Exhibit Room. ELC staff in the Workroom should be able access the Exhibit Room without obstructions. The ELC staff in the Exhibit Preparation Room should be separate from the Exhibit Room and the public should not be able to see into the Exhibit Preparation Room.

ADJACENT:

Exhibit Room

CLOSE:

ELC offices

Flexibility

It is not anticipated that this room would change purpose or rquire expansion

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

The floor finishes must be stain repellant, dir resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable, but durable since this area will bet heavy use.

CEILING:

Acoustical tile

WALLS:

Glass windowPaint(latex semi-gloss recommended); Vinyl wall covering; Corner guards;White boards;Tackable suruces.

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhance backing (No carpet pad permitted); Vinyl or carpet cove base

Access

The Environmental Learning Center Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60"wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space



adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, door, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature to be controlled at 68 degrees and 72 degrees when heating and 72 degrees to 78 degrees when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the program area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide on standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; one standard quad communications outlet (two voice and two data) co-located with associated power as the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Exhibit Room. See also Audio-Visual Space Detail.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Discovery Room, and Exhibit Room. This directional sign ("Exhibit Preparation Area or "Prep Room") must be wall-mounted or ceiling



hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Exhibit Preparation Area") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and maximum occupancy load signs, and may include restriction signs (e.g, "Emergency Exit Only"), changeable and permanent information signs (e.g, "Activity Room Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	2	0	0
Flat File	1	40	40
Queuing Space (Per Person)	6	6	36
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12
Table, Work	2	120	240
Waste Basket	1	0	0



Functional Activity

The Exhibit Area Consist of static and dynamic, permanent and rotating displays, with accompanying information, and handouts on a wide variety of consumer, business and community-oriented environmental topics

Relationships

The Exhibit Room should be close to the Children's Library, so that school classes, individuals and families have easy access to reading and audio-visual materials associated with the elements observed in the Center. Children, families and individuals will move between the Exhibit Room and the Discovery Room, and should be able to easily access the Reference and Circulation Desks, the Multi-Media Presentation Room, and the Children's Desk for access to OPAC terminals

Flexibility

A potential expansion plan should provide opportunities for an expandable special collection of environmental materials to be housed adjacent to the Center and the Children's Library

Fenestration

Natural light is desirable in this space, but while it should be medium to high illumination, it should also be indirect. Window exposure is necessary for the Discover Room, but direct light should be avoided. Exterior windows should have high reflectivity and low emissivity, otherwise shading or other control devices might be necessary. Operable windows require lockable screens. Low level indirect natural lighting such as that provided by solar reflective tube lights should be used in the hallways, Exhibit Room, offices, Workroom, and Multi-Media presentation Room. Care should be taken to avoid glare near computer terminals or other illuminated displays or devices.

Finishes

Floor finishes should be stain-resistant, dirt repellent, durable, child-resistant and low or no maintenance. Finishes should be friendly, warm consistent with the natural outdoor world, with the use of natural and recycled materials preferred.

CEILING:

Acoustical tile

WALLS:

Vinyl or fabric with tackable acoustic panels for sound absorption; hanging track, vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); tile or vinyl around water fountains

Access

The Environmental Learning Center Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic



equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68 degrees and 72 degrees with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the ELC. Closed circuit video camera's and monitors should provide full coverage of public areas.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Environmental Learning Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to



the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Queuing Space (Per Person)	350	6	2,100



Functional Activity

This room provides space for storage of general office supplies and equipment for the administrative offices.

Relationships

The space must be immediately adjacent to the Administrative Staff Office.

ADJACENT:

Administrative Staff Office

Flexibility

It is not expected that this area would need to be expanded or remodeled

Fenestration

No windows required

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or Water resistant dry wall

FLOOR:

Sealed concrete, or Vinyl tile or sheet vinyl, with a floor drain

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, DF 45"h Steel W/ 6 Shelves	6	18	108



Functional Activity

The ELC staff performs the back-of-house activities for the ELC Division in the Center Workroom. The ELC staff will conduct in-depth research, create display exhibits, preview multimedia and software, select materials for acquisition, examine new ELC materials, review donated materials, and work on difficult or time-consuming ELC tasks.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy.

Relationships

The ELC Workroom should be adjacent to the Activity Room and Program Specialist Office. ELC staff should be separate from the Desk and the public should not be able to see into the Workroom.

ADJACENT:

Activity Room

CLOSE:

Discovery Room
Exhibit Area

Flexibility

ELC staff areas are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Natural light is desirable in this space, but while it should be medium to high illumination, it should also be indirect. Window exposure is necessary for the Discover Room, but direct light should be avoided. Exterior windows should have high reflectivity and low emissivity, otherwise shading or other control devices might be necessary. Operable windows require lockable screens. Low level indirect natural lighting such as that provided by solar reflective tube lights should be used in the hallways, Exhibit Room, offices, Workroom, and Multi-Media presentation Room. Care should be taken to avoid glare near computer terminals or other illuminated displays or devices.

Finishes

Floor finished should be stain-resistant, dirt repellent, durable, child-resistant and low or no maintenance. Finishes should be friendly, warm consistent with the natural outdoor world, with the use of natural and recycled materials preferred.

