

**City of National City
National City Public Library**

**Appendix 5: Library Building
Program**

**Submitted in partial fulfillment of
the California Reading and Literacy
Improvement and Public Library
Construction and Renovation Bond
Act of 2000**

June 14, 2002

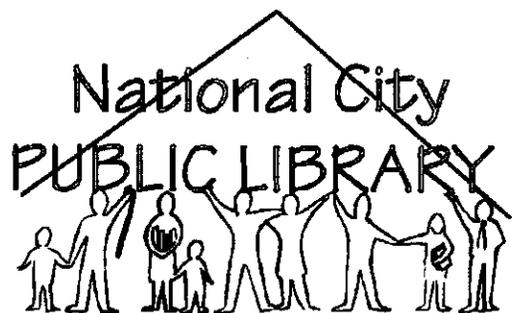


TABLE OF CONTENTS

1. Overview and Introduction	1-1
2. General Requirements of the Library Building	2-1
2.1 Occupancy by staff and patrons	
2.2 Type and size of collections	
2.3 Flexibility and expandability	
2.4 Staff efficiency	
2.5 Energy efficiency	
2.6 Fenestration	
2.7 Space finishes	
2.8 Access for the disabled	
2.9 Acoustics	
2.10 Environmental conditions (HVAC)	
2.11 Illumination	
2.12 Power and data communication requirements	
2.13 Security Systems	
2.14 Signs	
2.15 Audio-visual systems	
2.16 Visual supervision	
2.17 Master list of furniture and equipment	
3. Spatial Relationships	
3.1 Spatial Relationships for all Library Divisions	3-1
4. Facility Space Requirements	
4.1 Library Division Sq. Ft. Summary	4-1
4.2 Library Space Sq. Ft. Summary	4-2
5. Space Descriptions	
5.1 The Library's Divisions & Spaces	5-0
5.1.1 Administration	5-1
5.1.1.1 Assistant Library Director's Office	5-2
5.1.1.2 File & Copy Room	5-5
5.1.1.3 Library Director's Office	5-7
5.1.1.4 Reception & Waiting Area	5-10
5.1.2 Audio-Visual Library	5-13
5.1.2.1 AV Collection & Seating	5-14
5.1.3 Browsing	5-18
5.1.3.1 New Fiction Browsing Area	5-19
5.1.4 Children's Library	5-22
5.1.4.1 Children's AV Collection & Seating	5-24
5.1.4.2 Children's Collection & Seating	5-27
5.1.4.3 Children's Desk	5-31
5.1.4.4 Children's Entrance (Interior)	5-34
5.1.4.5 Children's On-line Public Access Catalog (OPAC)	5-36
5.1.4.6 Children's Reference Collection & Seating	5-39
5.1.4.7 Children's Rest Room	5-42
5.1.4.8 Children's Workroom	5-45
5.1.4.9 Family Literacy Center	5-48

5.1.4.10	Juvenile Collection & Seating	5-52
5.1.4.11	Parenting & Teachers' Collection & Seating	5-56
5.1.5	Circulation Services	5-59
5.1.5.1	Circulation Desk	5-60
5.1.5.2	Circulation Office	5-63
5.1.5.3	Circulation Workroom	5-65
5.1.5.4	Copy Center	5-68
5.1.6	Community Computer Center	5-70
5.1.6.1	Community Distance Learning Room	5-71
5.1.6.2	Computer Center Desk	5-73
5.1.6.3	Computer Center Waiting Area	5-76
5.1.6.4	Computer Lab A	5-78
5.1.6.5	Computer Lab B	5-82
5.1.6.6	Computer Repair & Storage	5-86
5.1.6.7	Computer Room	5-88
5.1.6.8	Computer Systems Office	5-90
5.1.7	Fiction Collection	5-92
5.1.7.1	Fiction Collection & Seating	5-93
5.1.8	General Building Services	5-97
5.1.8.1	Custodial Sink & Storage Room	5-98
5.1.8.2	Custodial Workroom	5-99
5.1.8.3	Friends' Book Storage & Workroom	5-101
5.1.8.4	General Library Storage Room	5-103
5.1.8.5	Loading Dock	5-105
5.1.8.6	Mechanical Equipment Room	5-107
5.1.8.7	Shipping & Receiving	5-109
5.1.9	Library Entrance	5-111
5.1.9.1	Friends' Bookstore	5-112
5.1.9.2	Public Entrance & Lobby	5-115
5.1.9.3	Public Rest Rooms	5-118
5.1.10	Library Program Space	5-121
5.1.10.1	AV, Chair & Table Storage Room	5-122
5.1.10.2	Kitchenette	5-124
5.1.10.3	Meeting Room	5-126
5.1.10.4	Pre-Function Reception	5-130
5.1.11	Literacy Center	5-131
5.1.11.1	Conference Room	5-132
5.1.11.2	Literacy Collection & Seating	5-134
5.1.11.3	Literacy Office	5-137
5.1.11.4	Literacy Tutoring Area	5-140
5.1.11.5	Literacy Workroom	5-143
5.1.12	Local History Collection	5-146
5.1.12.1	Local History Collection & Seating	5-147
5.1.12.2	Local History Desk	5-151
5.1.12.3	Local History Workroom	5-153
5.1.13	Non-Fiction Collection	5-156
5.1.13.1	Non-Fiction Collection & Seating	5-157
5.1.14	Periodicals Collection	5-161
5.1.14.1	Back Issue Periodical Collection	5-162
5.1.14.2	Current Magazine & Newspaper Display & Seating	5-164
5.1.15	Reference Services	5-167
5.1.15.1	On-line Public Access Catalog (OPAC)	5-169
5.1.15.2	Public Rest Rooms	5-172
5.1.15.3	Quiet Study Room	5-175

