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SANTA MARIA PUBLIC LIBRARY
LIBRARY BUILDING PROGRAM 2002

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Executive Summary

The following document includes summaries and excerpts from many studies. A preliminary engineering feasibility study in 1999 identified the potential for the site; the costs associated with a renovation and addition, and provided a skeleton building program. In the intervening three years, the Library has worked with the community to further develop the vision for the new library. Work with the schools resulted in the addition of the Community and School Services program. Further work on the library plan of service resulted in the addition of many new and exciting services that will be possible in the new library. The current program and conceptual design are culmination of several years of work by the current design and planning team.

Chapter 2 contains a summary of the progress of the project and a brief history of the library. The current building, which started out at only 3,000 square feet, has not been able to keep ahead of the needs of the community, in spite of a series of less than successful renovations and additions.

Chapter 3 contains a summary of the Community Needs Assessment. This chapter paints a picture of a library facility stretched beyond its limit, serving its own community and adjacent ones as well. It contains the profile of city where 18.5% of the population is under the age of 9, where 59.7% of the population is Hispanic; and 31.5% of the population speak English "less than very well." It is a city where 15.5% of the population lives below the poverty level; the per capita income is $13,780; and only 11% of the population hold a bachelor's degree or above. The API report indicates that the high school students of Santa Maria perform poorly (562, Rank 3) and that a numerically significant number of pupils are socio-economically disadvantaged.

Chapter 4 provides a picture of the library's mission and the many partnerships it is forging as it looks toward its future. The new library for Santa Maria will provide literacy help, career guidance, assistance in passing standardized tests and diploma requirements, training in basic computer literacy skills, and traditional programs and collections such a story times and picture book collections to instill a lifetime love of reading.

Chapter 5 translates the program requirements of the plan of service into specific spaces and space requirements. It looks at growth percentages for collections and additional user spaces as preliminary program requirements were evolving. Chapter 6 provides a summary of the contents and an overview of the concepts of the building program and chapter 7 provides the functional, design, and efficiency, both energy and staff requirements for the facility.

Chapters 8 through 12 contain the necessary documentation and detail to move forward in the project. At the end of chapter 12, a preliminary project cost estimate, as well as detailed furniture and equipment cost summary is included.

This program represents the dreams, vision and hard work of many individuals. It contains the City of Santa Maria's expectations for its new library. The quantities and criteria are all clearly articulated. Having defined and described the program for this facility, we now leave it to the architects to make it memorable.

Background and Overview

Minerva Club Library

Until 1907, the only resource for books in Santa Maria was the 600-volume lending library in the collection of the Minerva Library Club, dispensed by the ladies in the lobby of the Post Office. After the City incorporated in 1905, the town began talking about building a library and interest in this was heightened by the availability of funding from the Carnegie Foundation. A piece of property was donated and a Carnegie Library complete with lofty columns in the Greek style was built. The Library was dedicated in May 1909 from a hexagon-shaped bandstand just to the South of the library that was subsequently used for Sunday afternoon concerts for many years.

LSCA Funds. 1941.

From 1909 to 1926 the number of volumes grew from the original 600 donated by the Minerva Club to 4,635, as the population of Santa Maria grew from 1,200 to some 5,600 residents. By 1934, the population was 7,800; the library had a staff of two, and talk of a new library started. In 1939, Crawford and Davis drew up plans for a building to harmonize with the City Hall in style. The City's funds were supplemented with Library Services and Construction Act Funds, and the new library was constructed for $36,700. When the library was dedicated in 1941, it contained about 10,000 volumes in 3,000 square feet.

The new library was never quite large enough to keep up with the needs of the Santa Maria Library. A mezzanine and magazine storage area were added in 1958, increasing the size of the library to 7,800 square feet, but by that time the population had risen to 20,000 and the number of card holders was 13,500. The major expansion in 1963 added the children's wing and increased the size of the library to 10,287 square feet, hardly enough to keep up with the requirements of the service zone which had risen to 64,000 residents and 23,234 card holders.

1970 Expansion

Soon after this expansion was completed, talk began again about the need for another addition to the library. The building was bursting at the seams with books and other materials. By the time this two-story expansion was completed in 1970 Santa Maria's population had risen to 30,000, the service population had risen to 65,400, and the library had 26,000 registered card holders.

The current library building at 28,250 square feet is the product of a very small original building with three additions completed over a period of 29 years. The 220 reader seats, which were available in 1970, have been reduced to 155. The shelving, which was designed to hold 100,000 volumes, now holds over 165,000 volumes, and the shelves, closets, workrooms, conference rooms, and offices are full and overflowing with materials.

Physical Limitations

Discussion on this overcrowding began again in 1990 when it became obvious that the Library was too small to serve the current users. By then the library was not only overcrowded, but it was beginning to wear out. The list of the physical limitations of the existing facility is without end.

- Outdated elevator that breaks down frequently leaving disabled patrons stranded on the second floor until the fire department can rescue them;
- Overcrowded aisles, non-compliance with disabled access throughout;
- Lack of air conditioning, damaging to computer equipment and unproductive and unhealthy for staff and patrons;
- Poor to no ventilation;
- Lack of heat on the second floor causing staff illness and absenteeism;
- Lack of security from poor physical organization;
- Diminished staff efficiency from poor physical organization;
- Insufficient toilet facilities to meet current code or ADA requirements;
- Inability to add technology due to poor power and data infrastructure;
- Poor acoustics;
- Display shelving and browsing collections decreased due to lack of space and requirement to introduce full height shelving; and,
- Inadequate and insufficient staff space.

In 1997 a survey of city utility customers asked the following question, "Do you think the City needs a new, bigger library?" Three hundred and fifty people (87.2%) answered yes.

Engineering Design Study. 1998.

In 1998, the City commissioned a Preliminary Engineering Design Study on the feasibility of an expansion to the library. The purpose of the study was to determine how and if, the present 28,250 square foot library could be expanded to 50,000 to 60,000 square feet to serve the city's projected build-out population of 105,000 people, as well as the residents of neighboring Orcutt.

The goals established as part of the Engineering Design Study were to achieve by renovation and addition, a facility of approximately 56,000 square feet that would hold 275,000 volumes and have 250 to 300 reader seats. It would include storage for approximately 35,000 audio-visual items, add a café or coffee shop, double the size of the children's room, increase the Friends Book Sale Area to 1,000 square feet, and maintain low staffing requirements by organizing all of the public spaces around three main service points.

An exhaustive study of the structure and mechanical systems, code compliance, the site, and the functionality of the existing space by Edward M. Dean, AIA, of NBBJ, assisted by Linda Demmers, Library Consultant, concluded that the most economical solution would be to demolish the existing building or put it into service for another city function, and to build a new library facility on the City Hall site. The City accepted this study in 1999. The Santa Maria Library had been patched and mended once too often.

2002

The requirements of the current library building program are uncannily similar to the thumbnail sketch that was presented as part of the Engineering Study RFP. This document is the result of nearly eight months of work. The Santa Maria Library staff conducted a thorough Needs Assessment, fashioned their cooperative service plan based on the community's needs and requests, and then tailored the library's plan of service and staffing requirements to serve that plan. The building consultant, Linda Demmers, worked intensively with the library administration to insure that all of the program requirements could be met within the cost and site parameters, which dictated a library no larger than 61,000 square feet, or the original 56,000 square feet, plus 5,000 square feet for the Community and School Services program.

Edward Dean, the architect for the conceptual design, site study, and other design and engineering work for this phase of the study, also attended the programming meetings with the client team to share in the discussions on general conditions; staff space and equipment requirements; adjacencies; entrances, exits, and security envelopes; vertical transportation; and, of course, parking. The conceptual design, which is being submitted with this Bond Act Application, shows the plan for a two-story library on the City Hall site. This is a conceptual design, which has met with complete approval, meets the program requirements, and could be moved forward through schematic design quickly.

At this time, the progress of the project will pause until the results of the Bond Application are known. The City is committed financially to moving the project forward if the bond funds become available to assist with the capital costs. The construction documentation could be completed in 12 to 18 months. Depending on the length of construction and the move in time, the City could be opening the doors to its new library in June 2005. What a wonderful centennial birthday present for the City of Santa Maria to give itself!

Since the day the doors opened on the first small piece of the library over 60 years ago, the buildings have been outgrown and overcrowded quicker than planning for the next addition to get started. Now that all of the pieces are outgrown, overcrowded, and worn out, the City needs to move its library into a home worthy of its many fine programs, from the original "Popular Library" to the newly envisioned Career/Job Center. It's time.

Community Analysis Summary

Demographics

The northern half of Santa Barbara County is growing at a fast rate. According to the 2000 census, the city of Santa Maria grew from 61,284 in 1990 to 77,423 in 2000. This 26.3% jump in population far exceeds that of the county as a whole, which increased only 8% during the same period. Unlike the southern part of the county, which follows a de facto "no growth policy", the City of Santa Maria prides itself on welcoming businesses and housing to the City. The fact that housing is cheaper than in other parts of the County encourages the growth of the last decade. The UCSB Economic Forecast report for 2001 entitled, "North Santa Barbara County Economic Outlook 2001" says that while the 2001 median housing price in California was $264,080, and was $325,100 in the County of Santa Barbara, the 2001 figure for Santa Maria was just $167,600. Many of Santa Maria residents commute to Santa Barbara to work, because they can't afford to live in that part of the County. Growth in Santa Maria will continue well into the next decade. The Santa Barbara County Association of Governments (SBCAG) projects the population to top 110,000 within the next twenty years. The local Community Development Department predicts a twenty-year build out of 118,000, but they caution that this figure includes only the current City boundaries. There is constant pressure for annexations of unincorporated areas into the City by developers, because we have the lowest building fees in the County of Santa Barbara. An example is a proposed annexation of 4,500 homes being considered now.

Economics

Despite city efforts to attract sales tax producing businesses, agriculture is still an important part of the Santa Maria economy. According to the aforementioned UCSB Economic Forecast Project, agriculture represents 16% of the north county's economy with broccoli, wine grapes, and strawberries comprising the three leading crops grown in our area. This type of labor-intensive agriculture attracts migrant laborers from Mexico, many of who have decided to put down roots in Santa Maria. Added to the large population of Latinos who have been in the Santa Maria Valley for generations, the agricultural workers and their families have helped to swell Santa Maria's Hispanic population to 46,196 or 59.7% of the total 77,423 residents.

Elementary School Children

That the children of these families are in great need of library services is evidenced by statistics provided by the Santa Maria-Bonita School District. As of November 2001, 88% of students in the Santa Maria-Bonita school district qualify for the federally subsidized school lunch program. Families receiving AFDC have doubled since 1999-2000 to 1,669 in 2000-2001. However, this figure represents just 14% of the total 11,122 children in the district, showing that while the families are poor, they are among the "working poor". Eighty-two percent of the district's students are Hispanic, and the district has the largest migrant population (2,260 students) region between Los Angeles and San Francisco. In fact, the district became its own region three years ago based upon that large number. Some 6,140 or 53% of the children are identified as "limited English proficient". Finally, 78.86% of the enrolled children in the district are considered below the poverty level.

High School Children

The high school district tells a similar story. One of the two high schools and the continuation school belonging to the district are located in a largely white, middle class suburb of Santa Maria. The other high school, Santa Maria High School is located in the center of the city about three blocks away from the library. While 57% of the total district's 6,226 students are Hispanic, 78% of students attending Santa Maria High School are Hispanic. Thirty-five percent of Santa Maria High School students qualify for the free or reduced federal lunch program, and 41% have been identified as "limited English proficient" as of Spring 2002. Thirty percent of this high school's students are in the migrant program. It appears that the need for public library services will increase for high school students in the coming years as the poorer and less English proficient children from the elementary school district enter secondary school.

Families and Children

An issue of *California Counts* from the Public Policy Institute of California (Volume 3 number 2, November, 2001) highlighted the topic, "At Home and in School: Racial and Ethnic Gaps in Educational Preparedness." Authored by Jennifer Y. Cheng, the report asserts that one of the predictors of school readiness is preschool education. She quotes from a 1990 *Current Population Survey* in which it is stated that while only about 3% of white children ages 3-5 have not had a family member read to them within the prior week, the figure is 30% for Hispanic children. Cheng says that while there were other disparities in child development activities between white and Hispanic families, "the Hispanic-white gaps were largest in the reading readiness activities." Those parents in Santa Maria, who are unable to prepare their children for school at home, look to the public library to help them. Another indicator of educational success according to the report was the "availability and use" of computers at home. A previous Public Policy Institute report cited by Cheng showed that in 1997, 76% of Hispanic children did not have a computer at home, and of those that did only one-third used it. It is clear from Santa Maria's demographics that many Hispanic families cannot afford to purchase computers let alone subscribe to an Internet provider for their children. Nor can they provide the kind of enrichment activities such as story times and homework assistance that public libraries typically offer. The needs assessment showed that among Spanish speaking parents there was a need for ESL classes, literacy classes, parenting classes, story times, and especially homework, computer, and career centers to help their children succeed in life. The Cheng report would seem to concur that these services are crucial in order for children to succeed in school and beyond.

Library's Responsibility

The compelling result of the needs assessment was that all of the surveyed participants and focus group members whether Spanish speaking or not wanted a library that would offer a variety of classes (including ones on library literacy), a large number of computers to use for internet access, a homework center with tutors and electronic resources, and a career center to help both students and adults find a good job. A large segment of our public also wants the library to continue expanding recreational and research oriented materials in both Spanish and English. Service to teenagers was identified as an un-met need, but continuation of our services to children was also deemed important. The majority of those surveyed want these services offered in a handicapped accessible facility. The Plan of Service will address these needs.

Plan of Service Summary

The Santa Maria Public Library serves the residents of the City of Santa Maria, and through a long-standing agreement, makes its collections, programs and services available to all residents of Santa Barbara County. At the present time, the Santa Maria Library has the responsibility of providing library service to approximately 114,000 people through the Santa Maria Library, and the Orcutt Library, as well as the sub-branches of Cuyama, and Guadalupe.

Santa Maria's current population of 77,400 people represents a young and ethnically diverse population. With 18.5% of the population under the age of 9, the percentage of children in the city far exceeds the rest of Santa Barbara County (13.9%), California (15.3%) and the United States (14.1%). With 59.7% of the population of Hispanic or Latino descent, the city far exceeds the rest of Santa Barbara County (34.2%), the State of California (32.4%) and the United States (12.5%). Over 50% of the children in the elementary schools showing limited proficiency in English. The demographics show that the city's children belong to families who cannot afford to purchase computers and books for the enrichment of their children.

The Library is heavily used with an annual attendance in excess of 450,000 visits. The annual circulation for 1999-2000 of 675,008 volumes represents a circulation rate of 5.9 volumes per capita and a turnover rate of 4.0 per volume. The average circulation per capita for libraries serving similar sized cities, with similar sized collections,[1] is 4.6 volumes per capita.

The needs assessment findings strongly stress that the library must serve the educational needs of children and adult learners. The mission statement for the Library is clear:

> "The Santa Maria Public Library provides materials and services to help community residents obtain information meeting their personal, education and professional needs.
>
> The Library serves as a learning and educational center for all residents of the community.
>
> The Library features current, high demand, high interest materials in a variety of formats for persons of all ages in both Spanish and English.
>
> Special emphasis is placed on stimulating young children's interests and appreciation for reading and learning."

By expanding the size of the current facility, developing the partnerships, and adding the personnel noted in the Library Plan of Service, the Santa Maria Public Library would be able to better respond to the needs of the community. The Library will be able to serve the needs of the children and non-English speaking residents. New services such as the Homework Center, Career/Jobs Center and the Computer Center will address some of the specific community needs that were identified in the Needs Assessment.