CEILING:

Acoustical tile

WALLS:

Vinyl or fabric with tackable acoustic panels for sound absorption; hanging track, vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); tile or vinyl around water fountains

Access

The Environmental Learning Center Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

If no other equivalent seating is available, a minimum of 5%, but no less than one table,



counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstruction higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100"

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68 degrees and 72 degrees with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the ELC. Closed circuit video camera's and monitors should provide full coverage of public areas.

Signage



Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Environmental Learning Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Clock	1	0	0
Desk, Mending	1	70	70
Stool, Technology Workstation	1	0	0
Waste Basket	1	0	0
Workstation, Preparation Counter	12	30	360



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff offices but should not open into the public areas. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

ELC Workroom

Custodial Workroom

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint.

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board.

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.



The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces

HVAC

Separate temperature control is required. Temperature to be controlled 68 degrees and 72 degrees when heating and 72 degrees to 78 degrees when colling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional reuqired signage includes a universal pictogram (white figures on a blue background) and the universal sybol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Staff, "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mouned signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	1	0	0
Queuing Space (Per Person)	9	6	54
Stall	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks

CLOSE:

Audio-Visual Library
Browsing
Circulation Services

PROXIMITY:

Library Entrance
Reference Services
Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection & Seating		1,378
	TOTAL:	1,378



Functional Activity

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

READER SEATS: 24
TECHNOLOGY WORKSTATIONS: 2

Relationships

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the 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.

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display

PROXIMITY:

On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower



levels of lighting are desirable.

Telecommunications

One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Fiction Collection will be supervised by the staff at the Circulation and Reference Desks. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 7676 Fiction	23	18	414
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1920 Mysteries	12	12	144
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 960 Romance	6	12	72
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 960 Science Fiction & Fantasy	6	12	72



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 479 Westerns	3	12	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1577 Large Print	10	12	120
Paperback "Spinner" W/ 4 Rotor Towers 1536 Paperbacks	3	70	210

Description of Furniture & Equipment Units

Chair, Lounge	2	35	70
Chair, Reader's	16	0	0
Chair, Technology Workstation	2	0	0
Computer, OPAC Desktop	2	0	0
Lamp, Table	2	0	0
Printer, Ink-Jet (B&W)	1	0	0
Stool, Kick-Step	2	0	0
Table, Reader's	2	80	160
Technology Carrel	2	40	80
Waste Basket	2	0	0



FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other support spaces such as the Friends' Book Storage and Workroom. The Division also provides space for shipping and receiving and a loading dock for the library.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY:

Circulation Workroom
Staff Spaces

AWAY:

Public Areas

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Workroom	83
Loading Dock	N/A
Mechanical Equipment Room	N/A
Regional Manager's Office	121
Staff Entrance & Lobby	N/A
Staff Lounge	336
Unisex	N/A
TOTAL:	540



Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be other Custodial Sink and Supply Closets in the library to store mops, vacuum cleaners, and other cleaning supplies and equipment.

Occupancy

STAFF WORKROOM WORKSTATION: 1

Relationships

The Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room, and the Staff Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom
General Library Storage Room
Staff Lounge

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or Water resistant dry wall

FLOOR:

Sealed concrete, or Vinyl tile or sheet vinyl, with a floor drain

Access

The Custodial Workroom must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply

Signage will meet requirements as outlined in the Signage Space Detail.



Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Carpet Cleaning Machine	1	5	5
First Aid Kit	1	0	0
Garbage Bin, Interior	1	15	15
Ladder, Extension	1	0	0
Mop Bucket	1	4	4
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Shelving, Industrial	2	15	30
Sink, Mop	1	6	6
Vacuum Cleaner, Dry Upright	1	8	8



Functional Activity

The Loading Dock is where the library will receive shipments of furniture and equipment, books and supplies, mail, and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof or verhang so that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to accommodate bulky equipment and furniture.

Relationships

The Loading Dock must be adjacent to the Custodial Workroom and it should be close to the General Library Storage Room.

ADJACENT:

Custodial Workroom

CLOSE:

General Library Storage Room
Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

AWAY:

Public Service Areas

Flexibility

It is not anticipated that this area would change purpose or require expansion

CEILING:

Exposed structure

WALLS:

Painted concrete or glazed and textured CMU with corner guards

FLOOR:

Sealed concrete

Access

The Loading Dock must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Since the loading dock doors will be opening frequently, the portion of this space which is inside (if any) will need a quick recovery heating and/or cooling unit in order to maintain the temperature at the desired level. Do not locate any air intake vents near this area because of vehicle exhaust fumes.

Illumination

The exterior will need to be well-lit to assist in theft/vandalism prevention. Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level,

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.



Security

Doors and pull-down door will need to be alarmed and should be as vandal-proof as possible.

Signage

Required signage includes a permanent identification sign ("Loading Dock or Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Service and Delivery vehicles Only."

Furniture & Equipment and Shelving Units

UNIT	UNIT EXTENDED
QTY	Sq. Ft. Sq. Ft.

Description of Furniture & Equipment Units



Functional Activity

This room is for the placement of the mechanical equipment which operates the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

Relationships

This room has no adjacency requirements.