5.1.15.4 Reference Collection & Seating	5-178
5.1.15.5 Reference Desk	5-182
5.1.15.6 Reference Workroom	5-185
5.1.16 Spanish Language Collection	5-188
5.1.16.1 Spanish Language Collection & Seating	5-189
5.1.17 Staff Services	5-193
5.1.17.1 Staff Lounge	5-194
5.1.17.2 Staff Rest Rooms	5-197
5.1.18 Technical Services	5-199
5.1.18.1 Acquisitions	5-200
5.1.18.2 Cataloging	5-202
5.1.18.3 Mending & Processing	5-204
5.1.18.4 Technical Services Office	5-206
5.1.18.5 Technical Services Storage	5-208
5.1.19 WOWMobile Services	5-210
5.1.19.1 WOWmobile Workroom	5-211
5.1.20 Young Adult Services	5-214
5.1.20.1 Young Adult Collection & Seating	5-215
5.1.20.2 Young Adult Homework Center	5-219

6. Project Costs

6.1 Project Cost Estimate	6-1
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1. Overview and Introduction

The City of National City has undertaken a comprehensive study of the City's library service needs in support of its application for funds to construct the new National City Public Library through the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Proposition 14 or Library Bond Act). The Community Library Needs Assessment forms the basis for the subsequent Library Plan of Service, which outlines the proposed operations, services, and public programs planned in direct response to the Needs Assessment. This Building Program describes in detail the square footage, space adjacencies, furniture, accessories, technology, collections, staff workspace, and meeting rooms required for optimal implementation of the Plan of Service. The program calls for a 49,500 gross square-foot building.

This Building Program was created using LibrisDESIGN, the State of California's only library space planning software. The U.S. Institute of Museum and Library Services funds the LibrisDESIGN project under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian. From 1998 to 2000 National City participated as a beta test site for the software, as software developer Richard Hall worked with Library Director Anne Campbell to create a foundational building program for the National City Public Library. When the City began the Proposition 14 process, NCPL and its consultant team adjusted the program to respond accurately to community need. The entire program was then converted into the newest 2002 release version 2.3 and thoroughly customized for NCPL.

National City's new library is critically needed to relieve the considerable facility constraints that limit the existing library's services. Remodeling and/or expansion of the existing facility were deemed unworkable and not cost-effective. The City has acquired a parcel of land at 1401 National City Boulevard that has clear advantages over the existing site, including access to the public via public transit, bicycle, or car. It improves the library's overall visibility and presence in the community and will connect visually and conceptually with the redevelopment facilities of Education Village and the National City Adult Education Center.

Project Time Schedule

Site acquired	05/21/02
Schematic plans completion	05/01/02
Design development plans completion	01/01/03
Working drawings (90%) completion	05/01/03
Construction documents completion	06/15/03
Project advertised for bids	07/15/03
Start of construction	10/01/03
Estimated mid-point of construction	06/01/04
Completion of construction	02/01/05
Opening of library to public	04/02/05

Relationship of the Library Building Program to the architectural design process

Although the Building Program addresses the library's internal functions, as noted above, the library's physical design will significantly affect its successful integration into the City as a learning and technology center. The Program scripts the design process and anchors it to community needs, mitigating its potential vulnerability to unforeseeable influences (emerging technologies, political realities,

environmental issues, etc.) by documenting the City's foundational intent for the library. The City recognizes the need for a certain degree of flexibility in the process; however, the Program will generally guide all design decisions, including final approval of required electrical, technical, furniture, and lighting grids and Americans with Disabilities Act (ADA) compliance. Above all, the design process must provide for translating Plan of Service goals, including the Joint Venture Family Literacy Center and Shared Electronic Services, into appropriate physical spaces as described in the Building Program.

Roles and interrelationships of the library building team members

The City of National City will own the National City Public Library. The building team includes but is not limited to the City, community stakeholders, National City Public Library staff, chosen architects, engineers, project managers, construction contractors, interior designers, the Friends of the National City Library, National City community-based organizations, and the National School District.

National City is committed to constructing its new library as required by Proposition 14 regulations. As owner, the City will manage the work of the library building team members, ensuring maximum contribution from community residents and organizational stakeholders. The Building Program will serve as the agreed-upon basis for collaborative planning. The City, or City-designated consultant, will make or approve overall project decisions, check plans, and manage punch lists. Above all, community needs will inform final design and construction decisions.

2. General Requirements of the Library Building

a. Occupancy by staff and patrons

The City of National City anticipates initial and sustained increased library use of approximately 20%, from a current daily visitor count of 800 to 960. The new library will serve the same underprivileged population now served, people who will face the same barriers to visiting the library (lack of transportation, illiteracy, acculturation issues, etc.) they already face today.

The new library's improved allocation of space and amenities will greatly improve the facility's and staff's efficiency in serving these users. Reader's seating will increase approximately 20%. Staff workspace square footage will increase by a hefty 80% (approximate), contributing to a much more pleasant work environment and vastly improved task efficiency. Finally, meeting rooms will augment the library's services, rather than burden them, by providing flexibility, storage space, separate kitchen amenities, and correct adjacencies.

Specific occupancy levels are given in pages 5-0 through 5-222 for each space within the library. Seating types (staff workstation, reader seat, technology workstation, etc.) are listed with the quantity required. Rooms that do not require seated occupancy by staff or public (such as entries, copy centers, etc.) do not have a specific occupancy requirement listed.

b. Type and size of collections

The new library's total projected collection includes 190,000 books, 20,000 multimedia items, and 517 periodicals. Collection type and size requirements, with shelving, are shown in the following pages as a LibrisDESIGN report called, "Shelving the Library's Collections." Collections intended for each space within the library are also given in the individual space descriptions.

The overall collection size and allocation (without shelving) is shown in the LibrisDESIGN report, titled, "Allocation of the Library's Collection," included with the National City Public Library Community Library Needs Assessment.