[1] Corona, Daly City, Ontario, Downey, Hayward

Specific Library Service Goals, which were identified in the Library Plan of Service, include:

I. Promote information and self education for Santa Maria residents of all ages in a fully accessible building:
   a. Provide high quality reference service to the public
   b. Increase reference collections and electronic resources
   c. Increase non-fiction holdings in Spanish and English for independent learning
   d. Design a disabled accessible facility and include accessible reader table and technology stations

II. Collaborate with community agencies and organizations which provide needed educational, personal growth, or job related services to the public:
   a. Encourage community agencies and the school districts to use the library as a venue to further their educational goals.
   b. Provide classrooms and training spaces for tutors, genealogy society members, offer parenting classes and classes on homework assistance
   c. Provide private space for group study
   d. Provide space for special community programs
   e. Support the school districts' effort to ensure student ability to complete homework
   f. Support community agencies devoted to job training and job searches
   g. Host exhibits of local art
   h. Expand the space for genealogy collection

III. Provide current, high demand, high interest materials in multiple formats for all ages in both Spanish and English:
   a. Expand English and Spanish video, DVD, audio-books on CD, and CD music collections
   b. Maintain English non-fiction, expand Spanish non-fiction, and expand both English and Spanish fiction collections
   c. Provide a special area for young adults
   d. Meet public's need for more Internet access and PC's for recreational purposes

IV. Stimulate young children's interest and appreciation for reading and learning:
   a. Increase the purchase of materials for children in English and Spanish
   b. Provide more children's programming
   c. Recruit Spanish speaking parents to assist with story times, theatre shows, and homework
   d. Publicize library service to Spanish speaking community

Space Needs Analysis

Background

The original Santa Maria Library is a 61-year-old library building that has gone through three expansions and renovations over the years. These have provided makeshift solutions to the space deficit caused by an expanding service mission and the increasing community demands for library service. An exhaustive feasibility study completed in 1999 found that the most economical and satisfactory solution to the library space needs for the Santa Maria Library would be to "start from scratch" and build a new library facility on the existing Civic Center site. The 1998 study recommended the construction of a 56,000 square foot new library facility, which included a café and community room.

The 56,000 square foot program represented increasing the collections by approximately 100% in most areas (Browsing, Children's, Spanish Language, A-V, Fiction and Non-Fiction), doubling the number of reader seats, adding community meeting spaces, and meeting disabled access requirements. The increase to staff space was modest. At 56,000 square feet the new library would meet a common planning guideline of .5 square feet per capita based on a service population at the time of roughly 110,490. Based on a 30-year contractual agreement with the County of Santa Barbara, the Santa Maria Public Library serves all of the residents of the County, and in 1997, fully 30% of card holders at the Santa Maria Library were residents of the neighboring Orcutt.[1] In 2000, with the population of Santa Maria alone at 77,000 residents, a new library of 56,000 square feet would meet a standard of .72 square feet per capita.[2] With the population of Orcutt and Santa Maria to serve, the General Plan for the Santa Maria noted in 1968 that:

> "Planning for the future of the Santa Maria Valley and Orcutt would seem to indicate a consideration of total figures. With city boundaries expanding and many services performed in close propinquity, limits of responsibility and spheres of service are almost impossible to delineate. By 1975 there should be two libraries in this area, the present library, as enlarged in Santa Maria, and a second library to be built beyond Foster Road at a site to be later determined...Should the accepted and recommended standard of 2 books per capita be made possible, a final collection of 170,000 books should be housed by 1990."

Since 1998, both the city and the library's needs have evolved and the current program of 60,800 square feet reflects the addition of the Community and School Services Program.

Plan of Service

Chapter 4 summarizes the Library Plan of Service for the Santa Maria Library. This plan of service describes the anticipated service program that will be implemented in the new Santa Maria Public Library. There will be space to accomplish many of the service enhancements that have been requested, but for which space is not currently available.

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[1] In 1997 Orcutt residents were being served by an 1,800 square foot branch with a collection of 29,400 volumes.
[2] An unpublished study in 1997 showed that .70 was the average square feet per capita of space for libraries serving cities in this population range.

The Library Plan of Service, which was built on the findings of the Community Needs Assessment, identified more specifically the facility requirements related to additional services, programs, or collections. This information was used to inform the library building planning process for the current program. Some of these program requests and facility requirements include the following:

Programs	Facility Requirements
Bridge the technology divide: provide more PC workstations for recreation and for e-mail use	Computer Center
Collaborate with community agencies	Classrooms Jobs/Career Center Homework Center Literacy Center
Expanded collections of popular materials including DVD's, Books on CD, CD's and videos in Spanish and English	Enlarge the Popular Library
Genealogy collection increased through donations	Expanded area for collection and reader seats
Hands-on training in Internet and basic software	Computer Center
Increase accessibility to collections: take books out of storage	More shelf space for videos and print
Increase collection of high demand, high interest materials	Expand Popular Library
Increase juvenile Spanish Language and English Language collections	More shelf space in Children's Room
More programs; e.g., book discussion group on Spanish or local authors	Multipurpose Room
More Research Materials in English and Spanish	Expanded Collection Space More Internet Terminals
Multiple large programming areas so that programs don't have to be cancelled when space is unavailable	Children's Theatre
New staff to support these programs, bi-lingual staff	Workrooms and office space
Place for exhibits of locally produced art	Gallery and exhibit areas
Quiet Areas	Quiet collection and reader area Group Study Rooms
Space for Teenagers to mingle and read	Young Adult Area
Staff and collections to support the multiple language requirements of the population	Bi-lingual library staff Staff workspaces Space for collections
Study Rooms for quiet study and tutoring	Study/Tutoring Rooms
Support of community agencies in job training	Career/Jobs Center
Support of the Literacy Program	Literacy Workroom Classrooms
Support school curriculum	Homework Center
Volunteer organizations, Increased space for Friends of the Library to receive donations and sale materials for the library	Friends of the Library Book Sale Area Friends of the Library Workroom

Table 5.1: Library Facility Requirements. *Library Plan of Service.*

As part of the building programming process, the library staff and administration planning team created a "wish list" of spaces that would be needed to fulfill the library's mission. The library consultant met with the library administration planning team over a period of three months to evaluate the space requirements for the new library, discuss overlapping functions, possible multipurpose spaces, and to determine appropriate sizes for future collections, number of reader stations, number of technology stations, and staff space requirements.

In reviewing the options, the library administration planning team emphasized building collections, increasing reader seats and electronic workstations, enlarging the children's area, supporting the Community and School Services Program, disabled access, and holding the line on the project size.

Building Program Evolution

The space allocation is currently 60,800 square feet. This represents an increase of 4,800 over the preliminary program (1998) of 56,000 square feet with the addition of the Community and School Services Division. The collection space will accommodate 256,500 volumes and 49,000 audio-visual items or approximately 2.2 volumes (2.6 items) per capita. (See Tables 5.5 to 5.6 for summary of collection growth.)

The number of technology workstations is increased to 125 or 500% over the current 27 stations. The number of reader stations in the program is 269, or 2.3 per 1,000 residents. This is a 73% increase from the current 155 reader seats, not quite double, but close. More importantly it includes a substantial number of disabled accessible reader tables and technology stations, more carrels, more lounge chairs, and more group study room seats as requested by the community. (See Table 5.4 for a summary of reader seats.)

A quick estimate of the space requirements yields the following crude space needs analysis

Element	Quantity	ASF Per	Total ASF
Volumes	256,000	.06	15,390
Multimedia	49,000	.04	1,960
Meeting Seats	400	.10	4,000
Reader Seats	275	30	8,250
Staff Stations	53	100	5,300
Community & School Support			4,500
Technology Stations	125	40	6,000
Friends Sale Area			1000
Friends Workroom			450
Storage and Miscellaneous			1000
Assignable Square Feet			47,850

Table 5.2: Building Program Preliminary Estimate

This preliminary space requirement at 47,850 assignable square feet would yield a facility of approximately 63,800 gross square feet at 25% net to gross efficiency. To stay within the guidelines of 60,800 gross square feet space, minor modifications and efficiencies were realized during the detailed programming process.

Space Needs Assessment

This section is provided in response to the data requirements of Section 20440: Appendix 3: Section 9: Space Needs Assessment of the Title 5 Library Bond Act Regulations. The space planning guidelines used for the final building program space calculations are described in detail in Chapter 7: *General Requirements and Space Planning Standards*.

Provide a list of the assignable square footage allocations needed for the proposed project and an analysis of how they were determined for the following categories.

a. Library Collections

(1) The current collections of the Santa Maria Library number approximately 165,000 volumes. The capacity of the proposed new library is 256,5000 volumes or an increase of approximately 55%. The increase represents between 10 and 17 years growth for most collections with the exceptions being reference materials that are projecting slow to no growth, and the Spanish Language materials that are projecting accelerated growth. Tables 5.5 and 5.6 below show projected growth on a collection-by-collection basis.

(2) The proposed collection size represents approximately 2.2 volumes per capita a goal set forth in the City's General Plan in 1968. The rationale for the specific collection sizes is discussed in the *Library Plan of Service.* The planned sizes of specific collections are based on current use statistics and data presented in the *Community Needs Assessment.*

(3) The detailed information on the collection size by category, subcategory, and volume count is included in Chapter 8: *The Library Collections.*

(4) Specific information on shelving type, space requirements, and volumes per linear foot is included in Chapter 8.2: *Shelving the Library's Collections.* These tables provide the calculations used to determine the number of volumes per shelving unit and the square footage per shelving unit by collection type.

b. Readers' Seats

(1) The number and type of reader seats is included in Chapter 6: *Building Program Summary* in Table 6.4: *Occupancy by Library Location.* It is also described on page 6-3 of Chapter 6 in the section, *Collections and Seating.* A detailed list of all types of reader seats is included in Chapter 9.2.2: *The Library Supercategories: Reader Seats.* Table 5.4 below provides a comparative study of the current seats available vs. the proposed seating in the program.

(2) The proposed number of reader stations represents a standard of approximately 2.3 reader seats per 1,000 residents. The type and allocation of seat is based on the finding of the Community Needs Assessment, the work of the Library administrative Planning Committee, the library staff, and the results of current use.

(3) The space allocation for Reader Seats on an individual basis is provided in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving.* The space planning standards are described in Chapter 7: *General Requirements and Space Planning Standards* on Page 7-21. This space allocation is included into the total assignable square footage, which is then increased by a circulation allowance of 25% of the total square footage required.

c. Technology

(1) The technology requirements are described in the Library Plan of Service. These specific requirements were incorporated into the final building program document. The increased number of public workstations, the addition of the Computer Center, and the inclusion of adequate disabled accessible stations, has resulted in a five-fold increase in the number of public terminals. Table 5.4 below provides a comparative look of the current workstations available vs. the proposed technology workstations in the program. A full list of technology equipment in the program is available in Chapter 9.2.6: *The Library Supercategories: Technology.*

(2) The space allocation for Technology items on an individual basis is provided in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving*. This space allocation is then included into the total assignable square footage, which is increased by a circulation allowance of 25% for the total square footage required.

d. Staff Offices and Workstations

(1) The projected staffing requirement is described in the *Library Plan of Service*. The projected number of workstations in the building program is consistent with those in the Plan of Service and provides sufficient individual offices and workstations for a staff of 43 library employees based on the numbers that were prepared by the library administration. They are slightly lower than the number of staff in similar sized public libraries in California, but consistent with the operating funds available.

(2) The individual staff workstation requirements are both described and illustrated in Chapter 7: *General Requirements and Space Planning Standards* on 7-18. Specific square footage allocations for all furniture and equipment relating to staff space is included in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving* and again in Chapter 9.2.5: *The Library Supercategories: Staff Workspace.*

e. Meeting Rooms

(1) The large meeting rooms for the Santa Maria City Library are a Multipurpose Room and a Children's Theatre that will serve many of the programs that were envisioned during the Needs Assessment process (See Table 5.1 above). The two spaces fill the requirement for the library to have rooms large enough to host community programs simultaneous to the popular children's programs, which often attract over 150 children. Other individual study rooms will be available for use by small groups, and a medium sized administrative conference room will be available for use by the Board of Trustees and other city organizations. Other meeting room spaces include two 20-person classrooms that can easily be converted to hands on training rooms and a café that provides opportunities to meet and enjoy refreshments in an area off the main lobby of the library.

Multipurpose Room	1823	170 adults
Children's Theatre	1236	150 children
Study Rooms (6)	984	36 seats (6 in 6 rooms)
Classrooms (2)	800	40 seats (20 in 2 rooms)
Café	431	12 meeting seats
Administrative Conference Room	340	14 meeting room seas

Table 5.3: Meeting Room Seat Summary

(2) The specific meeting room square footage allocation is derived from the combination of the space required for meeting room seats and any supporting furniture and equipment required; e.g., food service counter, credenza, presentation centers, lecterns, etc. The square footage allocation per seat in the Children's is based on 150 children requiring 7 square feet per child for a floor cushion. The square footage for the Multipurpose Room is based on 170 adults in stacking chairs requiring 10 square feet each. The square footage per seat in the Study Rooms is based on 27 to 35 square feet per seat based on the size of the table. Specific square footage allocations for all furniture and equipment relating to meeting room space is included in Chapter 12: *Net Square*

Foot Summary for Furniture and Equipment and Shelving and again in Chapter 9.2.1: *The Library Supercategories: Meeting Room Seats.*

f. Special Purpose: Miscellaneous Space Needs

(1) The miscellaneous space needs that have been identified include the Friends of the Library Book Sale Area as well as necessary support areas for the efficient operation of a public library. Some of these spaces include storage, shipping and receiving area, custodial closets, display areas, and a copy center. In addition to these support spaces are the spaces required for housing collections and materials that are not housed on shelving units. These include file cabinets, flat files, dictionary stands, atlas stands, and display cases. These items are all identified in Chapter 9.2.4.: *The Library Supercategories: Special Purpose Items* and specific square footage allocations for all furniture and equipment relating to special purpose space is included in Chapter 12: *Net Square Foot Summary for Furniture and Equipment and Shelving.* The Book Sale Area was sized based on the size of the current area, which is overcrowded, and the ability of the Friends to collect more donated materials to fill a larger space. The space for the Community and School Services Division was developed in conjunction with the cooperative agencies that will be sharing the space with the library.

g. Non-Assignable Space

(1) The non-assignable space allowance is calculated at 25% of the total space, which is a standard net to gross space allowance for a public library facility. It will provide for a building, which is efficient and meets accessibility requirements, but is not spacious. The total non-assignable square footage requirement is 15,199 square feet. This space will include all rest rooms, lobbies, corridors, lobbies, custodial closets, mechanical rooms, electrical and telecommunications closets, shafts, ducts, and the thickness of walls.