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete or concrete block

FLOOR:

Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

UNIT	UNIT EXTENDED	
QTY	Sq. Ft.	Sq. Ft.

Description of Furniture & Equipment Units



Functional Activity

The Regional Manager's Office is where the regional Libraries programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Regional Manager's Office will often be used to welcome and meet with VIP's, including donors, government and library board officials, and corporate partners.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

The Regional Manager's office must be adjacent to the Branch Manager's Office and the Circulation Desk. There should be a door from this office into the Workroom area which can be a secondary exit for the Regional Manager. The Regional Manager's Office should be close to the Reception and Waiting Area and in the proximity of both the Staff Workroom and Rest Room.

Patrons and visitors should be able to access the Regional Manager's Office without going through any back of house spaces. It should be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Branch Manager's Office
Circulation Desk

CLOSE:

Reception & Waiting Area

PROXIMITY

Staff Workroom
Staff Rest Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Regional Manager's office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Regional Manager's Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Regional Manager") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT EXTENDED Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Clock	1	0	0
Computer, Staff Portable	1	0	0
Credenza	1	28	28
Desk, Department Head's	1	65	65
FAX Machine, Desktop	1	0	0
File Cabinet, Vertical (Five Drawer)	1	14	14
Printer, Ink-Jet (B&W)	1	0	0
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14
Telephone Headset	1	0	0
Waste Basket	1	0	0



Functional Activity

This is a separate staff only entrance to the library which is convenient to staff parking.

Relationships

The Staff Entrance must be close to the Staff Lounge, Circulation Workroom, the General Library Storage Room, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

- Circulation Workroom
- General Library Storage Room
- Staff Lounge
- Staff Parking
- Staff Rest Rooms

Flexibility

There will always need to be a separate staff entrance. It is not anticipated that this area would expand or change purpose.

Fenestration

There should be a small view window in the door so that staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss); White board; Tackable surface

FLOOR:

Vinyl tile or carpet tile: Foot cleaning mat

Access

A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader eat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68 degrees to 72 degrees when heating and 72 degrees to 78 degrees when cooling for energy savings

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This staff only entrance controlled by a mechanical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Required signage includes a permanent room identification sign ("Staff Entrance or Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Librarian Staff Only."

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED
	QTY	Sq. Ft. Sq. Ft.
<u>Description of Furniture & Equipment Units</u>		



Functional Activity

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

Relationships

The Staff Lounge should be adjacent to the Staff Rest Rooms which should not open directly into the lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Workroom and Circulation Workroom.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom
Custodial Workroom

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible from a 36" aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1/2" per 5" in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals no exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor.



Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The Staff Lounge can become somewhat noisy on during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings. Floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas require quite.

HVAC

Separate temperature control is required. Comfort level to be set at 68 to 72 when heating and 72 to 78 when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge or Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Bottled Water Dispenser	1	8	8
Bulletin Board	2	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Café	4	0	0
Chair, Staff Lounge	2	35	70



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Clock	1	0	0
Coffee Maker/Urn	1	0	0
Cutting Board, Kitchen	1	0	0
Dishwasher	1	15	15
Garbage Bin, Interior	1	15	15
Locker	6	5	30
Mail Boxes, Staff	1	30	30
Microwave Oven	1	0	0
Paper Cup Dispenser	1	0	0
Paper Towel Dispenser	1	0	0
Rack, Literature Display Handout	1	15	15
Refrigerator	1	20	20
Sink	1	18	18
Soap Dispenser	1	0	0
Table, Café	1	65	65
Telephone Handset	1	0	0
Toaster Oven	1	0	0
Workstation, Food Preparation Counter	1	50	50



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom
Custodial Workroom

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required

Finishes

Finishes must be durable, non-slip and low maintenance

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.



The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Comfort level to be set at 67 to 72 when heating and 72 to 78 when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Commode	1	0	0
Hand Dryer	1	0	0
Mirror	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Stall	1	0	0



FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library, and will also provide space for gathering outside of the Meeting Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection
Reference Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
MEN'S PUBLIC RESTROOM		N/A
Public Entrance & Lobby		774
Women's Public Restroom		N/A
TOTAL:		774



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet

Flexibility

Rather than expand the restrooms, additional restrooms would be added. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher



than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk may control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	3	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Stall	3	0	0
Urinal	3	0	0



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Room, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

- Circulation Desk
- Conference Room
- Kitchenette
- Meeting Room
- Friends' Bookstore, Café, Coffee Shop & Gift Shop

CLOSE:

- AV Collection & Seating
- Children's Entrance (Interior)
- Copy Center(Circulation Services)
- New Book Display

PROXIMITY:

- Branch Manager's Office
- Fiction Collection & Seating
- On-line Public Access Catalog (OPAC)
- Reference Desk

AWAY:

- Loading Dock and Other General Building Services

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellent, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

- Plaster or acoustical tile

WALLS:

- Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,



silk-screened, or fritted glass to library or exterior; Hanging track;
Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk.