Shelving the Library's Collections

TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

110,573 9.35 -- -- 7,884

Fiction

36" Aisle SF 90"H Steel Shelving W/ 5 Shelves 13,538 8 113 12 1,356

Large Print

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1,805 8 11 12 132

Literacy

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1,805 24 4 12 48

Literacy Self Instruction

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 145 10 1 12 12

Local History

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3,800 8 23 12 276

Local History Reference

36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 570 2 24 18 432

Mysteries

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 2,138 8 13 12 156

New Books

42" Aisle SF 82"H Bookstore Display Shelving 95 8 1 23 23

New Books (Face Out)

42" Aisle SF 58"H Bookstore Display Shelving 95 1 7 23 161

Non-Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 65,117 8 194 18 3,492

Paperbacks

Paperback "Spinner" W/ 4 Rotor Towers 665 16 2 70 140

Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 285 6 6 12 72

Reference

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 5,700 6 27 18 486

Reference (Encyclopedias, Directories, Etc.)

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 646 6 6 18 108

Science Fiction & Fantasy

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1,781 8 11 12 132

Spanish Language

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 5,168 8 31 12 372

Spanish Language Fiction

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1,995 17 6 12 72

Spanish Language Reference

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 570 7 5 18 90

Westerns

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1,425 8 9 12 108

TYPE

CATEGORY

Volume Type

Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

110,573 9.35 -- -- 7,884

Young Adult

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

3,230 12 18 12 216

CHILDREN/JUVENILE

48,122 15.88 -- -- 2,514

Children's Easy Readers

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

3,990 20 12 18 216

Children's Picture Books

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

6,545 20 19 18 342

Children's Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

95 8 2 12 24

Children's Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

1,045 8 15 12 180

Children's Spanish Language

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

3,040 20 17 12 204

Children's Spanish Language Picture Books

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

3,705 33 13 12 156

Juvenile Fiction

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

10,417 13 27 18 486

Juvenile Non-Fiction

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

19,000 13 49 18 882

Parent/Teacher Books

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

285 8 2 12 24

Totals for Book:

158,695 11.379 -- -- 10,398

TYPE**CATEGORY**Volume Type
Shelving Type

Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING		TOTAL SqFt
		UNIT QTY	SqFt/	

Multimedia**ADULT/YOUNG ADULT**

	<u>12,138</u>	<u>19</u>	--	--	<u>2,264</u>
--	----------------------	------------------	----	----	---------------------

Audio Book Cassette

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

170	10	2	12	24
-----	----	---	----	----

Audio Compact Disc (CD)

Audio CD "Spinner" W/ 4 Rotor Towers

1,870	25	2	70	140
-------	----	---	----	-----

CD-ROM

CD-ROM "Spinner" W/ 4 Rotor Towers

930	25	1	70	70
-----	----	---	----	----

DVD

DVD "Spinner" W/ 4 Rotor Towers

3,008	25	3	70	210
-------	----	---	----	-----

Video Cassette

Video Cassette "Spinner" W/ 4 Rotor Towers

6,160	10	26	70	1,820
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CHILDREN/JUVENILE

<u>3,260</u>	<u>19.75</u>	--	--	<u>700</u>
---------------------	---------------------	----	----	-------------------

Audio Cassette

Audio Cassette "Spinner" W/ 4 Rotor Towers

280	19	1	70	70
-----	----	---	----	----

Audio Compact Disc (CD)

Audio CD "Spinner" W/ 4 Rotor Towers

560	25	1	70	70
-----	----	---	----	----

CD-ROM

CD-ROM "Spinner" W/ 4 Rotor Towers

180	25	1	70	70
-----	----	---	----	----

Video Cassette

Video Cassette "Spinner" W/ 4 Rotor Towers

2,240	10	7	70	490
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Totals for Multimedia:

<u>15,398</u>	<u>19.333</u>	--	--	<u>2,964</u>
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TYPE**CATEGORY**

Volume Type

Shelving Type

Projected
Volumes
on ShelfVolumes/
Linear
Foot**SHELVING**
UNIT SqFt/
QTY**TOTAL**
SqFt**Periodical****ADULT/YOUNG ADULT****505****2.166**

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534**Back Issue Magazines**

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves

21

1

1

18

18

Current Magazines

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

225

1

25

14

350

Current Newspapers

38" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv

18

1

2

12

24

Current Spanish Language Magazines

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

25

1

3

14

42

Local History

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

204

3

4

18

72

Young Adult Current Magazines

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

12

1

2

14

28

CHILDREN/JUVENILE**12****1**

--

--

24**Children's Current Magazines**

36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves

12

1

2

12

24

Totals for Periodical:**517****2**

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558

c. Flexibility and expandability

The facility's physical flexibility is critical for future library planning. Collection and usage requirements change with new technology and user populations, so the ability to rearrange public and staff areas is strongly desired. Allowing similar uses (Computer Lab A & B for example) to share common walls so that spaces can grow or shrink via movable partitions according to need is encouraged. Modular furniture should be used to allow future reconfigurations.

d. Staff efficiency

Placing the staff into the library correctly will allow visual observation of the entire facility while minimizing the number of staff required to be on the floor. Operational efficiency is very important to the long-term success of the library, and to this staff, who have been working under cramped conditions in the existing library. The staff wants to be available to the public as much as possible, so appropriately placement of the service desks and staff areas is key.

e. Energy efficiency

Minimizing energy usage directs more money in the operating budget to library services. Energy conservation is strongly encouraged, along with the selection of sustainable materials that can reduce operating and maintenance costs. For example, HVAC economizer cycles and natural ventilation can both be used to reduce energy usage in most parts of the library. Using multi-level lighting and occupancy sensors are good ways to reduce lighting energy usage. Exceeding the minimum requirements of Title 24 (State of California Energy Conservation Code) is encouraged.

f. Fenestration

Specific fenestration requirements are given in pages 5-0 through 5-222 for each space within the library. The library site offers excellent day lighting opportunities and views into the adjacent park. Spaces should be arranged to maximize the day lighting and view potential. Sunlight should be carefully controlled to minimize glare and heat gain. South and west facing windows require special protection. Use of spectrally selective glazing should be encouraged, along with operable shades or blinds to allow users to control daylight when available.

g. Space finishes

Specific interior finish requirements are given in pages 5-0 through 5-222 for each space within the library. Generally speaking, the finishes throughout the library need to be durable and stain resistant, yet attractive and welcoming. Requirements are given for each type of surface (walls, floor, and ceiling) that are specific to each use.

h. Access for the disabled

Specific access requirements are given in pages 5-0 through 5-222 for each space within the library. Generally speaking, fully accessible access (meeting or exceeding Title 24, CBC and ADA codes) will be provided to all spaces throughout the library. Each seating type will have a minimum of 5% of the units designed for use by disabled patrons.