Table 5.4: Existing and Planned User Stations

	Planned Readers	Existing Readers	Planned Tech.	Existing Tech.	Planned Lounge	Existing Lounge	Planned TOTAL	Existing TOTAL
Children's	55	36	17	5	10	6	82	47
Popular Library	26	24	24		16	4	66	28
Fiction & Non-Fiction	28	20	10		16	27	54	59
Circulation Area			4	3				
Reference Floor	54	25	18	19		1	68	45
Young Adult	8				4		12	
Career Center	12		10				22	
Homework Center	19		13				32	
Public Computer Center			28				28	
Classrooms							20	
Genealogy	16	12	1				17	
	218	117	125	27	46	38	401	179

Table 5. 5: Book and Periodical Collections Projected Growth

Format	Collection	Books On Shelf	Estimated Books Owned	Planned On Shelf	Planned Owned	% Increase
B	Children's Beginning Readers	1,000	1,538	1,950	3,000	95%
B	Children's In-Betweens	880	1,173	1,125	1,500	28%
B	Children's Picture Books	3,000	4,615	4,875	7,500	63%
B	Juvenile Caldecott winners	300	429	420	600	40%
B	Juvenile Fairy Tales	750	1,071	975	1,300	21%
B	Juvenile Fiction	3,000	4,000	5,460	7,800	95%
B	Juvenile Mystery	600	800	750	1,000	25%
B	Juvenile Newbery winners	380	543	420	600	11%
B	Juvenile Non-Fiction (Includes YA)	11,000	14,667	15,375	20,500	40%
B	Juvenile Paperbacks	750	1,071	1,050	1,500	40%
B	Juvenile Ready Reference			72	72	
B	Juvenile Reference	840	840	1,200	1,200	43%
B	Juvenile Science Fiction	200	267	375	500	88%
P	Juvenile Current Magazines	12	12	12	12	
B	Parenting Books	370	463	480	600	30%
B	Spanish Language Beginning Readers	80	114	350	500	338%
B	Spanish Language Comic Books	150	214	385	550	157%
B	Spanish Language Fairy Tales	130	186	227	325	75%
B	Spanish Language Fiction	225	300	750	1,000	233%
B	Spanish Language Non-Fiction	750	1,000	1,388	1,850	85%
B	Spanish Language Picture Books	400	571	570	950	66%
	Children's & Juvenile	**24,817**	**33,875**	**38,209**	**52,859**	**56%**
B	YA Fiction	730	973	1,125	1,500	54%
P	YA Current Magazines			13	13	
P	YA Back Issues Magazines	20	20	20	20	0%
B	YA Paperbacks	700	933	1,080	1,800	93%
	Young Adult	**1,450**	**1,927**	**2,238**	**3,333**	**73%**

	Collection	Books on Shelf	Estimated Books Owned	Planned On Shelf	Planned Owned	% Increase
B	Auto Repair Manuals	895	895	900	900	1%
B	Business & Small Business	513	513	750	750	46%
B	Encyclopedias	98	98	140	140	43%
B	Computers	700	700	1,000	1,000	43%
B	Consumer/Retirement	230	230	300	300	30%
B	Government Documents	2,191	2,191	2,700	2,700	23%
B	Grants	107	107	115	115	7%
B	Indexes	568	568	168	168	-70%
B	Jobs & Career Guidance	1,013	1,013	1,200	1,200	18%
B	Legal Materials	252	252	420	420	67%
B	Ready Reference	281	281	300	300	7%
B	Reference General	4,026	4,026	6,000	6,000	49%
B	Song Books (Librettos)	263	263	325	325	24%
B	Telephone Books	396	396	450	450	14%
B	Travel	931	931	1,200	1,200	29%
	Sub-total Reference	**12,464**	**12,464**	**15,968**	**15,968**	**28%**
B	Genealogy	1,680	1,680	5,000	5,000	198%
P	Genealogy Periodicals	15	15	20	20	33%
	Sub-total Genealogy	**1,695**	**1,695**	**5,020**	**5,020**	**196%**
B	Storage: Miscellaneous Volumes	5,000	5,000	5,000	5,000	0%
P	Back Issues Periodicals (Life/NG)	1,000	1,000	107	107	
	Sub-total Stored Materials	**6,000**	**6,000**	**5,107**	**5,107**	
B	Cookbooks	1,902	2,536	2,475	3,300	30%
B	Non-Fiction	49,087	59,862	76,400	95,500	60%
	Sub-total Non-Fiction	**50,989**	**62,398**	**78,875**	**98,800**	58%
B	Fiction	13,374	16,717	18,750	25,000	50%
B	Westerns	731	914	1,320	1,650	81%
B	Mysteries	3,680	4,907	6,000	8,000	63%
B	Science Fiction	1,318	1,648	2,000	2,500	52%
B	Large Type	2,338	2,923	3,360	4,200	44%
P	Back Issues Periodicals	500	500	500	500	0%
P	Current Periodicals	259	259	306	306	18%
	Sub-total Fiction Area	**21,442**	**27,868**	**32,236**	**42,156**	**51%**

	Collection	Books On Shelf	Estimated Holdings	Planned On Shelf	Planned Holdings	% Increase
B	Literacy Collections	575	767	2,550	3,400	343%
B	Popular Library Fiction & Non-Fiction	4,408	7,347	6,000	10,000	36%
B	Rental Books	100	206	120	240	17%
B	Spanish Language Books	5,785	7,713	10,500	14,000	82%
P	Spanish Language Periodicals	24	24	24	24	0%
B	Paperbacks	3,172	5,286	3,300	5,500	4%
	Sub-total Popular Library	**14,064**	**21,343**	**22,494**	**33,164**	**55%**
B	Homework Center			450	500	
B	Careers			1,620	1,800	
	Sub-total Community & School Services			**2,070**	**2,300**	
	Total Books & Periodicals	**131,907**	**166,366**	**201,017**	**257,507**	**54%**

Table 5.6: Audio-Visual Collection Projected Growth

Format	Collection	AV on shelf	Estimated AV Owned	Planned On Shelf	Planned Owned	% Increase
AV	AV Books on Tape	350	455	450	600	32%
AV	AV Juvenile Videos (English)	800	1,662	1,650	2,750	65%
AV	AV Juvenile Videos (Non-Fiction)	350	455	544	725	59%
AV	AV Juvenile Audio CD			300	500	
AV	Children's Book/Cassette Sets	100	125	113	150	20%
AV	Juvenile Fairy Tale Videos	75	90	113	150	67%
AV	Parenting Videos	50	60	120	160	167%
AV	Spanish Language Videos (Juvenile)	300	429	375	750	75%
AV	YA Audio CD			490	700	
	Children's, Juvenile & YA	**2,025**	**3,276**	**4,155**	**6,485**	**98%**
AV	Videos in Storage	500	500	0	0	-100%
	Sub-total Stored Materials	**500**	**500**	**0**	**0**	
AV	Non-Fiction Videos	1,700	2,000	3,525	4,700	135%
	Sub-total Non-Fiction	**1,700**	**2,000**	**3,525**	**4,700**	**60%**
AV	Books on CD	0	0	2,450	3,500	
AV	Books on Tape	3,000	4,678	4,340	6,200	33%
AV	Entertainment Videos	1,732	2,299	2,800	4,000	74%
AV	Music videos	100	150	207	275	83%
AV	New Videos (Combined with below)	400	*500*			
AV	Spanish videos	439	700	1,120	1,600	129%
	Sub-total Popular Library	**5,671**	**8,327**	**10,917**	**15,575**	87%
AV	Circulation Desk CD-ROM	400	400	1,800	1,800	350%
AV	Circulation Desk Rental DVD	345	345	4,800	4,800	1291%
AV	Circulation Desk Rental Videos	392	783	750	1,500	92%
AV	Circulation Desk Compact Discs	8,926	8,926	11,700	13,000	46%
AV	Circulation Desk Language Cassettes			1,225	1,750	
	Sub-total Circulation Area Collections	**10,063**	**10,454**	**20,275**	**22,850**	**119%**
Display	Compact Disc Display Cards	*8,926*	*8,926*	*13,000*	*13,000*	46%
Display	Rental DVD Display Cards		*345*	*4,800*	*4,800*	1291%
Display	Rental Video Display Cartons		*783*	*750*	*1,500*	92%
	Total A-V Collections (excludes AV Duplication)		**24,057**		**49,610**	**106%**

Building Program Summary

The Building Program for the Santa Maria Public Library is built on the concepts and recommendations of the Community Needs Assessment, the Library Plan of Service, Technology Plan, the Architectural Feasibility Study, and the Space Needs Analysis.

The Building Program's goal is to provide the spaces required to meet the Library Plan of Service within the guidelines approved by the City. These are to provide:

- Space for a 55% increase in Spanish and English Language print materials to a collection of 2.2 volumes per capita, excluding the branch library holdings, or from 165,000 volumes to 256,500 volumes;
- Space to increase the Spanish and English Language audio-visual collections by 100% to a collection of audio-visual items of nearly 50,000 items (up from 24,000 items);
- Quiet study space and group study space to double the number of reader seats to 269;
- Multiple large spaces to meet the high demand for community programs such as Spanish Language Authors book discussion groups and children's programs in a community meeting space that will accommodate 170 adults and a second programming space that will accommodate 150 children;
- Space for exhibits of locally produced art;
- Space to quadruple the number of public access technology workstations to 125;
- Disabled accessibility throughout the facility and at 14 accessible technology stations and seven reader tables, providing accessible locations for every service provided in the library;
- Space for the new programs which are collaborative efforts with other community agencies including Central Coast Literacy Project, Homework Center, Career/Jobs Center, Santa Maria Genealogy Society, Women's Economic Venture, Workforce Resource Center, Santa Maria Joint Union High School District;
- Expanded and improved work space for staff required to support these new programs as well as existing programs such as Extension Services, Graphics, and Children's Services;
- Workstations for a staff of 43 full time equivalent employees and an additional 22 task workstations for shared functions;
- An enlarged area for the extremely successful Friends of the Library Book Sale; and,
- To program the spaces within the City's Guidelines without exceeding 60,800 square feet.

The above goals have all been achieved and are documented in the Santa Maria Library Building Program, which outlines the requirements for a two-story public library of approximately 60,800 square feet. This represents 45,600 assignable square feet with a non-assignable allowance of 15,199 square feet or 25% of the total space. This circulation allowance or non-assignable space will include elevators, stairs, custodial rooms, lobbies, hallways, thickness of walls, mechanical rooms, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allowance to reach the gross square footage requirements will provide a building that is efficiently organized, meets functional and accessibility requirements, but is not overly spacious.

Since the findings of the Feasibility Study completed in 1999 indicated that the library should occupy a two-story facility on the existing site, the library functions are designated by level in the program

document. The busier more active functions and high use collections are located on the main level in a novel concept known as the "Popular Library". Fiction, Non-Fiction, Reference, and Periodical collections and quieter user areas are located on the second floor. Staff workspaces are located near service desks with three public service desks programmed to provide assistance and supervision. All of the functions are located within the library's security envelope with the exception of the Multipurpose Room and the Public Rest Rooms. All of the book collections, with the exception of a small overflow storage collection, will be available in open stacks. A portion of the audio-visual collections, including the rental videocassettes, rental DVD collection, and the Audio CD collections and audiocassettes, are housed in a closed area behind the Circulation Desk. Patrons are able to browse through the video display boxes or display cards in bins, make a selection and pick up the item at the Circulation Desk. This system, which provides an extra measure of security for the media, requires some duplication of space for these collections and extra staff assistance.

Divisions and Spaces

For the purposes of organizing the building program, the library is divided into 16 Divisions, representing administrative units or physical units, requiring that each space within the Division maintain proximity to other spaces within the Division. Detailed information on each space including furniture, equipment and shelving requirements and functional details is provided in Chapter 11: *Facility Space Requirements*. The following summary provides a brief overview of each Division.

Collections and Seating

The Divisions include six collections and seating areas. These are areas that will house physical collections along with various reader stations and technology stations. The six areas are: Children's Library, Popular Library, Young Adult Area, Fiction Collections and Seating, Non-Fiction Collections and Seating, and Reference Collection and Seating. A brief description of each of these areas follows.

Popular Library Division. This area will house the library's high use collections including the audio-visual collections or browsing cards; the Spanish language book, audio-visual, and periodical collections; the new books; literacy collections; and a percentage of the most circulated fiction and non-fiction volumes. It will also include an OPAC Area. Located prominently near the entrance to the library, it will feature 26 reader seats, and 16 lounge chairs, including two disabled accessible reader tables; and 24 technology workstations, including two disabled accessible technology stations. Materials will be housed on low or retail style mid-height shelving units, sloped shelf bookstore display shelving units, or media browsing units. It will accommodate over 29,000 print items, approximately 15,575 audio-visual items, and an additional 20,000 audio-visual browsing cards for items held behind the Circulation Desk.

Children's Services. This Division occupies 17% of the assignable space and includes the following Spaces: Children's Audio-Visual Area, Children's Collections and Seating, Juvenile Collections and Seating, Juvenile Spanish Language Collection and Seating Area, Parenting and Teachers' Collection and Seating, Children's Reference Collection and Seating, Children's Preschool and Picture Book Area, Graphics Workroom, Children's Workroom, Children's Office, Children's Theatre, Children's Electronic Resource Area, Children's Rest Rooms, Children's Desk, and Storage Room. The collections and seating will be divided into areas for young children (Children's Collections), younger children (Preschool and Picture Book), older children (Juvenile Collections), and Spanish-speaking children (Juvenile Spanish Language.) The area will house 53,000 volumes (39,000 on shelf), 24 current magazine subscriptions, and 7,000 audio-visual items (4,500 on shelf). There will be a total of 65 children's and juvenile reader seats, and 17 technology workstations available. Accessible reader tables and technology stations will be

available. A large Children's Theatre will enable the Children's Division to offer its many varied programs without competing for the use of the Multipurpose Room.

Fiction Division. This Division will house the Fiction, Large Print, Mystery, Western, Science Fiction and Fantasy books as well as the current magazines and newspapers in a quiet collections and reading area. It will house 41,350 volumes (31,430 on shelf volumes), 306 current magazines subscriptions, 18 current newspaper subscriptions and a small back issues stack area. The Fiction Collection and Seating Area will contain 16 lounge chairs, 12 reader seats at tables for four, and two quick use OPAC terminals.

Non-Fiction Division. This Division will house the Non-Fiction Circulating Collections of 95,500 volumes (75,000 on shelf volumes) and the Cookbook Collection of 3,300 volumes (2,536 on shelf), as well as 16 reader seats at study carrels and six technology workstations (OPAC) in this quiet collections and reading area. Two of the technology carrels will meet disabled access requirements.

Reference Division. The Reference Services Division will contain a Reference Desk, Reference Office, Reference Staff Workroom, the Reference collections and Seating Area, the Genealogy Collection and Seating Area, and six group study rooms. The collections will consist of 16,000 volumes housed on a variety of full height shelves and index tables. The area will house 18 technology workstations, including four microfilm reader printers, and 18 reader seats. Accessible reader seats and technology workstations will be available in the Reference Collection and Seating Area and in the Genealogy Collection and Seating Area. The study rooms will add another 36 reader seats to this Division.

Young Adult Services. This Division will house the Young Adult Collection and Seating Area. This area will include 8 reader seats and 4 lounge chairs. The area also includes approximately 2,200 young adult books and periodicals and a collection of 700 CD's in a browsing unit.

Within these six divisions, the building will contain shelving for a collection of 256,500 print volumes with 203,158 volumes in adult materials, and 53,347 volumes in the children's collection. The combined adult and children's reference collections will total over 17,000 print volumes. In addition to print volumes, the Santa Maria Public Library will hold over 49,000 media items located in the Children's Area, Young Adult Area, and Popular Library. A detailed profile of the collections is provided in Chapter 8: *The Library's Collections.*

In all cases, the shelving is calculated to recognize that some items will be in circulation, and at 256,500 volumes, the shelving will be approximately 75% full allowing the extra shelf space required for a working collection. The stack aisles will meet accessibility requirements as outlined in the General Requirements Chapter.