The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bench, Lobby (2 Person)	2	0	0
Bulletin Board	1	0	0
Case, In-Wall Display	2	0	0
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
Kiosk, Display	1	0	0
Queuing Space (Per Person)	129	6	774
Rack, Literature Display Handout	1	0	0
Security System Gates, Inventory Control	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Waste Basket	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	12	0	0
Diaper Changing Counter	1	0	0
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0
Stall	12	0	0



LITERACY PROGRAM AND RESOURCE A 1,249 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Literacy Division is to house the Literacy program's staff, collections, meeting and tutoring areas, and administration. This area may be staffed by volunteers from the community. The individuals who use the services of the literacy center will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The Literacy Center, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance. The area should be removed from the busier areas of the library since noise can hamper testing or learning for individuals with a learning disability.

SPATIAL RELATIONSHIPS

This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library

DIVISION SPACE SUMMARY	Sq. Ft.
Family Literacy Program and Resource Area	930
Literacy Lab	132
Literacy Specialist	107
Literacy Study Room A	40
Literacy Study Room B	40
TOTAL:	1,249



Functional Activity

This space will be used for Family Literacy Programming. This space will allow adults and their children to come together and read educational material for literacy

Relationships

The Family Literacy Programming and Resource Area should be adjacent to the Children's Area and close to the entrance and lobby.

ADJACENT:

Children's Area

PROXIMITY:

Entrance and Lobby

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail: White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Family Literacy Program and Resource Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall



thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 when heating and 72 to 78 when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Family Literacy Program and Resource Area must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign (Literacy Program and Resource Area) wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Cabinets, Above Counter (Lockable)	10	0	0
Chair, Child's	30	0	0
Chair, Reader's	24	0	0
Table, Children's	5	90	450
Table, Reader's	6	80	480



Functional Activity

This space will provide workspace for the staff and volunteers of the Literacy Program.

Relationships

The Literacy Lab should be adjacent to the Literacy Office, or volunteer's desk in the Literacy Collection and Seating Area. Staff inside the Workroom should be able to keep an eye on the volunteer's desk and collections.

ADJACENT:

Literacy Office
Volunteer's Desk

CLOSE:

Literacy Study/Tutoring Room(s)

Flexibility

This area will not be expanded although it might need to be reorganized in the future. It is possible that the workroom may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. The finishes in the workroom should be comfortable, but durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guard; White boards; Tackable Surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or carpet cove base

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to



contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68 and 72 when heating and 72 to 78 when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data), wall-mounted at 15" above finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Literacy Lab") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
CD/Cassette Tape Player	6	0	0
Chair, Group Study	6	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Clock	1	0	0
Literacy Tutoring Counter	3	40	120
Queuing Space (Per Person)	2	6	12
White Board	1	0	0



Functional Activity

The Literacy Office is where the Literacy Specialist programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Literacy Specialist Office will often be used to welcome and meet with VIP's, including donors, tutors, and volunteers.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

The Literacy Specialist Office should be adjacent to the Literacy Laboratory and Study Rooms.

ADJACENT:

Literacy Laboratory

PROXIMITY:

Literacy Study Rooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Literacy Specialist office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Glass window; paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Vinyl or carpet cove base
Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Literacy Specialist Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration



including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68 and 72 with a relative humidity of 40-60% for human comfort.

Illumination

Minimum light level of 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard quad communications outlet (two voice and two data), wall-mounted at 15" above finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Literacy office or Literacy Specialist") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED
	QTY	Sq. Ft. Sq. Ft.
Bulletin Board	1	0 0
Chair, Supervisor's	1	0 0
Chair, Visitor's	1	15 15
Desk, Business Manager's	1	60 60
Queuing Space (Per Person)	3	6 18
Shelving, SF 84"h Wood W/ 6 Shelves	1	14 14
Telephone Handset	1	0 0
Waste Basket	1	0 0



Functional Activity

This room will serve as a quiet literacy study room for adults. It may also serve as a space for small group meetings, peer tutoring, a small multimedia viewing or listening room, Internet use, or a workroom for teens and adults to work on collaborative projects. The activity and noise level in this room may be high so acoustical treatment to contain the sound will be necessary.

The literacy Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Relationships

The Literacy Study/Tutoring Room should be adjacent to the Literacy Office. The Literacy Study/Tutoring Room should be visible from Literacy Laboratory so that the staff can supervise the room, assist youth with literacy assignments and encourage them to use other library resources.

ADJACENT:

Literacy Office

PROXIMITY:

Literacy Laboratory

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail: White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at



least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68 and 72 when heating and 72 to 78 when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data), wall-mounted at 15" above finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Literacy Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room



identification sign may include an "In Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	1	0	0
Literacy Tutoring Counter	1	40	40
Waste Basket	1	0	0
White Board	1	0	0



Functional Activity

This room will serve as a quiet literacy study room for adults. It may also serve as a space for small group meetings, peer tutoring, a small multimedia viewing or listening room, Internet use, or a workroom for teens and adults to work on collaborative projects. The activity and noise level in this room may be high so acoustical treatment to contain the sound will be necessary.

The literacy Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Relationships

The Literacy Study/Tutoring Room should be adjacent to the Literacy Office. The Literacy Study/Tutoring Room should be visible from Literacy Laboratory so that the staff can supervise the room, assist youth with literacy assignments and encourage them to use other library resources.