All power and data wall receptacles will be located at proper height for disabled patron use. Signage and emergency warning devices will be located to provide good visibility.

i. Acoustics

Specific acoustical requirements are given in pages 5-0 through 5-222 for each space within the library. Generally speaking, acoustical control of noise in a library environment is critical for successful reading and learning. Noisy areas need to be isolated from quiet reading and study areas. Rooms with amplified sound or assembly usage need special construction to absorb unwanted sound from affecting other areas. "White" noise may be used to mask noise from normal library activities.

j. Environmental conditions (HVAC)

Specific HVAC requirements are given in pages 5-0 through 5-222 for each space within the library. The main equipment rooms must be acoustically isolated from the library's public areas. Digital controls and proper zoning should be used to cool the widely varying heat loads and keep the spaces comfortable. The use of natural ventilation should be considered, due to the mild climate of National City. Air ducts and diffusers need to be designed to deliver the right amount of air without becoming noise sources. Humidity must be carefully controlled and monitored with regard to potential mold growth, which is often a problem in new libraries.

k. Illumination

Specific lighting sources and illumination requirements are given in pages 5-0 through 5-222 for each space within the library. Daylight should be used to augment artificial lighting wherever possible. Light fixtures should be designed to provide indirect lighting where computer monitors are planned. Lighting systems should allow for different types of usage over time so that library furniture and stacks can be rearranged.

l. Power and data communication requirements

Specific power and data communication system requirements are given in pages 5-0 through 5-222 for each space within the library. Power/data receptacle locations need to be flexible in type and abundantly located to facilitate interior floor plan rearrangements. The distribution system should be planned for extensive growth so that new technologies can be employed when they become available. The computer equipment room needs to be able to grow, as this could be a key area for future library expansion. Distance learning through digital access to the library database should be planned for.

The new technology and cabling plan must make conduit and cabling accessible for repair or maintenance throughout the building and connecting breezeways, not just during construction, but after opening day. The plan must offer/data/voice ports on furniture and throughout the floors or power columns, must distribute ports throughout the book stack areas to accommodate future rearrangements, and must be well documented for easier maintenance and upgrades. It must be flexible enough to accommodate emerging technology needs, especially wireless connectivity within the building and out of the building to a wide area network.

Horizontal Cable Pathways – It is critically important that some horizontal pathway, such as a cable tray or equivalent system be provided as a fundamental design element. This horizontal system must be accessible (frequent access ports, T-Bar ceiling, etc) to support subsequent moves/adds/changes to the technology equipment. It is not unusual at all for a new public building to be designed with a beautiful façade/entrance and main foyer, with absolutely no reasonable way to access the ceiling space for cable changes. With the technology space being planned for the upper floor on one end of the building, provision must be made for accessing the horizontal pathways between the patron stack and reading areas and the server rooms.

Power Outlets - One of the overwhelming issues in new spaces is the lack of physical outlets for technology equipment. Many of the new pieces of equipment save costs by using a "cube" power supply. These units are typically large enough that they occlude two or more of the outlets at the wall, and it becomes physically impossible to plug everything into an outlet. The existing track system in the current library has been an excellent solution, and a similar approach should be used where possible in the new facility.

In terms of planning for power capacity, each working computer should be planned for 500 watts of power and the equivalent HVAC cooling capacity.

m. Security Systems

Specific security requirements are given in pages 5-0 through 5-222 for each space within the library. The service desks should be positioned to observe the patron areas around them and to the closest service desk so staff can visually support each other. Security cameras will be used to observe remote areas away from service desks and also key exterior areas such as the entry and the loading dock. Video surveillance signals from cameras should be sent to a centralized station such as a nearby police station. Staff areas should be provided with electronic locks to allow for easier access, materials handling, and better monitoring. Silent alarm buttons linked to local law enforcement should be placed at main service points.

n. Signs

Specific signage requirements are given in pages 5-0 through 5-222 for each space within the library. Required signage includes permanent room identification signs, major area directional signs, major collection categories, stack end panels, building identification and life safety related signage. For National City residents, it is imperative that signs be offered in English and in Spanish. Braille signs should be considered.

o. Audio-visual systems

Specific audio-visual requirements are given in pages 5-0 through 5-222 for each space within the library. The adult and children's program areas have overhead projection systems planned, which will require careful selection of materials and special layout considerations. The family literacy center and other conference rooms should be planned for portable equipment. The computer labs should be planned for overhead projection to assist in training. The distance learning room is planned to have videoconference capabilities. All rooms with audio-visual systems will require special acoustic considerations.

p. Visual supervision

Specific visual supervision requirements are given in pages 5-0 through 5-222 for each space within the library. The requirements are listed under the heading "Security." Generally speaking, all public seating areas need to be observable from the related service desk to the extent possible. Visual monitoring of public technology workstations by the staff is very important.