The collection and seating areas include 65 children's reader seats and 204 adult/young reader seats, with 12 of these reader seats in the Young Adult Area for a total of 269 reader seats. This total includes 46 lounge seats and a variety of table and carrel seats in the children's and adult areas as well as 36 seats in the group study rooms in the Reference Services Area. In addition to the reader seats, the program includes 125 public technology workstations. Fourteen accessible technology workstations are included and seven accessible reader tables (manual adjustable) are included. These are located in the Homework Center, The Popular Library, Children's Reference, Genealogy, Reference Collection and Seating, Career Center, Computer Center, OPAC Area, Children's Electronic Resource Area, Self Check, and Non-Fiction. A detailed profile of the distribution of user stations is included in Table 6.3: *Occupancy for Each Library Space* at the end of Chapter 6: *Building Program Summary.*

The other ten Divisions are the Administrative Services Division, Circulation Services Division, Community and School Services, the Public Meeting Room Division, General Building Services Division, the Library Entrance Division, Extension Services, Literacy Center, Staff and Technical Support, and Staff Services.

Administration and Support Services

Circulation Division. The Circulation Services Division utilizes approximately 7% of the total library space. This Division includes a Book and A/V return and check-in room, the Circulation Desk with a self-checkout area, Circulation Supervisor's Office, Librarian II Office, Closed Bookstack Storage Area, Service Center, and Circulation Workroom. The workroom includes 4 staff workstations and 2 task workstations. The Circulation Desk includes seven public service stations, including a separate audio-visual checkout area and a print pick up counter for networked printing. The area behind the Circulation Desk will house the video rental collection, DVD, CD, CD-ROM and audiotapes in media storage cabinets. This Division will provide the staff and supervision for the Popular Library, Friends' Book Sale Area, and the auxiliary services located on the first floor, including the Community and School Services Division and the Public Meeting Room Division.

Administration. The Administration Division will be located on the second floor of the library. It will contain two administrative offices, space for administrative support staff and a reception area, storage, and an administrative staff conference room. It will be located near the staff lounge and the staff mail and locker area.

General Building Services. The General Building Services Division contains a large general storage room, custodial room, loading dock, shipping and receiving area, and the staff entrance. Most of the spaces in this Division, with the exception of the Mechanical Room, should be located near the staff or service entrance to the library facility.

Extension Services. The Extension Services Division will contain an office and workroom to support the acquisition, processing and distribution of materials to the three county branches.

Staff and Technical Support. This Division includes the library technical services Staff Workroom, the Computer/Telecommunications Room, and a Computer Systems Workroom. These spaces should be located near a staff or freight elevator in a back-of-house location. The Staff Workroom will have nine staff workstations and two task workstations; the Computer Systems Workroom will have an additional one staff workstation and three task workstations.

Staff Services. This Division will include staff amenities including a Staff Lounge, Kitchenette and Staff Rest Rooms in addition to a central staff locker and mail area and custodial support spaces. This Division should be located near the Administrative Division in order that the Conference Room may share the use of the Kitchenette and the Administrative Support Staff can be in close proximity to the mail area. It should also be near the Staff Work Room (Technical Services) where a large number of staff will be located.

Auxiliary Spaces

The Library Entrance Division, Literacy Division, Community and School Services Division, and Public Meeting Rooms Division provide space for auxiliary services and spaces including the Multipurpose

Room, AV closet and storage, Lobby, classrooms, Homework Center, Computer Center, Jobs/Career Center, Literacy Program Workroom, Café, and Public Rest Rooms. Some of these spaces are to be located outside of the library's control gates in order for them to be open when the library is closed.

Public Meeting Rooms. The Multipurpose Room includes space for at least 170 adults in chairs or more than 250 children on floor cushions. The Multipurpose Room is planned with full multimedia projection and teleconference capability. It will be located outside the library's security envelope to allow it to be used when the library is closed. The Division also includes an AV, Chair and Table Storage Room and a Kitchenette. Also included in the Public Meeting Rooms Division are two 20-seat classrooms that can be used by the schools, job agencies, the literacy program, community organizations, and the library. These classrooms will be located near the entrance, but inside the library's security envelope and can be reconfigured for hands on training rooms if needed. Another public meeting room, the Children's Theatre is located in the Children's Services Division.

Library Entrance Division. This area serves as the gateway to the Library and to the Multipurpose Room and Cafe. The Cafe and the public rest rooms will be located here. It will be organized to allow for separate hours of operation for the Multipurpose Room and the Café and for access to the rest rooms when the library is closed. It should include some seating spaces and substantial display and exhibit space for cultural, historical and art exhibits.

Literacy Division. This Division will provide workstations and supply space for the Literacy program. The staff and volunteers of this program will utilize the resources of the library and many of the spaces including the classrooms, the Homework Center, the Computer Center, and the study rooms.

Community and School Services Division. This Division will include the Homework Center, the Career/Jobs Center, and the Computer Center. The areas of the Community and School Services Center will host a variety of programs and services ranging from annual job fairs, bilingual tutoring, public terminals for Internet and e-mail access, technology training, support of the Workforce Resource Center's programs and a formal after school homework center. These spaces will contain a combined total of 51 technology workstations, including five disabled accessible stations, and 30 reader stations. Both the Homework Center and the Computer Center will include Help Desks, or Service Stations, which will be staffed by school personnel, library staff, and volunteers in this collaborative effort.

Program Summary

Reader Seats	269
Technology Stations	125
Volumes	256,500
Multimedia Units	49,960
Periodical Subscriptions	367
Major Public Service Desks	3
Public Service Workstations	17
Help Desks	2
Staff Offices	7
Staff Workstations	36
Task Workstations	22
Meeting Room Seats	390

Table 6.1: Program Summary

The above table provides an overview of the contents of the building program. Table 6.2 below illustrates a rough distribution of space by function. This is prepared by assigning a Supercategory or "use" category to each furniture and equipment and shelving inventory item in the building program and then tabulating the total space allocated to each of these uses. The percentage of space allocated to collections is slightly higher than a typical[1] large public library, reflecting the specific requirements of the community, the need to duplicate collections in English and Spanish Languages, as well as the additional space requirements of the special collections such as genealogy, career, business, and homework. The percentage of space allocated for meeting room seats, reader seats, and technology, is consistent with other large public libraries. The amount of space dedicated for staff functions is slightly below average at 16%. Detailed descriptions of the contents of each of the supercategories are included in Chapter 9: *The Library Supercategories*.

Reader Seats	16%
Technology	13%
Shelving	32%
Staff Workspace	16%
Meeting Rooms	9%
Special Purpose	16%

Table 6.2: Program Summary by Use Category

[1] It can be debated whether there is a "typical" large public library.

Program Document

The preliminary chapters of the program document provide a thumbnail sketch of the process that preceded the development of this program. Summaries of the community needs assessment, project background, plan of service, and space needs analysis have been included. The subsequent chapters of the building program include specific functional criteria on what is required for the building to function. Chapter 7: *General Requirements and Space Planning Standards* provides functional and design criteria for the entire facility and Chapter 11: *Facility Space Requirements* provides these requirements on a space-by-space basis. These criteria include adjacency recommendations, flexibility, fenestration, audio-visual, acoustics, space finishes, lighting, HVAC, signage, security, electrical, telecommunications, signage, and disabled access requirements. Without these qualitative criteria being met, the spaces cannot properly serve the library's program goals.

Chapter 8 provides a detailed look at the projected collections and the shelving requirements for these collections. Chapter 9 provides a more detailed look at the contents of the supercategories, which are noted above. Chapter 10 provides the spatial relationship recommendations for each of the library's 16 divisions and separately, for each of the individual spaces within these divisions. Chapter 11 provides not only the physical criteria for each space, as noted above, but also a complete furniture and equipment and shelving list for each space as well as the assignable square footage for that particular space. Chapter 12 provides a complete alphabetical list of each furniture, equipment, and shelving item that is included in the project with the space requirements. The same alphabetical listing of furniture, equipment and shelving is also provided with the projected costs.

Chapter 6 concludes with summary charts of occupancy by user station, occupancy by staff station, and a complete list of the Divisions and Spaces.

Table 6. 3: Occupancy for each Library Space

Location	Reader Seat	Lounge Seat	Reader ADA	Tech Workstn	Tech ADA	Meeting Room Seat
Café						12
Career Center	12			8	2	
Classroom A						20
Classroom B						20
Community Room						170
Friends' Sale Area	2					
Homework Center	18		1	12	1	
Computer Center				26	2	
OPAC Area				10	2	
Popular Library	24	16	2	12		
Young Adult	8	4				
Children's Electronic Resource				7	1	
Children's Reference	6		1	8	1	
Children's Seating	16	4				
Children's Theatre						150
Juvenile Seating	20	6				
Juvenile Spanish	4					
Preschool Area	6					
Parenting Area	2					
Self Check				3	1	
Staff Conference Room						18
Reception Area	3					
Genealogy	15		1	1		
Fiction	12	16		4		
Non-Fiction	16			4	2	
Reference Area	16		2	16	2	
Reference Workroom						
Study Rooms	36					
	216	**46**	**7**	**111**	**14**	**390**

Table 6. 4: Staff Occupancy for each Library Space

Location	Service Desk Station	Office Workstn	Staff Workstn	Task Workstn
Café	1			
Homework Center	1			
Literacy Workroom			3	1
Computer Center	1			
Children's Desk	3			
Children's Office		1		
Children's Workroom			3	1
Graphics Workroom			1	1
Book Return Check in Room			4	1
Circulation Desk	7			
Circulation Supervisor		1		
Circulation Workroom			4	2
Librarian II		1		
Administrative Support Staff			2	1
Assistant Library Director		1		
Branch Manager (Ext. Services)		1		
City Librarian		1		
Computer Systems Workroom			1	3
Custodial Workroom				1
Extension Services			4	4
Friends Workroom				2
Shipping and Receiving				2
Staff Workroom			9	2
Reference Desk	4			
Reference Office		1		
Reference Workroom			5	1
Study Rooms				
	17	**7**	**36**	**22**

Table 6. 4: Building Program Summary by Division and Space

Library Space Sq. Ft. Summary

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
1 COMMUNITY AND SCHOOL SERVICES		3,584
Career/Jobs Center	902	
Computer Center	1,433	
Homework Center	1,249	
1 CHILDREN'S LIBRARY		7,712
Children's AV Collection & Seating	256	
Children's Collection & Seating	560	
Children's Desk	286	
Children's Electronic Resource Area	360	
Children's Entrance (Interior)	35	
Children's Office	205	
Children's Preschool and Picture Book Area	450	
Children's Reference Collection & Seating	806	
Children's Rest Rooms	N/A	
Children's Theatre	1,236	
Children's Workroom	565	
Custodial Sink & Supply Closet	N/A	
Graphics Workroom	343	
Juvenile Collection & Seating	1,925	
Juvenile Spanish Language Collection & Seating	282	
Parenting & Teachers' Collection & Seating	146	
Storage/Supply Room	257	
1 CIRCULATION SERVICES		3,238
Book & A/V Return and Check-In Room	460	
Circulation Desk	1,265	
Circulation Supervisor's Office	151	
Circulation Workroom	555	
Closed Bookstack Storage	380	
Librarian II Office	159	
Service Center	268	
1 EXTENSION SERVICES		1,084
Branch Manager's Office	170	
Extension Services Workroom	914	

1 GENERAL BUILDING SERVICES		865
Custodial Workroom	254	
General Library Storage Room	394	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Shipping & Receiving & Mail Room	217	
Staff Entrance & Lobby	N/A	
1 LIBRARY ENTRANCE		1,474
Café	431	
Friends' Book Sale Area	712	
Friends' Book Storage & Workroom	331	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
1 LITERACY CENTER		449
Literacy Workroom and Storage	449	
1 POPULAR LIBRARY		4,811
OPAC Area	430	
Popular Library	4,381	
1 PUBLIC MEETING ROOMS		3,267
AV, Chair & Table Storage Room	235	
Classroom A	538	
Classroom B	538	
Custodial Sink & Supply Closet	N/A	
Kitchenette	133	
Multipurpose Room	1,823	
1 YOUNG ADULT AREA		654
Young Adult Collection & Seating	654	
2 ADMINISTRATION		1,420
Administrative Rest Room	N/A	
Administrative Services Supply Room	71	
Administrative Support Staff	387	
Assistant City Librarian's Office	191	
City Librarian's Office	290	
Conference Room	340	
Reception & Waiting Area	141	
2 FICTION COLLECTION		3,522
Fiction Collection & Seating	3,522	

2 NON-FICTION COLLECTION		5,232
Non-Fiction Collection & Seating	5,232	
2 REFERENCE SERVICES		5,761
Custodial Sink & Supply Closet	N/A	
Genealogy Collection & Seating	815	
Public Rest Rooms	N/A	
Reference Collection & Seating	2,744	
Reference Desk	420	
Reference Office	185	
Reference Workroom	613	
Study/Tutoring Room A	164	
Study/Tutoring Room B	164	
Study/Tutoring Room C	164	
Study/Tutoring Room D	164	
Study/Tutoring Room E	164	
Study/Tutoring Room F	164	
2 STAFF AND TECHNICAL SUPPORT		1,697
Computer Systems Workroom	456	
Computer/Telecommunications Room	303	
Staff Workroom	938	
2 STAFF SERVICES		826
Custodial Sink & Supply Closet	N/A	
Kitchenette	148	
Staff Locker and Mail Area	227	
Staff Lounge	451	
Staff Rest Rooms	N/A	
Net Assignable Square Footage:		45,596
Non-Assignable Square Footage (@ 25% of Gross):		15,199
Gross Square Footage:		60,795

General Requirements and Space Planning Standards

The following section of the building program provides guidelines and criteria for the physical design of the City of Santa Maria Public Library as well as specific accessibility requirements; energy efficiency recommendations; staff efficiency; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are recommendations that have been provided by the library planning consultant and approved by the Santa Maria Public Library Administration, Staff, and design team, in addition to reiterations of accessibility and Title 24 requirements as applicable to the library project.

I. Site

Site development shall include the development of the entire site including landscaping, patios, walkways, walls, fences and gates, signage, and exterior lighting. The perimeter of the building and all parking lots shall be illuminated with time clock controlled vandal-proof lights and manual, timed override buttons/switches. The overall plan shall be integrated with the activities and design of the adjacent Civic Center.

General requirements for the site include the following:

- Large highly visible well illuminated sign noting the Library's location
- Flagpole, double halyard, anodized aluminum flagpole
- Exterior lighting on timer with manual override, vandal resistant fixtures
- Four large curbside exterior free standing book returns at nearest vehicular access (drive up) point, flat path for staff to push book trucks to empty bins
- Bicycle racks with facilities for locking bicycles
- Large concrete trash and smoking materials receptacles near, but not too near, the front entrance
- Loading and receiving zoned space designated "Reserved for Deliveries"
- Disabled accessible spaces
- Pay telephones (one of which is disabled accessible)
- Provision for trash pick up and storage and dumpsters
- Site plantings with timer controlled irrigation

Site Accessibility

An accessible route to the facility must be provided including access to transportation, parking, sidewalks and buildings. The width of the access route is to be a minimum of 36" with turning and passing spaces (60" x 60") at obstructions, but at no less than every 200'.

The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library.

Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". It must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for the full length and width of ramp. Ramps must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

II. Entrance

Hours and days of operation for the Santa Maria Public Library should be posted at the entrance to the library lobby visible from outside when the building is closed. Entrances to library services specific requires minimum 90" opening for inventory security system. System gates must be a minimum of three feet from any metal surface and a minimum of eight from any electronic workstation to prevent interference or malfunction of the unit.