ADJACENT:

Literacy Office

PROXIMITY:

Literacy Laboratory

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail: White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at



least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68 and 72 when heating and 72 to 78 when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data), wall-mounted at 15" above finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternative are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Literacy Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room



identification sign may include an "In Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	1	0	0
Literacy Tutoring Counter	1	40	40
Waste Basket	1	0	0
White Board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		2,976
	TOTAL:	2,976



Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 4
TECHNOLOGY WORKSTATIONS: 6
MEETING ROOM SEATS: 0

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center
Fiction Collection & Seating
Reference Collection & Seating

AWAY:

Children's Library

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the



fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 45951 Non-Fiction	137	18	2,466



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Carrel, Tutoring Wood	4	50	200
Chair, Reader's	4	0	0
Chair, Technology Workstation	6	0	0
Computer, OPAC Desktop	2	0	0
Computer, Public Desktop	4	0	0
Printer, Laser (B&W)	1	0	0
Stool, Kick-Step	1	0	0
Table, Reader's	1	100	100
Technology Carrel	6	35	210
Waste Basket	4	0	0



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Space to house back issues is being dramatically impacted by advances in electronic access technologies. Historically, back issues were paper copies of older magazines and newspapers that were sometimes bound in hard covers. In the recent past, libraries began archiving back issues on microfilm to save space and binding costs. More recent advances are making full-text of the back issues available on CD-ROM or directly on-line. In general, technological advances have added, rather than replaced, formats since few institutions can afford to replace microfilm, and few discard the print copies which frequently have superior illustrations.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

PROXIMITY:

- Circulation Services
- Reference Services
- Copy Center

DIVISION SPACE SUMMARY		Sq. Ft.
Current Magazine & Newspaper Display & Seating		392
TOTAL:		392



Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 16
TECHNOLOGY WORKSTATIONS: 1
MEETING ROOM SEATS: 0

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Reference Services)
Reference Desk, or

Circulation Desk
Copy Center (Circulation Services)

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any



obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and



outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shlvs 120 Current Magazines	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 10 Current Newspapers	2	14	28
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	2	35	70
Chair, Reader's	4	0	0
Chair, Technology Workstation	1	0	0
Computer, OPAC Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Reader's	1	100	100
Technology Carrel	1	40	40
Waste Basket	2	0	0



FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Local History Collection
Non-Fiction Collection

PROXIMITY:

Circulation Services
Library Entrance
Periodicals Collection
Young Adult Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Computer Lab/Training Room	1,242
Computer/Telecommunications Room	335
Copy Center	115
Reference Collection & Seating	794
Reference Desk	264
Reference Workroom	490
TOTAL:	3,240



Functional Activity

The Computer Lab/Training Room will provide a space that will be set up permanently for computer use and 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 and for community groups. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems.

Occupancy

TECHNOLOGY WORKSTATIONS: 22
MEETING ROOM SEATS: 0
PUBLIC SERVICE DESK WORKSTATIONS: 0

Relationships

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. Enough space must be provided to accommodate large groups entering and leaving the space, or waiting to enter the space. It should be located near the Public Entrance and Lobby to minimize traffic through the Reference Area. The ComputerLab/Training Room should be easily accessible from the YA Collection and Seating Area and to the Public Rest Rooms.

CLOSE:

Reference Desk

PROXIMITY:

Public Rest Rooms
Young Adult Collection & Seating

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to insure high quality presentation.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; Vinyl w/ tackable acoustical panels for sound absorption; Chair rail; Multiple white boards or chalkboards with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Computer Lab/Training Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one technology training workstation will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This room will actually generate a fair amount of noise, because of the interchange between the students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Training Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be able to be dimmed so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and one single data drop (jack) for each computer-training seat. Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the network or server equipment location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Computer training is greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not advised. Large plasma screens (50" or larger) may be used in small rooms. A portable projector may be positioned on a mobile cart at the front of the room. An installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room. Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct images. Images may be displayed onto a projection screen at the front of the training room. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Security

Reference Desk staff will monitor the use of the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. It should have its own intrusion detection alarm system.

Signage

Required signage includes a well-lighted major area directional and identification sign, which can be seen from the Library's Entrance or Lobby. This directional sign ("Computer Lab/Training Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Required signage includes a permanent room identification sign ("Computer Lab/ Training Room") wall-mounted on the latch side of any door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Internet Classes on Saturday"), and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation Task	22	0	0
Computer Monitor, 15" Flat Panel Plasma	22	0	0
Computer, Public Desktop	21	0	0
Computer, Staff Desktop	1	0	0
Instructor's Station, Systems Furniture	1	100	100
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Queuing Space (Per Person)	97	6	582
Recycling Bin	1	15	15
Technology Carrel, Adjustable (Manual) Height	1	45	45
Technology Training Table, Computer Lab	10	50	500
Telephone Handset	1	0	0
Waste Basket	6	0	0
White Board	1	0	0