Furniture and Equipment

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

Inventory Items:

AV/Technology Equipment Cart, Large	1	15	15
AV/Technology Equipment Cart, Small	2	10	20
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	3	0	0
Bar Code Reader, Portable	1	0	0
Bench (2 Person)	3	15	45
Bench, Lobby (3 Person)	2	0	0
Blinding Machine	1	0	0
Book Bin, Depressible	1	0	0
Book Bin, Depressible	1	20	20
Book Truck	52	10	520
Bulletin Board	16	0	0
Cabinet, AV Equipment	3	15	45
Cabinets, Above Counter	68	0	0
Cabinets, Above Counter (Lockable)	12	0	0
Cabinets, Below Counter	80	0	0
Cabinets, Below Counter (Lockable)	22	0	0
Cabinets, Full Height	6	5	30
Cabinets, Full Height (Lockable)	6	5	30
Calculator	10	0	0
Camera, Digital	2	0	0
Card Catalog Unit	1	20	20
Carrel, Reader's Wood	7	40	280
Carrel, Tutoring, Systems Furniture	10	50	500
Case, Floor Display	2	30	60
Case, In-Wall Display	2	0	0
Case, Merchandise Display	1	35	35
Cash Register	3	0	0
Chair, Assistant Library Director's	1	0	0
Chair, Café	8	0	0
Chair, Child's	12	0	0
Chair, Child's Lounge	2	20	40



Furniture and Equipment**UNIT**
QTY **UNIT**
Sq. Ft. **EXTENDED**
Sq. Ft.**Inventory Items:**

Chair, Child's Stacking	60	5	300
Chair, Conference Room	22	0	0
Chair, Conference Room	10	12	120
Chair, Department Head's	3	0	0
Chair, Group Study	10	0	0
Chair, Juvenile	12	0	0
Chair, Juvenile Lounge	3	25	75
Chair, Library Director's	1	0	0
Chair, Lounge	42	35	1,470
Chair, Meeting Room - Stacking	127	12	1,524
Chair, Professional's	2	0	0
Chair, Reader's	135	0	0
Chair, Rocking	1	20	20
Chair, Staff Lounge	2	35	70
Chair, Task	124	0	0
Chair, Technology Workstation	38	0	0
Chair, Technology Workstation Task	2	0	0
Chair, Visitor's	4	0	0
Chair, Visitor's	10	15	150
Chair, Visitor's	5	0	0
Chair, Visitor's	4	15	60
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	40	40
Clock	17	0	0
Coat & Hat Rack	2	20	40
Coffee Maker/Urn	3	0	0
Coffee Thermos	3	0	0
Collator	1	0	0
Commode	16	0	0
Computer, Public Desktop	121	0	0
Computer, Staff Desktop	37	0	0
Copier, B&W Countertop	1	0	0
Copier, B&W Freestanding	5	50	250
Copier, Color Countertop	1	0	0
Copier, Color Freestanding	2	50	100



Furniture and Equipment**UNIT**
QTY **UNIT**
Sq. Ft. **EXTENDED**
Sq. Ft.**Inventory Items:**

Cushion, Floor	20	10	200
Desk, Assistant Library Director's	1	70	70
Desk, Department Head's	3	65	195
Desk, Library Director's	1	80	80
Desk, Professional	2	60	120
Desk, Secretarial W/ Return	1	60	60
Diaper Changing Counter	5	0	0
Dictionary Table Top Stand	1	0	0
Dishwasher	1	15	15
Dolly, Chair	5	15	75
Dolly, Table	4	15	60
FAX Machine, Desktop	1	0	0
FAX Machine, Desktop Coin-Operated	1	0	0
File Cabinet, Lateral (Five Drawer)	7	20	140
File Cabinet, Lateral (Four Drawer)	22	20	440
File Cabinet, Vertical (Four Drawer)	2	14	28
First Aid Kit	2	0	0
Flat File	6	40	240
Garbage Bin, Interior	3	15	45
Hand Dryer	6	0	0
Headphone, AV	71	0	0
Hot Water Urn	2	0	0
Key Cabinet	1	0	0
Lamp, Desk	3	0	0
Lamp, Table	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Locker	3	5	15
Microfilm Cabinet, Lateral (8 Drawer)	1	26	26
Microfilm Reader/Printer	1	40	40
Microwave Oven	2	0	0
Mirror	2	0	0
Mirror, With Shelf	4	0	0
Paper Cutter	2	0	0
Paper Towel Dispenser	16	0	0
Plaque, Dedication	1	0	0



Furniture and Equipment

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

Inventory Items:

Postage Meter/Scale	1	0	0
Preparation Counter	1	55	55
Preparation Counter	1	70	70
Presentation Center	1	0	0
Printer, Ink-Jet (B&W)	19	0	0
Printer, Ink-Jet (Color)	33	0	0
Printer, Laser (B&W)	6	0	0
Printer, Laser (Color)	3	0	0
Printer, Pin / Tractor Feed W/ Stand	2	20	40
Printer, Receipt	4	0	0
Projection Screen, Motorized Ceiling	3	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	2	0	0
Projector, Ceiling Mounted Data	1	0	0
Queuing Space (Per Person)	22	6	132
Rack, Computer / Communications Equipment	3	30	90
Rack, Literature Display Handout	3	0	0
Recycling Bin	11	15	165
Refrigerator	2	20	40
Router	2	0	0
Router/Switch	5	0	0
Safe, Data / Tape Carrier	1	0	0
Safe, Floor	2	0	0
Scanner, Flat	5	0	0
Scanner, Saddle	1	0	0
Security Camera, B & W	2	0	0
Security System Book & Media Resensitizer	2	0	0
Security System Book Desensitizer	7	0	0
Security System Book Resensitizer	1	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Gates, Inventory Control	2	35	70
Security System Media Desensitizer	3	0	0
Security System Media Resensitizer	1	0	0
Server, Desktop / Rack Mount	7	0	0
Shelving, DF 90"h Steel W/14 Shelves	21	18	378



Furniture and Equipment**UNIT QTY UNIT Sq. Ft. EXTENDED Sq. Ft.****Inventory Items:**