The main entrance should open into a lobby that serves the Community Room, Café, and Public Rest Rooms and meets the following general requirements:

- Foot cleaning, grates or walk-off mats
- Public telephones (or in immediate area outside the facility)
- Accessible drinking fountains
- Signs for City information
- Dedication plaque listing the City Council and Library Board of Trustees
- Donor wall
- Floor plan and building directory
- Paper management system for handouts, tax forms, bus schedules, and bulletins
- Locked lighted display and exhibit space
- Theft detection gates in set of three to create dual corridor entrance and exit
- Video surveillance cameras
- Annunciator panels for all fire and security systems

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic door sensors must read below the height required to recognize children or individuals in wheelchairs. For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements, of 48" and 54" respectively, above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. The security gates inside the door must comply with the same access requirements as doors.

III. Accessibility

Accessible Aisles, Doors and Paths of Travel

All offices, workrooms, meeting rooms, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from 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.

Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" 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.

Other accessibility guidelines are included in the following sections: Stacks and Shelving, Reader Seats, Drinking Fountains, Elevator, Entrance, Site, Telecommunications, and Rest Rooms.

IV. Elevator Accessibility

An elevator will be required for access to the second floor. Most elevator manufacturers will provide a checklist and certification that their product meets accessibility requirements. This documentation should be made available to the owner. Guidelines include the following:

- Elevator cannot be restricted to staff only use
- Elevator must serve all levels
- Automatic door operation is required
- Self leveling required with a maximum tolerance of ½" at a floor landing
- Call buttons in lobbies must be no more than 42" above finished floor
- Floor designation on elevator jamb must be both Braille and raised letters, centered at 60" above finished floor

- Call and control buttons within the cab must have both Braille and raised letters with Arabic characters for the numbers
- Visible and audible signals shall indicate which cab is responding to the call
- Audible signals sound once for up and twice for down

V. Structure

Column bays of 25' or in multiples of 5' are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. Compact shelving will be acceptable on slab on grade only or in areas where the structure has been enhanced to 250 to 300 pounds per square foot live load. When possible, columns should not be introduced in the Multipurpose Room, Children's Theatre, Café, Classrooms, Homework Center, Career/Jobs Center, or the Computer Center.

VI. Lighting & Light Control

Window treatment for light control should be included where necessary. Generally direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light. A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also Energy Efficiency Characteristics *Section IX below*)

While it is recognized that various conditions including contrast, reflectivity, and task to be performed affect the objective quantity of lighting required, a guideline for lighting levels, based on the most common tasks, follows:

- Reading areas: 30 to 40 foot-candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot-candles
- Book stacks: 6 foot-candles minimum measured vertically at a height of 12 inches and 30 foot-candles maximum measured vertically at any height
- Building entrance: 5 - 10 foot-candles
- Public restrooms: 10 - 20 foot-candles
- Study areas: 50 foot-candles
- Circulation desk and other work areas: Minimum 50 foot-candles measured horizontally on the worksurface

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any Santa Maria City standard if applicable. Task and table lamps should be vandal and theft resistant. High quality fluorescent fixtures are required in order to prevent costly replacement of fluorescent ballasts. Fixtures should be easily accessible for maintenance. All fluorescents are to have electronic ballasts. Fluorescent lighting will be 32 to 34 watt lamp standard with electronic ballasts.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, the Service Center, utility rooms, offices, study rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned with bi-level switching to allow partial dimming of lights during daylight hours.

Stack lights should be stack-mounted parallel to or ceiling mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

All inside lighting in the main public area, not independently controlled, shall be energized with a momentary contact master switch located at the staff entrance. A night-light circuit shall be eliminated from this shut-off system, and shall provide low-level illumination of the entire public area at all times. Lighting in general public areas is to be zoned with bi-level switching and controlled from central panels. Emergency back up lighting is to be included. Exterior lighting should be on a timer-controlled system with a manual override available.

VII. Windows

Windows in offices, workrooms, reading areas and community rooms should be provided with roller shades or other light control device. The building shall be designed with some operable windows for cross-ventilation in the event the HVAC system is not working, or when fresh air is needed, and the natural flow can be utilized to reduce energy costs.

VIII. HVAC

The entire building will be air-conditioned using a HVAC/VAV system with direct digital controls. A multiple zoned system to provide the best possible temperature variations shall be provided. A sophisticated high quality HVAC system is necessary to eliminate problems and avoid breakdowns.

Fans shall be designed to prevent air noise, and special consideration shall be given to the direction of airflow from supply ducts to prevent cold drafts in seating areas. An economizer type unit with variable frequency drives (VFD) is required. Noisy equipment should not be placed directly against walls where the vibration and transmitted noise will annoy staff and the public.

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly for the Multipurpose Room, Computer Center, Career/Jobs Center, Classrooms, Homework Center, Classrooms, and individual office and workroom spaces. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- Provide separate temperature controls for Computer Systems Room

- Thermostats in public areas should have lockable covers
- Special note should be taken of rooms with high equipment load. These include the Computer Center, Service Center, Homework Center, Computer Systems Workroom, Staff Workroom, Children's Electronic Resource Area, and the Reference Collection and Seating Area

IX. Energy Efficiency Characteristics

As noted throughout the various sections of this chapter, the library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, and a healthy productive workspace.

A partial compilation of these basic recommendations follows:

Site

The project should strive for environmental responsibility and efficient use of the site. It should maximize opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation.

Water Efficiency

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced through the use of intelligent irrigation. Landscaping plans will use native or adaptive, drought tolerant plant materials to reduce the need for permanent irrigation systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

If possible, orient the building on the site to maximize north and south facing facades. All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e®) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of daylighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be required. Lighting for individual offices, staff and public rest rooms, storage rooms, study rooms, staff lounge, rest rooms, copy area, telecommunications and electrical closets, custodial closets and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned with bi-level switching to enable portions of the lighting to be extinguished either manually or automatically when daylight is available. The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts should be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps.

The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after curfew hours or 30 minutes after library closing.

HVAC

Specify a Variable Air Volume (VAC) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied, such as the Multipurpose Room, to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling has been raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainably harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate

space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

X. Drinking Fountains

Drinking fountains should be located in lobbies or in alcoves, which serve public rest rooms, and away from carpeted stack and seating areas. At least 50% of all drinking fountains must be accessible, but no less than one.

Drinking fountains must have spout outlets that are no higher than 36" above finished floor, and are located at the front of the unit and direct the water flow in a parallel, or nearly parallel, trajectory to the front of the unit. The flow must be at least 4" high to allow for the use of a cup or glass.

In addition to a wheelchair accessible drinking fountain, there must be a drinking fountain that is accessible to individuals who have difficulty bending or stooping. When a single drinking fountain is provided, this accommodation can be achieved by adding either a paper cup dispenser adjacent to the fountain or specifying that the single fountain be a high and low flow fountain which can accommodate both requirements.

XI. Rest Rooms and Lavatories

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation including the Community Room.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. 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.

All public and staff rest rooms will meet the accessible aisle requirements as noted above in the Section above "Accessible Aisles, Doors, and Paths of Travel."

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 between 17" and 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, will be 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 of 48" and 54" respectively. 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.

Rest rooms signage which 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), 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.

Fixtures in children's rest rooms will be sized appropriately and both men's and women's rest rooms will contain diaper changing stations.

XII. Security, Fire and Life Safety

A complete burglar/fire alarm system will be provided and include sensors on all exterior doors, including both sets of entry doors in the lobby, and all operable windows. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, or Evacuation, Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by a supervised automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies. Enunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff entrance.

Audible and visual emergency warning alarms are required. Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. 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'. In larger areas exceeding 100' across, the devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in an area by at least 15 dbA, or the loudest sound, which lasts at least 60 seconds in a space by 5 dbA. Audible alarms cannot exceed 120 dbA.

XIII. Telecommunications

The following are general recommendations. The use of a technology consultant is recommended for network design.

All construction will contain adequate conduit, ducts, underfloor space, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. The feasibility of utilizing wireless technology, or a low profile raised floor, for the project should be explored early in the design process. Cable trays and ducts must have access panels for future cabling by owner. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements.

Cable and Networking

All data and voice cable should be Category 5 enhanced or Category 6 UL approved and rated cable, or better.

Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Distribution and Conduit

All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the user's end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back; and in rated walls shall be separated by a minimum of 24", e.g., study rooms, copy center, and office areas.

Floor outlets shall be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed in a grid system designed on a

four, six or ten foot square grid. The system should also provide for the installation of 110-volt electrical service, television, and/or communication cables.

Network Accessibility

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

Communications Equipment

A telephone system or systems will be provided to meet the Santa Maria City standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will provided through telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, offices, and all public areas.

XIV. Electrical

The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 100 to 150 potential technology workstations and miscellaneous photocopy, printing, multimedia, microfilm, and security system equipment.

Each staff and public desk workstation location must have a separate dedicated 4-plex electrical outlet to accommodate the microcomputer, barcode reader, and printer. Dedicated computer outlets shall be clearly designated by color and markings at each 4-plex electrical outlet in the Telecommunication Room. Electrical contractor will provide wiring scheme identifying cable port on patch panel and at wall or floor plate at workstation end.

The general requirements for electrical service to the facility include the following:

- Voltage regulated at building feed or at each feed box
- Surge protection at panel
- Dedicated lines available for equipment; e.g., theft detection system, photocopiers, etc.
- Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- Power and data outlets located in dual configuration no more than 6" apart
- Electric outlets along walls should be located at 10 foot intervals with face plate centered at 15" above finished floor unless otherwise specified
- Electric outlets should be in all support columns
- Electric outlets should be located at a minimum of 4-foot intervals along all work counters unless otherwise specified
- Integrated central clock system will be included

- Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff entrance
- Floor outlets flush with the surface (No monuments or bus stops)

XV. Graphics and Signage

The program and budget should include a full signage and graphics package, which will meet ADA and all fire and life safety requirements. This signage program should be coordinated with the interior architecture and include at a minimum:

- Easily identified entrance signage integrated into site, parking and building exterior
- Changeable signs or insert sign carriers for hours and other services
- Sign carriers for both ends of each book stack unit
- Signs designating permanent rooms and spaces
- Signs designated major building areas
- Evacuation signs and floor plans
- Emergency exit warnings
- Room number identification
- International pictograms or symbols for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- Easels or stands to hold temporary signs/poster announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., "Circulation Desk" or "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.

Permanent room identification signage (e.g., "City Librarian") 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.

XVI. Finish Treatment

A high-grade commercial carpet of textured loop pile or multi-level loop should be used throughout the facility with the exception of public and staff restrooms, the electrical room, telecommunications room, and janitor's closet. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used; enhanced backing is recommended. Recommended weight is 32-ounces per square yard or better. Carpet fiber will be the best current generation nylon with "stainmaster®" or equivalent stain guard feature to reduce maintenance costs. Carpet

will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions.

All finishes must be easily maintained and durable, including corner beads under the plaster finish and plastic corner guards to prevent damage by book trucks; kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in children's areas, staff work areas, and at service desks. Study rooms, offices, and workrooms will include whiteboards, chalkboards or tackable surfaces as noted in the Space detail sheets in Chapter 11. A minimum number of paint colors should be utilized to facilitate future maintenance.

XVII. Stacks and Shelving

General recommendations for stack units include:

- Finished end panels and signage on both ends of all shelving units
- Canopy tops on all units 66" or lower
- Back edge on each shelf or alternately relocatable backstop in vertical member
- Hinged slanted display shelves in current periodicals area with storage shelf
- Multimedia accessory shelving where indicated
- Bookstore display shelving for Popular Library display collections

Space Allocation

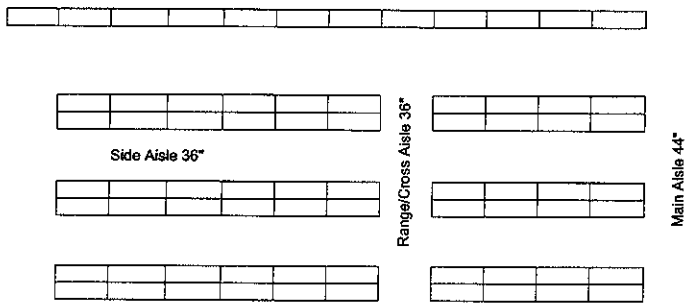
Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is 8 (volumes per linear foot) x 3 (feet) x 14(shelves) = 336.

The number of volumes per linear foot for each specific collection type can be found in Chapter 8: *Collection Allocation* and *Collections and Shelving* (Section 8.2), as can the space allocation per shelving unit. Space for collections is programmed to include space for future growth as the City of Santa Maria continues to build its collection, as well as empty shelf space to allow efficient shelving and interfiling of volumes.

Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

Shelving Accessibility

Aisles in stack areas must comply with the following 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 (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle should not meet a 36" aisle.



Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals, browsing collections and newspapers 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. Current periodical shelving units can 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.

XVIII. Reader Seats

Space for users of the Santa Maria Public Library is provided in sufficient quantity and variety including tables for one, tables for four (round and rectangular), study carrels, lounge chairs, technology carrels and technology counters, stackable chairs in the Multipurpose Room, and floor cushions in the Children's Theater.

The building program includes a general recommendation for size and type of reader seat in each space detail. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 30 to 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 40 to 45 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower grade office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas.

Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations should be considered, particularly in an area such as the periodicals reading area that is likely to attract senior citizen patrons.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and most critically allow a dimension of 9-10" between seat height and table height. If a chair designed for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

Seven accessible reader tables and 14 accessible technology workstations are included in the building program. Accessible locations will provide a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space for these must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. No table apron or keyboard carrier can be included that will obstruct access. Chairs, kik-step stools®, and book trucks, which would require being moved, must not be located in accessible seating location.

The Multipurpose Room will require wheelchair access, but a specified number of accessible seating locations are not required in a multipurpose room with a flat floor and seating that is easily moved. Specified accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

XIX. Staff

Public Service Desks

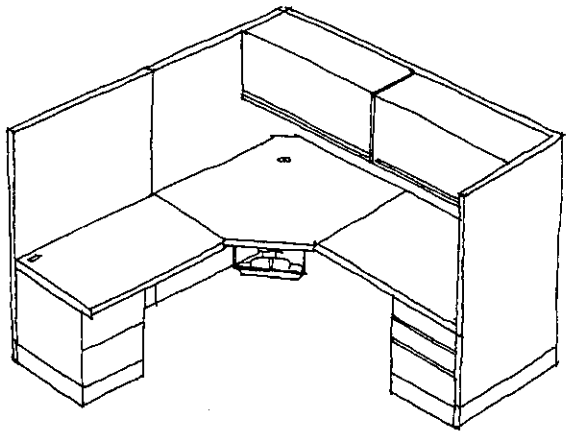
Patrons will be assisted and the library will be supervised from three strategically located service desks. These three desks are a Circulation Desk that provides circulation and routine business transactions for both children and adults; a Reference Desk that provides reference and technology assistance; and a Children's Desk that provides both assistance and supervision of the Children's Library. The staff at the Circulation Desk, which will have six public service points, will supervise all areas located in proximity to the library entrance and lobby including the Popular Library, Young Adult Area, Friends Book Sale Area, Service Center, Classrooms, Homework Center, Computer Center, and Career/Jobs Center. The staff at the Children's Desk will supervise and provide assistance in the Children's Library. The staff at the Reference Desk will supervise all remaining areas of the library including the Reference Area, Genealogy Area, study rooms, and Fiction and Periodicals, and Non-fiction collection and seating areas. Each station at the service desks will be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface, and under counter shelves or storage for supplies, telephones, and printers. Additional space should be included for depressible book bins, lost and found bins, or other temporary storage requirements. Each service desk will include a disabled accessible station that is no more than 28" to 34" high for a continuous length of 36". Staff at these desks will also distribute printing from public terminals at Print Pick Up Counters. In addition to the public service desks, Help Desks or Instructor's Stations staffed by auxiliary personnel, tutors, or volunteers will be located in the Homework Center, Computer Center, and the Café.