Functional Activity

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

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Relationships

This space must be located in a secure non-public area. It should stack vertically with other telecommunications rooms in a multi-story facility. Depending on the responsibilities of specific departments, it might require adjacency to Circulation or Reference. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No windows.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer Lab/Training Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with an individual thermostat. Temperature to be constant at 70 to 72 when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by



equipment. A Back-Up HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15' above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff will have access to the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Room - Staff Only") wall-mounted on the latch side of any door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Bulletin Board	1	0	0
Chair, Technology Workstation Task	2	0	0
Computer Server, Mini (CPU)	3	25	75
Computer Stand	1	20	20
Console, Computer System	1	0	0
Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Fire Extinguisher, Halon	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer / Communications Equipment	2	30	60
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	1	0	0
Storage Cabinet	2	18	36
Supply Cabinet	1	18	18
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Waste Basket	1	0	0
White Board	1	0	0
Workstation, Computer Technician's Counter	1	40	40



Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if it is open area and not an enclosed room. This room may require display and storage space for tax forms if they are provide in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Reference Services Copy Center should be close to the Reference Collection and Seating Area and to the Reference Desk. It should be highly visible and easily reached from the Reference Desk since staff will be required to provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Reference Desk

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellent, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (latex semi-gloss recommended); Vinyl, Sisal or
Fabric wall covering with acoustical panels for sound absorption;
Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial
anti-static carpet w/enhanced backing (No carpet pad permitted)

Access

The Copy Center must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of



acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of any door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Change Machine (Bill & Coin)	1	15	15
Clock	1	0	0
Copier, B&W Freestanding	1	50	50
Copier, Color Freestanding	1	50	50
Waste Basket	1	0	0



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 0
TECHNOLOGY WORKSTATIONS: 63

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:
Reference Desk

CLOSE:
Copy Center
On-line Public Access Catalog (OPAC)
Reference Workroom

PROXIMITY:
Non-Fiction Collection & Seating

AWAY:
Children's Library

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
Acoustical tile

WALLS:
Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum



aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network



connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 390 Reference (Encyclopedias, Directories, Etc.)	4	18	72
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 2940 Reference	14	18	252
<u>Description of Furniture & Equipment Units</u>			
Atlas Case	1	25	25
Chair, Technology Workstation	6	0	0
Computer, Public Desktop	6	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Dictionary Stand	1	10	10
File Cabinet, Lateral (Four Drawer)	2	20	40
Map Case	1	35	35
Printer, Laser (B&W)	2	0	0
Technology Carrel	6	45	270
Technology Carrel, Adjustable (Manual) Height	2	45	90
Waste Basket	4	0	0



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Relationships

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The Desk should also be close to the Computer Lab/Training Room, the Non-fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating
Reference Workroom

CLOSE:

Computer Lab/Training Room
Copy Center (Reference Services)
Local History Collection & Seating
Non-Fiction Collection & Seating
Study/Tutoring Room (Reference Services)

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile



WALLS: Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering
FLOOR: Anti-static carpet tile

Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections and potentially for the Local History and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, Hand-Held	2	0	0
Chair, Task	3	0	0
Computer, Staff Desktop	3	0	0
Printer, Laser (B&W)	2	0	0
Queuing Space (Per Person)	4	6	24
Telephone Handset	3	0	0
Waste Basket	2	0	0
Workstation, Reference Desk	3	80	240



Functional Activity

The Reference staff performs the back-of-house activities for the Reference Division in the Reference Workroom. The reference staff will conduct in-depth research, create handouts and bibliographies, preview multimedia and software, author web pages, write columns, read reviews and select materials for acquisition, examine new reference non-fiction materials, review donated materials, and work on difficult or time-consuming reference questions.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany staff into the area for an in-depth reference interview.

Occupancy

STAFF WORKROOM WORKSTATIONS: 4

Relationships

The Reference Workroom should be adjacent to the Reference Desk and Office. Reference staff in the Workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the Desk and the public should not be able to see into the Workroom

ADJACENT:

Reference Desk

CLOSE:

Reference Collection & Seating

Flexibility

Reference staff areas are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Interior windows, which allow supervision of the Reference Desk and Reference Area, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable, but durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl or carpet cove base

Access

The Reference Workroom will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5" in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be a staff work area next to a fairly noisy public service area, it should be acoustically isolated from the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the workroom should be able to view the Reference Desk so that they can provide assistance at the desk when needed.

Signage

Required signage includes a permanent room identification sign ("Reference Workroom" or "Staff Only") wall-mounted on the latch side of any door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	2	18	36
65 Back Issue Magazines			
<u>Description of Furniture & Equipment Units</u>			
Book Truck	9	10	90
Bulletin Board	1	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40
Printer, Ink-Jet (B&W)	3	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
Storage Cabinet	2	18	36
Telephone Handset	1	0	0
Waste Basket	4	0	0
White Board	2	0	0
Workstation, Reference Office System	3	75	225



FUNCTIONAL ACTIVITY

The primary function of this division is to house the Spanish Language Collection

SPATIAL RELATIONSHIPS

The Spanish Language Collection should be easily accessible from the main entrance of the library. Patrons enter the Spanish Language Collection Area after passing through the security gates and/or the New Book Display Area. Many library patrons use this collection exclusively and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:

Circulation Services

PROXIMITY:

Browsing
Library Entrance

DIVISION SPACE SUMMARY		Sq. Ft.
Spanish Language Collection & Seating		236
	TOTAL:	236



Functional Activity

Patrons will enter this space to browse or look for specific authors or subjects, and then sometimes sit down to read the book jacket or the first few pages to see if they are interested in the book. This space may also house Spanish Language audio-visual materials.