Shelving, Industrial	11	15	165
Shelving, SF 45"h Steel W/ 3 Shelves	5	12	60
Shelving, SF 60"h Steel W/ 5 Shelves	2	12	24
Shelving, SF 84"h Steel W/ 6 Shelves	27	12	324
Shelving, SF 84"h Wood W/ 6 Shelves	3	14	42
Shelving, SF 90"h Steel W/ 7 Shelves	20	12	240
Sign, Announcement	4	0	0
Sink	8	18	144
Sink And Counter	13	0	0
Soap Dispenser	15	0	0
Sofa (2 Seat)	1	55	55
Sofa (2 Seat)	3	55	165
Speaker, Portable W/ Microphone	1	0	0
Stall	16	0	0
Stool	5	0	0
Stool, Kick-Step	11	0	0
Storage Cabinet	7	18	126
Storage Cage	2	200	400
Stove Top & Oven, Electric	1	15	15
Supply Cabinet	7	18	126
Table, Café	2	65	130
Table, Children's	3	80	240
Table, Coffee	2	50	100
Table, Conference	1	65	65
Table, Conference	1	195	195
Table, Conference	1	260	260
Table, End	2	12	24
Table, Group Study	1	145	145
Table, Group Study	1	160	160
Table, Juvenile	1	80	80
Table, Juvenile	2	85	170
Table, Meeting Room	39	0	0
Table, Reader's	6	80	480
Table, Reader's	16	100	1,600
Table, Reader's	1	85	85



Furniture and Equipment**UNIT QTY UNIT Sq. Ft. EXTENDED Sq. Ft.****Inventory Items:**

Table, Reader's	4	90	360
Table, Work	1	120	120
Table, Work	1	145	145
Table, Work	3	200	600
Technology Carrel	17	35	595
Technology Carrel	32	40	1,280
Technology Carrel	4	45	180
Technology Carrel	14	50	700
Technology Carrel	15	60	900
Technology Carrel, Adjustable (Manual) Height	1	45	45
Technology Training Table, Systems Furniture	30	30	900
Technology Training Table, Systems Furniture	1	40	40
Telecommunications Backboard	3	28	84
Telecommunications Equipment/Hub/ Multiplexer	4	0	0
Telephone Handset	29	0	0
Telephone Headset	2	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	6	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Toaster Oven	1	0	0
Tool Box	1	0	0
TV Monitor, 20"	1	0	0
TV Monitor, 32"	1	0	0
TV Monitor, 50" Projection Large Screen	1	20	20
TV/VCR Player	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	3	10	30
Urinal	6	0	0
Urn, Cigarette Ash	1	0	0
Video Cassette Player/Recorder	1	0	0
Video Cassette Rewind Unit, Multiple	1	0	0
Video Conferencing System	1	25	25
Video Tape Cleaner & Rewind Unit	1	0	0
Waste Basket	1	0	0
Waste Basket	2	4	8
White Board	5	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

White Board, Electronic	2	0	0
Workstation, Acquisitions Counter	1	30	30
Workstation, Acquisitions Office System	1	50	50
Workstation, Bookmobile Counter	1	55	55
Workstation, Bookmobile Office System	2	50	100
Workstation, Bookstore Service Counter	1	65	65
Workstation, Cataloging Counter	1	30	30
Workstation, Cataloging Office System	2	50	100
Workstation, Children's Desk	2	80	160
Workstation, Children's Office System	3	75	225
Workstation, Circulation Check-In Counter	1	50	50
Workstation, Circulation Check-Out Desk	2	80	160
Workstation, Circulation Patron Registration Desk	1	80	80
Workstation, Clerical Office System	2	40	80
Workstation, Computer Center Desk	2	80	160
Workstation, Computer Repair Office System	2	75	150
Workstation, Food Preparation Counter	1	30	30
Workstation, Food Preparation Counter	1	40	40
Workstation, Literacy Office System	4	60	240
Workstation, Local History Counter	1	40	40
Workstation, Local History Desk	1	80	80
Workstation, Mending Counter	1	35	35
Workstation, Mending Office System	1	75	75
Workstation, Processing Counter	1	35	35
Workstation, Processing Office System	1	75	75
Workstation, Reference Desk	3	80	240
Workstation, Reference Office System	2	110	220
Workstation, Shipping & Receiving Counter	1	35	35
Workstation, Shipping & Receiving Counter	1	70	70

Inventory Sub-Total: **23,205**

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 4 Shelves	24	18	432
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	46	18	828
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	76	18	1,368



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Shelving Units:

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	28	18	504
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	194	18	3,492
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	53	12	636
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	20	12	240
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves	113	12	1,356
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	111	12	1,332
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Sheiv	2	12	24
42" Aisle SF 58"H Bookstore Display Shelving	7	23	161
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	30	14	420
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70
Audio CD "Spinner" W/ 4 Rotor Towers	3	70	210
CD-ROM "Spinner" W/ 4 Rotor Towers	2	70	140
DVD "Spinner" W/ 4 Rotor Towers	3	70	210
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
Video Cassette "Spinner" W/ 4 Rotor Towers	7	70	490
Video Cassette "Spinner" W/ 4 Rotor Towers	26	70	1,820

Shelving Sub-Total: 13,920

Total Net Assignable SqFt for Furniture and Equipment: 37,125



Spatial Relationships for all Library Divisions

Administration

The Administration Division needs to be accessible to the public, but need not be located in prime floor space. In a building this size, administration may best be located in a more remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and staff entrance.

PROXIMITY:

Staff Services

Audio-Visual Library

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing the Circulation Desk. 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



Browsing

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

PROXIMITY:

Fiction Collection

Children's Library

The entrance to the Children's Library should be 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 and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

CLOSE:

Audio-Visual Library
Library Entrance
Browsing
Circulation Services

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services



Circulation Services

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

PROXIMITY:

Fiction Collection
Young Adult Services

Community Computer Center

The Computer Division should have a public service visibility, with the staff areas secured and in the "back of the house." If housed on a secondary floor, there needs to be an elevator connection to facilitate moving equipment. As the main computer hub is housed here, there needs to be the ability to communicate with all library areas, even if not physically close.