Staff Efficiency

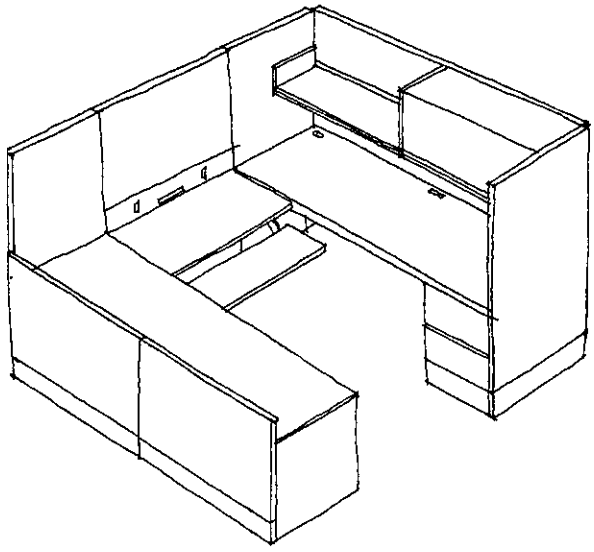
The building must be economical to operate. The floor plan should be "open" to facilitate operational flexibility and supervision of the facility. Reasonable functional relationships between major areas of the library as described in this program must be maintained to facilitate efficient staff functions. To maximize staff efficiency, the Santa Maria Public Library will be supervised from the three public service points noted above. Open plan staff workrooms for Children's, Reference Services, Technical Services, Extension Services, and Circulation Services will be located adjacent to respective service desks to allow for quick backup during busy periods. These workrooms will be designed flexibly with workstations for both clerical and professional employees. Areas, such as the Multipurpose Room and the Classrooms, which may not be supervised from either public service desk, may be locked when not in use.

Staff Workstations

Individual workstations are recommended for all full time employees. Systems furniture, with modules of three-foot, four-foot, five-foot, and six-foot work counters and acoustical panels of varying heights, is recommended for staff workrooms. Additional space will be added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs. Locking files, storage compartments, tackable surfaces, wire management package, acoustical panels and over counter shelving are integrated into workstation design.



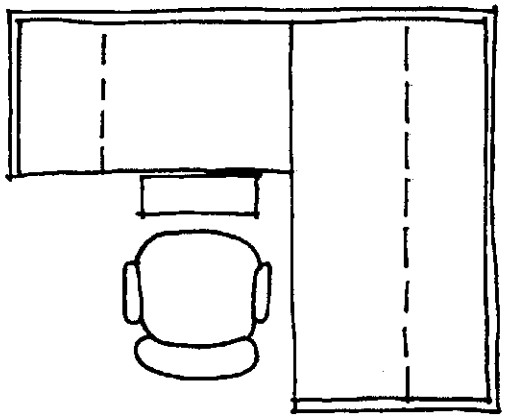
Isometric drawing of generic L-Shaped workstation with overhead storage compartments, keyboard tray and 2 pedestal units.



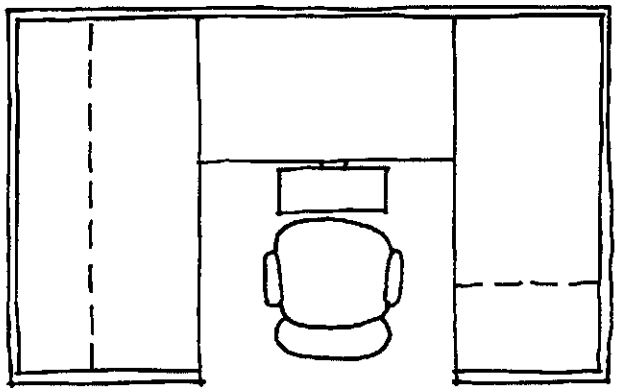
Isometric of U-shaped workstation including overhead storage cabinet, keyboard carrier, and pedestal units.

Specific staff workstations included in the building program are illustrated below.

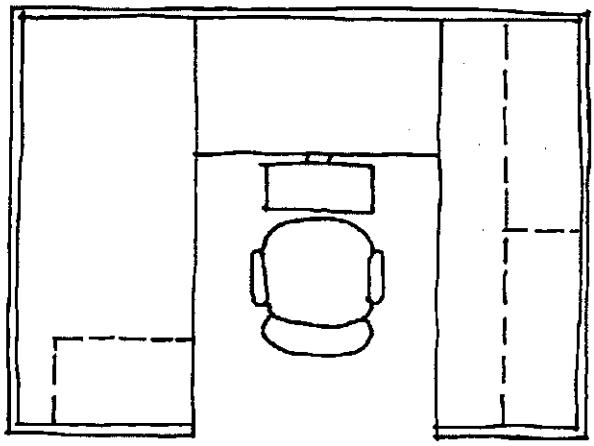
Circulation Check-In Workstations. Systems workstations which are 5' x 6' are recommended for the Book and A-V Check-In Workstations. These workstations consist of fabric wrapped modular panels with two plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 30 assignable square feet.



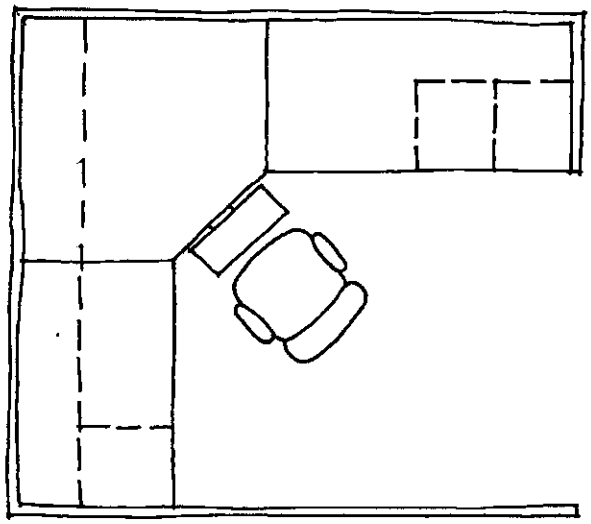
Library Clerks and Library Assistants. Systems workstations which are 5' x 8' are recommended for library clerks and assistants in the Circulation Workroom and Children's Services Workroom. These workstations consist of fabric wrapped modular panels with three 24" and 30" deep plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 40 assignable square feet.



Full Time Librarians & Administrative Assistant. Systems workstations which are 6' x 8' are recommended for professional librarians in the Reference Workroom and in the Staff Workroom (Cataloging and Periodicals), Interlibrary Loan, Literacy Staff, Clerical Assistant in Administrative Services, and the Administrative Assistant in Extension Services. These workstations consist of fabric wrapped modular panels with three plastic laminated worksurfaces. Each workstation will contain two overhead storage cabinets, which will be wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit and occupies 50 assignable square feet.



Administrative Assistant, Audio-Visual, and Acquisitions. Systems workstations which are 8' x 9' are recommended for the Audio-Visual Assistant, the Acquisitions Assistant and the Administrative Assistant in the Administrative Services Division. This workstation consists of fabric wrapped modular panels with two plastic laminated worksurfaces. The panels may be of various heights from 30" to 72" high. The workstation will contain two overhead storage cabinets and shelves, which are wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. The workstation will include a keyboard carrier and three file pedestal units and occupies 75 assignable square feet.



Sufficient storage in workrooms is required for general library equipment, book trucks, shelves, supplies, gifts, materials in transition, and program materials.

XX. Acoustics

Meeting the acoustical requirements, which are noted in the Space detail sheets, will be critical to the success of this project. In addition to meeting the space-by-space criteria, the primary strategy will be to locate functions requiring quiet away from noisy areas. This is in the end the most logical and cost effective solution, and the one recommended by most acoustical engineers. For this reason, the acoustical requirement of spaces has been addressed in the programming phase.

XXI. Flexibility

Also critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. As noted in the different requirements for the facility when it was built and through its many renovations compared to today's, the ability to meet these challenges will be critical. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

XXII. Custodial, Hardware, and Keying

High quality hardware and fixtures are required. Locks will comply and Santa Maria city standard to maximize security and minimize the number of keys required. Electronic keypads or magnetic card readers will be used in lieu of mechanical locks and keys where noted in the building program space details in Chapter 11.

Public areas will include adequate receptacles for trash and recycling. The designated custodial department should be consulted on:

- Floor or wall mounted toilet partitions
- Industrial shelving
- Manufacturer of paper towel and toilet paper dispensers
- Requirements for maintenance support space
- Storage for janitorial supplies and equipment
- Trash collection within the building
- Removal of garbage and recyclable

XXIII. Space Planning Guidelines

The space planning guidelines utilized in the Santa Maria Public Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris DESIGN facility planning software (Version 2.3).

Staff workstations are provided in four sizes: 30 assignable square feet, 40 assignable square feet, 50 assignable square feet, and 75 assignable square feet, -- for clerical staff, reference librarians, Audio-visual staff and the administrative assistant.

Shelving units are either single faced units, which are sized at 12 assignable square feet, or double faced units, which an 18 assignable square feet. Bookstore display shelving in the Popular Library requires a slightly larger footprint (30 square feet) due to the sloped shelves, wide base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 44" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is included for each collection type in Chapter 8.2: *The Library Collections: Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 8.1: *Allocation of the Library's Collections*.

The space allocation for individual reader seats is calculated at between 20 and 30 square feet per table seat based on the size of the table (or location, in the case of study rooms) at 35 square feet for lounge chairs, and at 30 to 45 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 40 to 45 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in Chapter 12: *Net Assignable Square Footage of Furniture and Equipment.*

Additional space allowances are created by including queuing spaces in front of the Circulation Desk, Children's Desk, and the Reference Desk, or by the addition of boxes in storage rooms to create transitional storage space.

The total gross square footage is derived by including a 25% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allowance to reach the gross square footage requirements, for a single story facility with few enclosed areas, will provide a building, which is efficiently organized, meets functional and accessibility requirements, and provides a comfortable environment.

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
Adult/Young Adult	**79.20%**	**203,158**	**20.57%**	**161,368**	**10.90**
Careers					
Careers	0.70%	1,800	10.00%	1,620	6
Cookbooks					
Cookbooks	1.29%	3,300	25.00%	2,475	7
Fiction					
Fiction	9.75%	25,000	25.00%	18,750	8
Mysteries	3.12%	8,000	25.00%	6,000	8
Science Fiction & Fantasy	0.97%	2,500	20.00%	2,000	8
Westerns	0.64%	1,650	20.00%	1,320	8
Genealogy					
Genealogy	1.95%	5,000	0.00%	5,000	10
Large Print					
Large Print	1.64%	4,200	20.00%	3,360	8
Literacy					
Literacy	1.33%	3,400	25.00%	2,550	24
Non-Fiction					
Non-Fiction	37.23%	95,500	20.00%	76,400	8
Popular Library					
Paperbacks	2.14%	5,500	40.00%	3,300	16
Popular Library	3.90%	10,000	40.00%	6,000	8
Ready Reference					
Ready Reference	0.12%	300	0.00%	300	8
Reference					
Automotive Repair Manuals	0.35%	900	0.00%	900	10
Business Reference	0.29%	750	0.00%	750	8
Computer Manuals	0.39%	1,000	0.00%	1,000	7
Consumer	0.12%	300	0.00%	300	6
Encyclopedias	0.05%	140	0.00%	140	6
Government Publications	1.05%	2,700	0.00%	2,700	15
Grants And Fundraising Research	0.04%	115	0.00%	115	7
Indexes	0.07%	168	0.00%	168	7
Legal	0.16%	420	0.00%	420	7
Librettos	0.13%	325	0.00%	325	30
Reference	2.34%	6,000	0.00%	6,000	6
Telephone Books	0.18%	450	0.00%	450	5
Travel Books	0.47%	1,200	0.00%	1,200	8
Rental Collections					
Rental Books	0.09%	240	50.00%	120	8
Spanish Language					
Spanish Language	5.46%	14,000	25.00%	10,500	10

Special					
Special Books	1.95%	5,000	0.00%	5,000	8
Young Adult					
Young Adult Fiction	0.58%	1,500	25.00%	1,125	13
Young Adult Paperbacks	0.70%	1,800	40.00%	1,080	16
Children/Juvenile	**20.80%**	**53,347**	**27.56%**	**38,647**	**17.25**
Children's Easy Readers					
Beginning Readers	1.17%	3,000	35.00%	1,950	20
In-Betweens	0.58%	1,500	25.00%	1,125	20
Children's Picture Books					
Children's Picture Books	2.92%	7,500	35.00%	4,875	20
Children's Ready Reference					
Children's Ready Reference	0.03%	72	0.00%	72	8
Children's Reference					
Children's Reference	0.47%	1,200	0.00%	1,200	8
Homework					
Homework	0.19%	500	10.00%	450	8
Juvenile Fiction					
Fairy Tales	0.51%	1,300	25.00%	975	14
Juvenile Fiction	3.04%	7,800	30.00%	5,460	13
Juvenile Mystery	0.39%	1,000	25.00%	750	13
Juvenile Science Fiction	0.19%	500	25.00%	375	13
Newbery And Caldecott Award Winners	0.47%	1,200	30.00%	840	14
Paperbacks	0.58%	1,500	30.00%	1,050	16
Juvenile Non-Fiction					
Juvenile Non-Fiction	7.99%	20,500	25.00%	15,375	13
Juvenile Spanish Language					
Children's Spanish Language Picture Books	0.37%	950	40.00%	570	33
Juvenile Spanish Language Fiction	0.39%	1,000	25.00%	750	15
Juvenile Spanish Language Non-Fiction	0.72%	1,850	25.00%	1,388	24
Spanish Language Beginning Readers	0.19%	500	30.00%	350	20
Spanish Language Comic Books	0.21%	550	30.00%	385	45
Spanish Language Fairy Tales	0.13%	325	30.00%	227	20
Parent/Teacher Books					
Parent/Teacher Books	0.23%	600	20.00%	480	8
Totals:	**100.00%**	**256,505**	**22.02%**	**200,015**	**13.4**

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
Adult/Young Adult	**90.13%**	**62,425**	**14.69%**	**53,256**	**18.71**
Audio Book Cassette					
Audio Book Cassette	8.95%	6,200	35.00%	4,030	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	5.05%	3,500	30.00%	2,450	25
Audio Cassette					
Audio Cassette	2.53%	1,750	30.00%	1,225	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	18.77%	13,000	10.00%	11,700	25
CD-ROM					
CD-ROM	2.60%	1,800	0.00%	1,800	25
International Languages					
Spanish Language Video Cassettes	2.31%	1,600	30.00%	1,120	10
Non-Fiction					
Non-Fiction Videos	6.79%	4,700	25.00%	3,525	10
Popular Library					
Audio Compact Disc (CD) Display Cards	18.77%	13,000	0.00%	13,000	40
DVD Display Cards	6.93%	4,800	0.00%	4,800	40
Rental Video Cassette Cartons	2.17%	1,500	30.00%	1,050	8
Rental Collections					
Rental DVDs	6.93%	4,800	0.00%	4,800	24
Rental Video Cassettes	2.17%	1,500	50.00%	750	8
Video Cassette					
Concert Videos	0.40%	275	25.00%	206	8
Video Cassette	5.78%	4,000	30.00%	2,800	10
Children/Juvenile	**9.87%**	**6,835**	**35.36%**	**4,418**	**15.3**
Audio Cassette					
Audio Book Cassette	0.87%	600	25.00%	450	10
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	0.72%	500	40.00%	300	25
Juvenile Spanish Language					
Spanish Language DVD And CD	1.08%	750	50.00%	375	25
Video Cassette	0.51%	350	25.00%	263	10
Media Kits					
Media Kit (Audio Cassette W/ Book)	0.22%	150	25.00%	113	10
Parent/Teacher A-V Materials					
Parent/Teacher Video Cassettes	0.23%	160	25.00%	120	8
Video Cassette					
Fairy Tale Videos	0.22%	150	25.00%	113	10