Occupancy

READER SEATS: 4
TECHNOLOGY WORKSTATIONS: 0

Relationships

The Spanish Language Collection and Seating Area might be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. It might also be in proximity to the New Book Display Area and the AV Collection and Seating Area although in general there are no specific adjacency requirements.

PROXIMITY:

Circulation Desk
On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Spanish Language Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular



to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30"



wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Spanish Language Collection will be supervised from the Circulation Desk and/or the Reference Desk. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs (Spanish Language Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Novellas." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 2048 Spanish Language	13	12	156
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's	4	0	0
Table, Reader's	1	80	80
Waste Basket	1	0	0



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Audio-Visual Library

PROXIMITY:

Circulation Services

Reference Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Young Adult Collection & Seating		440
	TOTAL:	440



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc). This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 4
TECHNOLOGY WORKSTATIONS: 2

Relationships

The Young Adult Collection and Seating area should be adjacent to the Study/Tutoring Room in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials, and will be going back and forth between these two areas. This area should also be near the Circulation Desk and/or Reference Desk so that staff can supervise the area, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Room (Young Adult Services)

CLOSE:

AV Collection & Seating
Circulation Desk

PROXIMITY:

Reference Desk

AWAY:

Children's Entrance

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor



around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted



at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/ or Reference Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3066 Young Adult	18	12	216
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 5 Young Adult Current Magazines	1	14	14
<u>Description of Furniture & Equipment Units</u>			
Book Truck	1	10	10
Bulletin Board	1	0	0
Chair, Reader's	4	0	0
Chair, Technology Workstation	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer, OPAC Desktop	2	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Reader's	1	80	80
Technology Carrel	2	60	120
Waste Basket	2	0	0



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Aquarium	1	50	50
Art Print	1	0	0
Atlas Case	1	25	25
Atlas Case, Child's	1	25	25
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	2	15	30
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	3	0	0
Bench, Child's (3 Person)	1	14	14
Bench, Lobby (2 Person)	2	0	0
Book Bin, Depressible	2	0	0
Book Display Bin	1	70	70
Book Truck	17	10	170
Bottled Water Dispenser	1	8	8
Bulletin Board	12	0	0
Cabinet, AV Equipment	2	15	30
Cabinets, Above Counter	12	0	0
Cabinets, Above Counter (Lockable)	19	0	0
Cabinets, Below Counter	6	0	0
Cabinets, Below Counter (Lockable)	6	0	0
Calculator	2	0	0
Camera, Digital	1	0	0
Carpet Cleaning Machine	1	5	5
Carrel, Tutoring Wood	4	50	200
Case, In-Wall Display	3	0	0
Cash Register	1	0	0
CD/Cassette Tape Player	9	0	0
Chair, Café	4	0	0
Chair, Child's	54	0	0
Chair, Child's Stacking	50	5	250
Chair, Classroom With Tablet Arm	19	20	380
Chair, Department Head's	3	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Chair, Group Study	8	0	0
Chair, Juvenile	17	0	0
Chair, Lounge	6	20	120
Chair, Lounge	4	35	140
Chair, Meeting Room - Stacking	100	10	1,000
Chair, Reader's	58	0	0
Chair, Rocking	1	20	20
Chair, Staff Lounge	2	35	70
Chair, Supervisor's	2	0	0
Chair, Task	14	0	0
Chair, Technology Workstation	32	0	0
Chair, Technology Workstation Task	28	0	0
Chair, Visitor's	2	0	0
Chair, Visitor's	7	15	105
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	40	40
Clock	13	0	0
Coffee Maker/Urn	1	0	0
Commode	16	0	0
Computer Monitor, 15" Flat Panel Plasma	22	0	0
Computer Server, Mini (CPU)	3	25	75
Computer Stand	1	20	20
Computer, OPAC Desktop	16	0	0
Computer, Public Desktop	36	0	0
Computer, Staff Desktop	12	0	0
Computer, Staff Portable	1	0	0
Computer, Staff W/Docking Station	3	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	2	50	100
Copier, Color Freestanding	1	50	50
Credenza	2	25	50
Credenza	2	28	56
Credenza	1	30	30
Cutting Board, Kitchen	1	0	0
Desk, Branch Manager's	2	65	130