Proximity: Technical Service
Circulation Services
Reference Services

Fiction Collection

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.

CLOSE:

Audio-Visual Library
Browsing
Circulation Services

PROXIMITY:

Library Entrance
Reference Services
Non-Fiction Collection

General Building Services

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:

Technical Services

AWAY:

Public Areas



Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Library Program Space. It should be conveniently located to allow access to both.

ADJACENT:

Circulation Services
Library Program Space

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection
Reference Services

AWAY:

General Building Services

Library Program Space

The major spatial relationship of the Library Program Space is to the Library Entrance Division. The Public Meeting Room complex needs to be clearly visible upon entering the Library, even if housed on a secondary floor. Unlike many libraries, the Library Program Space is unlikely to be used when the rest of the library is closed. The City encourages groups to use the nearby Community Center, rather than maintain the library's space as a major public meeting space. The space will primarily be used for library programs.

CLOSE: Public Restrooms

PROXIMITY: Library Entrance

Literacy Center

This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library. The center should provide a level of privacy for the users, as many may not otherwise seek the Literacy Division's services.

Local History Collection

The only relationship for the Local History Collection Division is that it should be close to the Reference Services Division.

CLOSE:

Reference Services



Non-Fiction Collection

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

Periodicals Collection

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



Reference Services

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:

- Circulation Services
- Local History Collection
- Non-Fiction Collection

PROXIMITY:

- Audio-Visual Library
- Library Entrance
- Periodicals Collection
- Young Adult Services
- Fiction Collection

AWAY:

- Children's Library

Spanish Language Collection

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



Staff Services

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. This Division should be in the general proximity of Administration or at least easily accessible.

PROXIMITY:

Administration
Technical Services

Technical Services

The Technical Services Division should be located in the back-of-house near service and delivery entrances, or on a secondary floor in a multi-story building, close to elevators to the Shipping and Receiving and Loading Dock Areas. In a multi-story building, a staff-only elevator between the two is recommended. The Technical Services Division should also be located in proximity of the Staff Lounge and Staff Entrance.

The work areas in the Technical Services Division include acquisitions, cataloging, processing, mending and storage of books and materials.

PROXIMITY:

General Building Services
Staff Services

WOWMobile Services

WOWMobile Services needs to be located near the loading dock of the library. The WOWMobile staff will work with staff from Children's Literacy, Circulation and Technical Services. This area should be near these divisions, or near to an elevator that will connect them to the areas, as they will transport materials to and from the vehicle.

CLOSE:

Loading Dock

PROXIMITY:

Children's Library
Literacy Services
Circulation Services
Young Adult Services



Young Adult Services

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. 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



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADMINISTRATION	731	2%
AUDIO-VISUAL LIBRARY	2,514	7%
BROWSING	334	1%
CHILDREN'S LIBRARY	6,432	17%
CIRCULATION SERVICES	1,350	4%
COMMUNITY COMPUTER CENTER	4,098	11%
FICTION COLLECTION	2,659	7%
GENERAL BUILDING SERVICES	662	2%
LIBRARY ENTRANCE	248	1%
LIBRARY PROGRAM SPACE	1,903	5%
LITERACY CENTER	1,649	4%
LOCAL HISTORY COLLECTION	2,050	6%
NON-FICTION COLLECTION	5,142	14%
PERIODICALS COLLECTION	994	3%
REFERENCE SERVICES	2,537	7%
SPANISH LANGUAGE COLLECTION	756	2%
STAFF SERVICES	438	1%
TECHNICAL SERVICES	1,294	3%
WOWMOBILE SERVICES	430	1%
YOUNG ADULT SERVICES	904	2%

Net Assignable Square Footage:	37,125	100%
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Non-Assignable Square Footage (@ 25% of Gross):	12,375
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Gross Square Footage:	49,500
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Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>ADMINISTRATION</u>		<u>731</u>
Assistant Library Director's Office	149	
File & Copy Room	203	
Library Director's Office	187	
Reception & Waiting Area	192	
<u>AUDIO-VISUAL LIBRARY</u>		<u>2,514</u>
AV Collection & Seating	2,514	
<u>BROWSING</u>		<u>334</u>
New Fiction Browsing Area	334	
<u>CHILDREN'S LIBRARY</u>		<u>6,432</u>
Children's AV Collection & Seating	1,240	
Children's Collection & Seating	1,323	
Children's Desk	184	
Children's Entrance (Interior)	N/A	
Children's On-line Public Access Catalog (OPAC)	150	
Children's Reference Collection & Seating	360	
Children's Rest Room	N/A	
Children's Workroom	607	
Family Literacy Center	620	
Juvenile Collection & Seating	1,717	
Parenting & Teachers' Collection & Seating	231	
<u>CIRCULATION SERVICES</u>		<u>1,350</u>
Circulation Desk	476	
Circulation Office	124	
Circulation Workroom	550	
Copy Center	200	
<u>COMMUNITY COMPUTER CENTER</u>		<u>4,098</u>
Community Distance Learning Room	405	
Computer Center Desk	196	
Computer Center Waiting Area	230	