Non-Fiction Videos	1.05%	725	25.00%	544	10
Video Cassette	3.97%	2,750	40.00%	1,650	10
Young Adult					
Audio Compact Disc (CD)	1.01%	700	30.00%	490	25
Totals:	**100.00%**	**69,260**	**16.73%**	**57,674**	**17.3**

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
Adult/Young Adult	**92.64%**	**995**	**0.00%**	**995**	**1**
Back Issue Magazines					
Back Issue Magazines	46.55%	500	0.00%	500	1
Current Magazines					
Current Magazines	28.49%	306	0.00%	306	1
Current Newspapers					
Current Newspapers	1.68%	18	0.00%	18	1
Genealogy					
Back Issue Magazines	3.72%	40	0.00%	40	1
Spanish Language					
Current Spanish Language Magazines	2.23%	24	0.00%	24	1
Special					
Back Issue Magazines	9.96%	107	0.00%	107	1
Children/Juvenile	**7.36%**	**79**	**0.00%**	**79**	**1**
Children's Back Issue Magazine					
Children's Back Issue Magazines	2.23%	24	0.00%	24	1
Children's Current Magazines					
Children's Current Magazines	1.12%	12	0.00%	12	1
Juvenile Spanish Language					
Children's Current Spanish Language Magazines	1.12%	12	0.00%	12	1
Young Adult Back Issue Magazi					
Young Adult Back Issue Magazines	1.68%	18	0.00%	18	1
Young Adult Current Magazines					
Young Adult Current Magazines	1.21%	13	0.00%	13	1
Totals:	**100.00%**	**1,074**	**0.00%**	**1,074**	**1**

Shelving the Library's Collections

TYPE

CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Book					
ADULT/YOUNG ADULT	**161,368**	**10.9**	--	--	**9,728**
Automotive Repair Manuals					
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	900	10	3	18	54
Business Reference					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	750	8	3	18	54
Careers					
36" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	1,620	6	8	18	144
Computer Manuals					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	1,000	7	4	18	72
Consumer					
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	300	6	3	12	36
Cookbooks					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	2,475	7	10	18	180
Encyclopedias					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	140	6	1	18	18
Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	18,750	8	56	18	1,008
Genealogy					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	5,000	10	24	12	288
Government Publications					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	2,700	15	5	18	90
Grants And Fundraising Research					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	115	7	1	12	12
Indexes					
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top	168	7	2	18	36
Large Print					
36" Aisle DF 78"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	3,360	8	14	18	252

TYPE / CATEGORY / Volume Type / Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Book					
ADULT/YOUNG ADULT	**161,368**	**10.9**	--	--	**9,728**
Legal					
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves	420	7	2	18	36
3'W x 24"D unit w/end panels					
Librettos					
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	325	30	1	12	12
3'W x 12"D unit w/end panels					
Literacy					
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves	2,550	24	3	20	60
3'W x 24"D unit w/end panels					
Mysteries					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	6,000	8	18	18	324
3'W x 24"D unit w/end panels					
Non-Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	76,400	8	228	18	4,104
3'W x 24"D unit w/end panels					
Paperbacks					
42" Aisle DF 58"H Bookstore Display Shelving	3,300	16	7	30	210
3'W x 36"D w/10 angled shelves					
Popular Library					
42" Aisle DF 58"H Bookstore Display Shelving	6,000	8	25	30	750
3'W x 36"D w/10 angled shelves					
Ready Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	300	8	5	12	60
3'W x 12"D unit w/end panels & canopy top					
Reference					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	6,000	6	28	18	504
3'W x 24"D unit w/end panels					
Rental Books					
42" Aisle DF 58"H Bookstore Display Shelving	120	8	1	30	30
3'W x 36"D w/10 angled shelves					
Science Fiction & Fantasy					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2,000	8	6	18	108
3'W x 24"D unit w/end panels					
Spanish Language					
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves	10,500	10	30	20	600
3'W x 24"D unit w/end panels					
Special Books					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	5,000	8	15	18	270
3'W x 24"D unit w/end panels					
Telephone Books					
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	450	5	5	12	60
3'W x 12"D unit w/end panels					

TYPE

CATEGORY / Volume Type / Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Book					
ADULT/YOUNG ADULT	**161,368**	**10.9**	--	--	**9,728**
Travel Books					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1,200	8	4	18	72
Westerns					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1,320	8	4	18	72
Young Adult Fiction					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	1,125	13	6	12	72
Young Adult Paperbacks					
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	1,080	16	2	70	140
CHILDREN/JUVENILE	**38,647**	**17.3**	--	--	**2,012**
Beginning Readers					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	1,950	20	6	18	108
Children's Picture Books					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	4,875	20	14	18	252
Children's Ready Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	72	8	1	12	12
Children's Reference					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	1,200	8	10	12	120
Children's Spanish Language Picture Books					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	570	33	1	18	18
Fairy Tales					
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	975	14	3	18	54
Homework					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	450	8	4	12	48
In-Betweens					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,125	20	2	18	36
Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	5,460	13	14	18	252

TYPE / CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Book					
CHILDREN/JUVENILE	**38,647**	**17.3**	--	--	**2,012**
Juvenile Mystery					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	750	13	2	18	36
Juvenile Non-Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	15,375	13	40	18	720
Juvenile Science Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	375	13	1	18	18
Juvenile Spanish Language Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	750	15	2	18	36
Juvenile Spanish Language Non-Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,388	24	2	18	36
Newbery And Caldecott Award Winners					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	840	14	2	18	36
Paperbacks					
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	1,050	16	2	70	140
Parent/Teacher Books					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	480	8	4	12	48
Spanish Language Beginning Readers					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	350	20	1	18	18
Spanish Language Comic Books					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	385	45	1	12	12
Spanish Language Fairy Tales					
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	227	20	1	12	12
Totals for Book:	**200,015**	**13.39**	--	--	**11,740**

TYPE CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Multimedia					
ADULT/YOUNG ADULT	**53,256**	**18.7**	--	--	**1,594**
Audio Book Cassette					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	4,030	10	14	20	280
Audio Book CD (CD ROM)					
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	2,450	25	5	24	120
Audio Cassette					
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	1,225	19	1	20	20
Audio Compact Disc (CD)					
Compact Disc Storage Cabinets 15"w x 28.5"d x 52"h	11,700	25	14	18	252
Audio Compact Disc (CD) Display Cards					
Compact Disc, CD-ROM & DVD Card Browser	13,000	40	8	16	128
CD-ROM					
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	1,800	25	1	20	20
Concert Videos					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	206	8	1	20	20
DVD Display Cards					
Compact Disc, CD-ROM & DVD Card Browser	4,800	40	3	16	48
Non-Fiction Videos					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	3,525	10	9	18	162
Rental DVDs					
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	4,800	24	3	20	60
Rental Video Cassette Cartons					
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	1,050	8	5	30	150
Rental Video Cassettes					
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	750	8	3	18	54
Spanish Language Video Cassettes					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	1,120	10	4	20	80
Video Cassette					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	2,800	10	10	20	200

TYPE

CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Multimedia					
CHILDREN/JUVENILE	**4,418**	**15.3**	--	--	**336**
Audio Book Cassette					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	450	10	3	12	36
Audio Compact Disc (CD)					
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h	300	25	1	24	24
Audio Compact Disc (CD)					
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	490	25	1	24	24
Fairy Tale Videos					
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs 3'W x 12"D unit - 28 video cassettes / shelf	113	10	1	12	12
Media Kit (Audio Cassette W/ Book)					
36" Aisle SF 45" H Steel Shelving W/Hanging Bag Rack Media Kit (Audio Cassette W/Book) Hanging Bag Rack	113	10	2	12	24
Non-Fiction Videos					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	544	10	2	20	40
Parent/Teacher Video Cassettes					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	120	8	1	12	12
Spanish Language DVD And CD					
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h	375	25	1	24	24
Video Cassette					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	263	10	1	20	20
Video Cassette					
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	1,650	10	6	20	120
Totals for Multimedia:	**57,674**	**17.29**	--	--	**1,930**

TYPE / CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SHELVING SqFt/ UNIT	TOTAL SqFt
Periodical					
ADULT/YOUNG ADULT	**995**	**1**	--	--	**876**
Back Issue Magazines					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	40	1	2	12	24
Back Issue Magazines					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	500	1	14	18	252
Back Issue Magazines					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	107	1	3	18	54
Current Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	306	1	34	14	476
Current Newspapers					
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12"D unit w/ fixed sloping shelf	18	1	2	14	28
Current Spanish Language Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	24	1	3	14	42
CHILDREN/JUVENILE	**79**	**1**	--	--	**114**
Children's Back Issue Magazines					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	24	1	1	18	18
Children's Current Magazines					
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	12	1	2	14	28
Children's Current Spanish Language Magazines					
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	12	1	1	22	22
Young Adult Back Issue Magazines					
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	18	1	1	18	18
Young Adult Current Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	13	1	2	14	28
Totals for Periodical:	**1,074**	**1**	--	--	**990**

Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	3,973	1,324	5,297	9%
READER'S SEATS	7,329	2,443	9,772	16%
SHELVING	14,660	4,887	19,547	32%
SPECIAL PURPOSE	6,371	2,124	8,495	14%
STAFF WORKSPACE	7,447	2,482	9,929	16%
TECHNOLOGY	5,816	1,939	7,755	13%
Totals:	**45,596**	**15,199**	**60,795**	**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, Café	12	0	0
Chair, Classroom With Tablet Arm 23"w x 28"d	40	20	800
Chair, Conference Room At conference table - 26"w x 28"d	14	0	0
Chair, Conference Room Against wall - 26"w x 28"d	4	12	48
Chair, Meeting Room - Stacking 25"w x 21"d	40	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	170	10	1700
Cushion, Floor 16"w x 16"d	150	7	1050
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	3	60	180
Table, Café 36" diameter (4 Person)	3	65	195
Table, Meeting Room 60"w x 24"d x 29"h - folding	20	0	0

Totals for Item Types
Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Bench (2 Person) 52"w x 22"d x 18"h	1	15	15
Bench, Child's (2 Person) 48"w x 14"d	2	12	24
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	26	35	910
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	8	40	320
Chair, Child's 14"w x 13"d x 10-16"h	18	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Group Study At table or counter - 21"w x 21"d	12	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	31	0	0
Chair, Juvenile Lounge 24"w x 24"d	6	25	150
Chair, Lounge 36"w x 36"d	41	35	1435
Chair, Reader's 21"w x 21"d	151	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) single surface	7	40	280
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	4	80	320
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55
Table, End 30"w x 30"d x 20"h	15	12	180
Table, Group Study 72"w x 36"d x 29"h (4 Person)	6	160	960
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	1	80	80
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	5	85	425

Totals for Item Types
Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	1	90	90
Table, Reader's 48" diameter x 29"h (4 Person)	12	80	960
Table, Reader's 72"w x 36"d x 29"h (4 Person)	2	90	180
Table, Reader's 72"w x 48"d x 29"h (4 Person)	6	100	600
Table, Reader's 60"w x 30"d (1 Person)	7	35	245

Totals for Item Types
Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	22	18	396
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	66	18	1188
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	4	18	72
36" Aisle DF 78"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	14	18	252
36" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	8	18	144
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	5	18	90
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	68	18	1224
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	340	18	6120
36" Aisle SF 45" H Steel Shelving W/Hanging Bag Rack Media Kit (Audio Cassette W/Book) Hanging Bag Rack	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	7	12	84
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	1	12	12
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	28	12	336
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	9	12	108
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	27	12	324
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	38	30	1140
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	14	20	280
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	33	20	660

Totals for Item Types
Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	1	22	22
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	39	14	546
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12"D unit w/ fixed sloping shelf	2	14	28
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	5	20	100
Compact Disc Storage Cabinets 15"w x 28.5"d x 52"h	14	18	252
Compact Disc, CD-ROM & DVD Card Browser	11	16	176
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	8	24	192
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	70	280
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	24	20	480
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs 3'W x 12"D unit - 28 video cassettes / shelf	1	12	12

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Art Print	10	0	0
Framed			
Atlas Case	2	25	50
31"w x 25"d x 43"h w/ 5 shelves			
Atlas Case, Child's	1	25	25
32"w x 21"d x 34"h w/ 4 shelves			
AV Bin, Depressible	2	20	40
Bench (3 Person)	1	18	18
76"w x 22"d x 18"h			
Bench, Lobby (3 Person)	2	0	0
76"w x 22"d x 18"h			
Book Bin, Depressible	2	0	0
In Circulation Desk			
Book Bin, Depressible	3	20	60
Book Display Bin	2	50	100
24"d x 42"w x 34"h w/2 bins			
Book Truck	77	10	770
36"w x 24"d			
Bottled Water Dispenser	1	8	8
24"w x 24"d			
Box, Cardboard	115	4	460
In transition or storage			
Bulletin Board	20	0	0
Cabinets, Above Counter (Lockable)	59	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	38	0	0
1 linear foot x 24"d			
Cappuccino Machine	1	0	0
Carpet Cleaning Machine	1	0	0
Carpet Cleaning Machine	1	5	5
Case, Exhibit	1	0	0
48"w x 24"d x 72" h			
Case, Exhibit	1	35	35
48"w x 24"d x 72"h			
Case, In-Wall Display	3	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Case, Merchandise Display	1	35	35
48"w x 21"d x 40"h			

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cash Register	3	0	0
Chalkboard	2	0	0
4' x 6' with oak or aluminum frame & map rail			
Change Machine (Bill & Coin)	1	15	15
Wall-mounted, 12"w x 15"d x 22"h			
Children's Craft Counter	1	40	40
6'w x 30"d - against wall			
Children's Play Fixture	1	100	100
Children's play and reading structure			
Cleaning Cart	4	0	0
38"w x 20"d x 38"h			
Cleaning Cart	1	15	15
38"w x 20"d x 38"h			
Clock	22	0	0
Wall-mounted			
Coat & Hat Rack	1	0	0
Coat & Hat Rack	4	20	80
Coffee Maker/Urn	7	0	0
Coffee Thermos	16	0	0
Stainless steel			
Collator	1	0	0
Commode	18	0	0
Rest room			
Cutting Board, Kitchen	1	0	0
22"w x 18"d x 1"h			
Diaper Changing Counter	5	0	0
36"w x 18"d			
Dictionary Stand	1	10	10
24"w x 14"d x 43"h w/ 3 shelves			
Dictionary Table Top Stand	2	0	0
22"w x 14"d x 6"h wood			
Directory	1	0	0
Freestanding w/ changeable letters - 24"w x 25"d x 68"h			
Dishwasher	1	15	15
24"w x 24"d x 35"h - Built-in			
Dolly, Chair	14	15	210
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	9	15	135
3'w x 2'd w/ 4 tables per dolly			

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	21	20	420
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	23	14	322
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	3	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	2	40	80
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Garbage Bin, Interior	2	0	0
Garbage Bin, Interior	3	15	45
Garbage Disposal	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	8	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	2	4	8
Hot Water Urn	5	0	0
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Ladder, Step	2	0	0
Lamp, Desk	2	0	0
Lamp, Table	1	0	0
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	25	5	125
Mail Bin 26"w x 28"d x 36"h - canvas cart	1	12	12
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	2	30	60
Mail Delivery Cart 20"w x 60"d x 40"h	2	20	40