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Desk, Business Manager's	2	60	120
Desk, Children's	1	70	70
Desk, Department Head's	1	65	65
Desk, Instructor's	1	70	70
Desk, Mending	1	70	70
Desk, Supervisor's	1	60	60
Diaper Changing Counter	1	0	0
Dictionary Stand	1	10	10
Dictionary Table Top Stand	1	0	0
Directory	1	0	0
Disc Drive (External)	1	0	0
Dishwasher	1	15	15
Dolly, Chair	1	15	15
Dolly, Table	1	15	15
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	2	0	0
FAX Machine, Desktop	3	0	0
Fax Stand	1	20	20
File Cabinet, Lateral (Five Drawer)	1	20	20
File Cabinet, Lateral (Four Drawer)	4	20	80
File Cabinet, Vertical (Five Drawer)	2	14	28
File Cabinet, Vertical (Four Drawer)	2	14	28
Fire Extinguisher, Halon	1	0	0
First Aid Kit	2	0	0
Flat File	1	40	40
Flip Chart With Stand	1	30	30
Garbage Bin, Interior	2	15	30
Hand Dryer	5	0	0
Headphone, AV	11	0	0
Instructor's Station, Systems Furniture	1	100	100
Kiosk, Display	1	0	0
Kitchen Unit	1	25	25
Ladder, Extension	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Lamp, Table	2	0	0
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Literacy Tutoring Counter	5	40	200
Locker	6	5	30
Mail Boxes, Staff	1	30	30
Map Case	1	35	35
Mat, Anti-fatigue	3	0	0
Microphone, Lavalier	1	0	0
Microphone, Table	1	0	0
Microwave Oven	1	0	0
Mirror	1	0	0
Mirror, With Shelf	5	0	0
Mop Bucket	1	4	4
Paper Cup Dispenser	2	0	0
Paper Towel Dispenser	7	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	12	0	0
Printer, Ink-Jet (Color)	5	0	0
Printer, Laser (B&W)	12	0	0
Printer, Laser (Color)	3	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	3	0	0
Projection Screen, Motorized Ceiling	2	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	3	0	0
Projector, Data Portable	1	0	0
Puppet Theater	1	65	65
Puppet Tree	2	15	30
Queuing Space (Per Person)	946	6	5,676
Rack, Computer / Communications Equipment	2	30	60
Rack, Literature Display Handout	2	0	0
Rack, Literature Display Handout	1	15	15
Recycling Bin	3	15	45
Refrigerator	1	20	20



Furniture and Equipment**UNIT UNIT EXTENDED**
QTY Sq. Ft. Sq. Ft.**Inventory Items:**

Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Scanner, Flat	1	0	0
Security System Gates, Inventory Control	1	0	0
Self Check-Out Counter	1	30	30
Self Check-Out Machine	2	0	0
Server, Desktop / Rack Mount	1	0	0
Shelving, DF 45"h Steel W/ 6 Shelves	6	18	108
Shelving, Industrial	2	15	30
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Shelving, SF 70"h Wood W/ 5 Shelves	2	14	28
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves	5	12	60
Sign, Announcement	2	0	0
Sink	1	0	0
Sink	2	18	36
Sink And Counter	4	0	0
Sink, Mop	1	6	6
Soap Dispenser	6	0	0
Speakers, Pair Powered W/Amp	2	0	0
Stage, Portable	1	440	440
Stall	17	0	0
Stool, Child's	2	0	0
Stool, Kick-Step	3	0	0
Stool, Technology Workstation	1	0	0
Storage Cabinet	4	18	72
Supply Cabinet	1	18	18
Table, Café	1	65	65
Table, Children's	6	80	480
Table, Children's	5	90	450
Table, Conference	1	260	260
Table, End	1	12	12
Table, Juvenile	5	85	425
Table, Meeting Room	21	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Table, Reader's	10	80	800
Table, Reader's	2	100	200
Table, Work	2	120	240
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	7	35	245
Technology Carrel	12	40	480
Technology Carrel	6	45	270
Technology Carrel	2	50	100
Technology Carrel	2	60	120
Technology Carrel, Adjustable (Manual) Height	4	45	180
Technology Counter	2	50	100
Technology Training Table, Computer Lab	10	50	500
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Answering Machine	1	0	0
Telephone Handset	13	0	0
Telephone Headset	2	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Toaster Oven	1	0	0
Toy Bin	2	30	60
Tripod, Camera (35mm Or Digital)	1	0	0
TV Monitor, 20"	1	0	0
TV Monitor, 32"	1	0	0
TV Monitor, 60" Projection Large Screen	1	25	25
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Urinal	3	0	0
Vacuum Cleaner, Dry Upright	1	8	8
Video Cassette Player/Recorder	2	0	0
Waste Basket	60	0	0
Waste Basket	2	4	8
Water Purifier, Under Counter	1	0	0
White Board	9	0	0
Workstation, Children's Desk	2	80	160



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Workstation, Circulation Book Return Desk	1	40	40
Workstation, Circulation Check-Out Desk	1	90	90
Workstation, Circulation Fines & Fees Desk	1	90	90
Workstation, Computer Technician's Counter	1	40	40
Workstation, Food Preparation Counter	1	50	50
Workstation, Preparation Counter	12	30	360
Workstation, Reference Desk	3	80	240
Workstation, Reference Office System	3	75	225

Inventory Sub-Total: **17,790**

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	28	18	504
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	52	18	936
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	16	18	288
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	160	18	2,880
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	23	12	276
36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelves	1	12	12
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	50	12	600
42" Aisle SF 58"H Bookstore Display Shelving	9	23	207
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves	1	28	28
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shlvs	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	3	14	42
Audio Cassette "Spinner" W/ 4 Rotor Towers	2	70	140
Compact Disc, CD-ROM & DVD Display Browser	8	24	192
Paperback "Spinner" W/ 4 Rotor Towers	3	70	210
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	9	20	180

Shelving Sub-Total: **6,708**

Total Net Assignable SqFt for Furniture and Equipment: **24,498**