<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>COMMUNITY COMPUTER CENTER</u>		<u>4,098</u>
Computer Lab A	1,500	
Computer Lab B	940	
Computer Repair & Storage	491	
Computer Room	224	
Computer Systems Office	112	
<u>FICTION COLLECTION</u>		<u>2,659</u>
Fiction Collection & Seating	2,659	
<u>GENERAL BUILDING SERVICES</u>		<u>662</u>
Custodial Sink & Storage Room	N/A	
Custodial Workroom	N/A	
Friends' Book Storage & Workroom	244	
General Library Storage Room	278	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Shipping & Receiving	140	
<u>LIBRARY ENTRANCE</u>		<u>248</u>
Friends' Bookstore	248	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>LIBRARY PROGRAM SPACE</u>		<u>1,903</u>
AV, Chair & Table Storage Room	160	
Kitchenette	123	
Meeting Room	1,560	
Pre-Function Reception	60	
<u>LITERACY CENTER</u>		<u>1,649</u>
Conference Room	205	
Literacy Collection & Seating	130	
Literacy Office	115	
Literacy Tutoring Area	500	
Literacy Workroom	699	
<u>LOCAL HISTORY COLLECTION</u>		<u>2,050</u>
Local History Collection & Seating	1,736	



<u>LIBRARY DIVISION</u> Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
<u>LOCAL HISTORY COLLECTION</u>		<u>2,050</u>
Local History Desk	80	
Local History Workroom	234	
<u>NON-FICTION COLLECTION</u>		<u>5,142</u>
Non-Fiction Collection & Seating	5,142	
<u>PERIODICALS COLLECTION</u>		<u>994</u>
Back Issue Periodical Collection	70	
Current Magazine & Newspaper Display & Seating	924	
<u>REFERENCE SERVICES</u>		<u>2,537</u>
On-line Public Access Catalog (OPAC)	440	
Public Rest Rooms	N/A	
Quiet Study Room	160	
Reference Collection & Seating	1,279	
Reference Desk	332	
Reference Workroom	326	
<u>SPANISH LANGUAGE COLLECTION</u>		<u>756</u>
Spanish Language Collection & Seating	756	
<u>STAFF SERVICES</u>		<u>438</u>
Staff Lounge	438	
Staff Rest Rooms	N/A	
<u>TECHNICAL SERVICES</u>		<u>1,294</u>
Acquisitions	197	
Cataloging	312	
Mending & Processing	446	
Technical Services Office	129	
Technical Services Storage	210	
<u>WOWMOBILE SERVICES</u>		<u>430</u>
WOWmobile Workroom	430	
<u>YOUNG ADULT SERVICES</u>		<u>904</u>
Young Adult Collection & Seating	759	
Young Adult Homework Center	145	



LIBRARY DIVISION

Space Name

Space
Sq. Ft.

DIVISION
Sq. Ft.

Net Assignable Square Footage:

37,125

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

12,375

Gross Square Footage:

49,500



FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide offices for the library administration to perform its duties in planning and implementing the library's service program. In addition to the library director, there will be workstations for professional and support staff to assist with the operation of the library.

A secondary function of this division is to facilitate the administration's relationships with governing bodies, organizations, patrons, job applicants, potential donors, and administrators outside the library. A strong focus of the library is partnering with schools and community organizations and the design and finishes must enhance both the library's image and its ability to host potential and current partners.

SPATIAL RELATIONSHIPS

The Administration Division needs to be accessible to the public, but need not be located in prime floor space. In a building this size, administration may best be located in a more remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and staff entrance.

PROXIMITY:

Staff Services

DIVISION SPACE SUMMARY	Sq. Ft.
Assistant Library Director's Office	149
File & Copy Room	203
Library Director's Office	187
Reception & Waiting Area	192
TOTAL:	731



Functional Activity

The Assistant Library Director is to be responsible for major library divisions including Adult Services and Children's Services. He or she also represents and manages the library in the director's absence. This office will provide a private space where staff reviews can be performed and confidential issues discussed. The Assistant Library Director's Office will often be used as the mediation room for staff and public. Comfort, integrity, and security are the key design goals for this space.

Occupancy

STAFF OFFICE WORKSTATIONS: 1
Visitor Chairs: 3

Relationships

The Assistant Director's Office must be adjacent to the Library Director's Office. It should be located close to the Reception and Waiting Area. Patrons and visitors should be able to access the Assistant Library Director's Office without going through any back of house spaces.

ADJACENT:

Library Director's Office

CLOSE:

Reception & Waiting Area

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

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

Finishes

As an important part of the staff and public's impression of the library, this office must project a professional atmosphere. Patrons who come to this office may be upset, so soothing colors and finishes can be important. The walls and carpet will not have the heavy use of regular public areas, but must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended), Vinyl or Fabric wall covering;
Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

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

Access

The Assistant Library Director's 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

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. 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 occupants.

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. Some lighting should be dimmable and task lights should be provided on the desk.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary desk 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 ("Assistant Library Director" or "Assistant City Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif character accompanied by Grade II Braille.

Electrical

See Telecommunications.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	UNIT
	QTY	Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Calculator	1	0	0
Chair, Assistant Library Director's	1	0	0
Chair, Visitor's	3	15	45
Computer, Staff Desktop	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desk, Assistant Library Director's	1	70	70
File Cabinet, Lateral (Five Drawer)	1	20	20
Lamp, Desk	1	0	0
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14
Telephone Handset	1	0	0



Functional Activity

This space will serve as a photocopy and production center where various documents will be produced by the library administrative staff.

Occupancy

STAFF WORKROOM WORKSTATIONS: 0

Relationships

The space must be immediately adjacent to the Reception and Waiting Area.

ADJACENT: Reception & Waiting Area

Flexibility

It is not expected that this area would need to be expanded, but changes in equipment needs may require remodeling.

Fenestration

No windows required.

Finishes

This room may be out-of-the-way, but should still match the general office interior.

CEILING:

Acoustical tile

WALLS:

Paint

FLOOR:

Vinyl tile, Anti-static carpet tile or carpet with enhanced backing
(No carpet pad permitted)

Access

The Copy Center 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 finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

This is a somewhat noisy area, because of the photocopy machine and occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from spreading to other areas in the Administration Division.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment. Enclosed room requires individual thermostat.

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 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 unless it is located within a secured staff area.