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Mailbox	1	0	0
18"w x 7"d x 18"h - secure for outgoing mail			
Map Case	1	35	35
54"w x 42"d x 36"h w/ 10 drawers for 120 maps			
Microfilm Cabinet, Vertical (8 Drawer)	3	16	48
25"w x 29"d x 39"h (640 35mm reels in cartons)			
Microwave Oven	3	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	3	0	0
Full length			
Mirror, With Shelf	6	0	0
Above counter			
Mop Bucket	4	0	0
20"w x 18"d - On casters w/ mop wringer			
Mop Bucket	1	4	4
20"w x 18"d - On casters w/ mop wringer			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	0	0
Paper Shredder	1	0	0
20"w x 18"d x 33"h			
Paper Towel Dispenser	19	0	0
Wall-mounted			
Postage Meter/Scale	1	0	0
Preparation Counter	3	55	165
8'w x 30"d - against wall			
Presentation Center	2	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Puppet Theater	1	65	65
5'w x 7'd			
Puppet Tree	1	15	15
14"square x 68"h			
Queuing Space (Per Person)	19	6	114
Rack, Literature Display Handout	11	0	0
Wall-mounted			
Recycling Bin	1	14	14
Recycling Bin	13	15	195
Refrigerator	3	20	60
Full-sized - 32"w x 36"d x 68"h w/ freezer			

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Safe, Floor 12"w x 14"d x 21"h	1	0	0
Shelving, DF 58"h Bookstore Display 36" Aisles - 3'w x 36"d w/10 angled shelves, wood	12	27	324
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	4	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	14	15	210
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	3	12	36
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	10	21	210
Sign, Announcement Wall-hung	3	0	0
Sink 36"w x 24"d - In counter	1	0	0
Sink 36"w x 24"d - In counter	6	18	108
Sink And Counter Rest room	15	0	0
Sink, Mop	4	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	19	0	0
Stall Rest room	18	0	0
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool	3	5	15
Stool, Kick-Step	40	0	0
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 65"h	31	18	558
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Storage Cage	1	200	200

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	2	15	30
Supply Cabinet 36"w x 30"d	1	18	18
Table, Folding 60"w x 24"d x 29"h	15	0	0
Table, Folding 60"w x 30"d x 29"h	1	65	65
Time Clock 10"h x 9"w x 6"l	1	0	0
Toaster Oven	1	0	0
Trash Compactor 15"w x 24"d x 35"h - in counter	2	10	20
Umbrella Stand 12" diameter x 25"h	1	0	0
Urinal	7	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Waste Basket 13"w x 15"d x 15"h	9	0	0
Waste Basket 13"w x 15"d x 15"h	102	4	408
Water Purifier, Under Counter 5" diameter x 6"h	1	0	0
White Board 3' x 6' – erasable marker board	15	0	0
Wrapping Paper Dispenser, Counter Top 36"w x 10"d x 10"h - Single Roll Unit	1	0	0

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter 1 linear foot x 24"d	45	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	48	0	0
Cabinets, Below Counter 1 linear foot x 24"d	50	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	12	0	0
Cabinets, Full Height 1 linear foot x 24"d	17	5	85
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0
Chair, Café	12	0	0
Chair, Conference Room At conference table - 26"w x 28"d	4	0	0
Chair, Department Head's Mid-back high quality with casters	4	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Professional's Low back high quality with casters	2	0	0
Chair, Staff Lounge 36"w x 36"d	3	35	105
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	71	0	0
Chair, Visitor's	4	0	0
Chair, Visitor's	12	15	180
Computer Stand	5	20	100
Credenza 60"w x 24"d x 30"h	3	25	75
Credenza 66"w x 24"d x 30"h	2	28	56
Credenza 72"w x 24"d x 30"h	1	30	30
Desk, Assistant Library Director's 72"w x 36"d	1	70	70

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Desk, AV 66"w x 30"d	1	60	60
Desk, Branch Manager's 66"w x 36"d	1	65	65
Desk, Children's 72"w x 36"d	1	70	70
Desk, Custodial 60"w x 30"d	1	55	55
Desk, Department Head's 66"w x 36"d	3	65	195
Desk, Homework 72"w x 36"d	1	70	70
Desk, Library Director's 84"w x 42"d	1	80	80
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	12	18	216
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	4	12	48
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	11	12	132
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	9	14	126
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	29	12	348
Sofa (3 Seat) 78"w x 32"d	1	70	70
Stool	5	0	0
Table, Café Staff (4) - 36" diameter	3	65	195
Table, Coffee 30"w x 30"d x 17"h	1	45	45
Table, Conference Staff (4) - 48" diameter x 29"h	2	100	200
Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	260	260
Table, Graphic Artist's Drafting 36"w x 24"d	1	30	30
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	85	85

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	120	120
Workbench, Custodial 1 linear foot x 30"d	8	7	56
Workstation, Acquisitions Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	3	75	225
Workstation, Administrative Assistant Counter 5'w x 30"d - against wall	1	35	35
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Administrative Asst. Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, AV Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, AV Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	2	75	150
Workstation, Café Service Counter 6'w x 30"d w/ 5' behind desk & 3.5' in front	1	65	65
Workstation, Career Center Counter 4'w x 30"d - against wall	2	30	60
Workstation, Children's Counter 4'w x 30"d - against wall	1	30	30
Workstation, Children's Counter 6'w x 30"d - against wall	2	45	90
Workstation, Children's Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	65	130
Workstation, Children's Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	40	120
Workstation, Circulation Check-In Office System 5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	30	120
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Clerical Counter 6'w x 30"d - against wall	2	40	80
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	8	40	320
Workstation, Clerical Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Computer Center Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Computer Repair Counter 6'w x 30"d - against wall	2	40	80
Workstation, Computer Systems Analyst Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, Computer Technician's Counter 8'w x 30"d - against wall	2	55	110
Workstation, Food Preparation Counter 8'w x 30"d - against wall	4	55	220
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	55	55
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Literacy Counter 8'w x 30"d - against wall	1	55	55
Workstation, Literacy Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	50	150
Workstation, Mail Check-In & Sorting Counter 10'w x 30"d - against wall	1	70	70
Workstation, Mending Counter 8'w x 30"d - against wall	1	55	55
Workstation, OCLC Office System 6' x 8' modular panels, 42"h, U-shaped worksurface 30" w/keyboard carrier	2	50	100

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Periodicals Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	4	50	200
Workstation, Processing Counter 6'w x 30"d - against wall	1	40	40
Workstation, Processing Counter 8'w x 30"d - against wall	2	55	110
Workstation, Reference Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	50	250
Workstation, Shipping & Receiving Counter 10'w x 30"d - against wall	1	70	70
Workstation, Sorting Counter 6'w x 30"d - against wall	1	40	40

Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	2	0	0
ADA Alternate Mouse/ Trackball	2	0	0
ADA Automatic Page Turner	2	0	0
ADA Electronic Magnifier (CCTV), B&W Closed circuit television – 16"w x 20"d x 22"h	2	0	0
ADA Reading Machine 17"w x 22"d x 9"h	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	2	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	2	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	2	15	30
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Bar Code Reader, Fixed Mount	14	0	0
Battery Charger	1	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	2	15	30
Camera, Digital	1	0	0
Camera, Video Consumer grade	1	0	0
CD Tower	2	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	4	0	0
Chair, Technology Workstation 21"w x 21"d	41	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	66	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	2	0	0
Computer, OCLC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
Computer, OPAC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	31	0	0

Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Computer, Public Desktop	84	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Computer, Staff Desktop	57	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Computer, Staff Portable	1	0	0
Portable CPU, w/ monitor, keyboard & mouse			
Console, Computer System	1	0	0
Video monitor & keyboard w/ direct connection to server or minicomputer			
Copier, B&W Freestanding	8	50	400
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Copier, Color Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Disc Drive (External)	1	0	0
Rack-mount – 16"w x 30"d x 30"h			
DSU/CSU Telecommunications Device	1	0	0
6"w x 12"d x 3"h - Connects computer system to telephone system			
DVD Player	4	0	0
17"w x 13"d x 5"h			
FAX Machine, Desktop	3	0	0
30"w x 17"d x 21"h			
FAX Machine, Desktop Coin-Operated	1	0	0
18"w x 17"d x 13"h			
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Headphone, AV	20	0	0
Instructor's Station, Systems Furniture	1	80	80
48"w x 30"d (1 Person) - sit-down w/ power & data management			
Kiosk, Electronic	1	0	0
24"w x 24"d x 60"h w/ window port for monitor, locking cabinet w/ internal CUP shelf, and keyboard			
Laser Pointer	1	0	0
Microfilm Reader/Printer	4	40	160
48"w x 43"d x 53"h with stand			
Microphone, Floor	4	0	0
Microphone, Lavaliere	2	0	0
Wireless			
Microphone, Table	6	0	0
Printer Stand	2	20	40
24"w x 16"d x 28"h			

Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Printer, Ink-Jet (B&W)	11	0	0
Printer, Label	3	0	0
Printer, Laser (B&W)	5	0	0
Printer, Laser (Color)	6	0	0
Printer, Networked (B&W)	15	0	0
High Speed Laser Printer			
Printer, Receipt	11	0	0
Projection Screen, Motorized Ceiling	3	0	0
Front projection			
Projection Screen, Wall Mounted	3	0	0
Front projection			
Projector, Ceiling Mounted	3	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Projector, Overhead	1	0	0
14"w x 5"d x 19"h			
Projector, Portable AV & Computer LCD/DLP	3	0	0
10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection			
Projector, Slide	1	0	0
Wireless remote			
Rack, Computer / Communications Equipment	2	30	60
36"w x 24"d x 60"h			
Router/Switch	2	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Data / Tape Carrier	1	0	0
Portable & fire Proof - 18"w x 18"d x 18"h			
Scanner, Flat	4	0	0
Security Camera, B & W	5	0	0
2 1/4"w x 5"l x 2 1/4"h			
Security Monitor, B & W	1	0	0
9" unit			
Security System Book & Media Resensitizer	2	0	0
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Desensitizer	3	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Book Resensitizer	4	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83"w x 26"d x 70"h			

Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Security System Media Desensitizer	4	0	0
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Security System Media Resensitizer	4	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Self Check-Out Counter	4	30	120
4'w x 30"d - against wall			
Self Check-Out Machine	4	0	0
25"w x 29"d x 27"h - counter top unit			
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	19	30	570
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	6	35	210
42"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	42	40	1680
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel	7	45	315
51"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel	8	50	400
61"w x 30"d (2 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	13	45	585
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Training Table, Systems Furniture	22	40	880
60"w x 30"d (1 Person) sit-down w/ power & data management			
Telecommunications Backboard	2	28	56
8'w x 8'h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Rack mounted or desktop			
Telephone Central Station	1	0	0
Telephone Handset	55	0	0
Telephones, Public Pay (2 Heights)	1	0	0
60"w x 19"d			
TV Monitor, 15" Flat Panel Plasma Display	2	0	0
Video monitor, LCD flat panel			
TV Monitor, 20"	1	0	0
21"w x 20"d x 19"h			
TV Monitor, 32"	2	0	0
36"w x 24"d x 27"h			
TV Monitor, 55" Projection HDTV Screen	1	20	20
43"w x 24"d x 51"h			

Totals for Item Types
Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Uninterruptible Power Supply (UPS), Multiple Devices	2	10	20
Floor mount - 12"w x 24"d x 72"h			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			
Video Cassette Player/Recorder	6	0	0
16"w x 11"d x 4"h			
Video Conferencing System	1	25	25
Mobile monitor, & camera w/ controls			

Spatial Relationships for all Library Divisions

1 Community and School Services

The Community and School Services Division should be located on the first floor close to the Circulation Desk and Children's Library Entrance but separate from it. It will include three spaces, the Homework Center, Career/Jobs Center and the Computer Center, all of which will be enclosed in glass walls with interior partitions separating each function.

1 Children's Library

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. The entrance to the Children's Library should be very close to Popular 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.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Popular Library

AWAY:

Non-Fiction Collection
Reference Services

1 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:

Popular Library
Children's Library
Friends of the Library Book Sale Area

PROXIMITY:

Young Adult Services

1 Extension Services

The Extension Services Division should also be relatively close to the Shipping and Receiving and Mail Area in the General Building Services Division to facilitate the movement of materials.

CLOSE:

General Building Services

1 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:

Circulation Workroom
Technical Services

AWAY:

Public Areas

1 Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the other areas served by the lobby. It should be conveniently located to allow access.

ADJACENT:

Café
Circulation Services
Friends' Book Sale Area
Multipurpose Room

CLOSE:

Popular Library

1 Literacy Center

This Division should be located near the classrooms.

1 Popular Library

When patrons enter the library, they should be able to see the Popular Library. 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 Popular Library to make a selection for themselves. The Children's Library should be visible from and close to the Popular Library so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the Popular Library, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library.

CLOSE:

Children's Library
Circulation Services
Library Entrance

1 Public Meeting Rooms

The major spatial relationship of the Public Meeting Room Division is to the Library Entrance Division. Access must be provided through the main lobby to the Multipurpose Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

1 Young Adult Area

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 Children's Library to encourage youth to begin to make use of these collections and services.

CLOSE:

Children's Library

PROXIMITY:

Circulation Services
Popular Library

2 Administration

The Administration Division needs to be accessible to the public, but need not be located in prime floor space. In this building project, administration will likely be located on the second floor, relatively close to elevators and stairs leading to the main entry.

PROXIMITY:

Staff Services

2 Fiction Collection

The Fiction Collection will be located in the "quiet area" of the library, which will house the bulk of the library's circulating collections and the Reference Services Department.

CLOSE:

Non-Fiction Collections
Reference Services

2 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

2 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.

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 be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Fiction Collection
Non-Fiction Collection

PROXIMITY:

Periodicals Collection

AWAY:

Children's Library

2 Staff and Technical Support

The Staff and Technical Support 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 might also be located in proximity of the Staff Lounge and Staff Entrance.

There are two distinct work areas in this Division. The first is technical services for the library that includes acquisitions, cataloging, processing, mending and storage of books and materials. The second is the computer systems space which includes the Computer Systems Workroom and the Computer/Telecommunications Room.

PROXIMITY:

General Building Services
Staff Services

2 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 the administration or at least easily accessible.

PROXIMITY:

Administration
Staff & Technical Support

Division Name

Space Name

Description/Detail Data

1 COMMUNITY AND SCHOOL SERVICES

Career/Jobs Center

This space should be contiguous to the Homework Center and Computer Center; separated from them by moveable partitions, and enclosed in glass to be easily monitored from the Circulation Desk and other areas on the first floor.

ADJACENT:

Computer Center
Homework Center

CLOSE:

Circulation Desk

Computer Center

The Computer Center should be located close to the Computer Center and the Career/Jobs Center.

ADJACENT:

Homework Center
Careers/Job Center

CLOSE:

Circulation Desk

Homework Center

The Homework Center should be located on the first floor close to the Children's library entrance but separate from it. The Homework Center should be located close to the Computer Center and the Career/Jobs Center as it will form one of three spaces including the Career/Jobs Center and Computer Center all of which will be confined by glass walls with interior partitions separating each function.

ADJACENT:

Careers/Job Center
Computer Center

CLOSE:

Children's Library
Circulation Desk

1 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 Electronic Resource Area

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 Electronic Resource Area
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 Theatre and Children's Workroom. The Children's Rest Rooms are also supervised from the Children's Desk.

ADJACENT:
Children's Entrance (Interior)
Children's Electronic Resource Area
Children's Reference Collection & Seating
Children's Workroom

CLOSE:
Children's AV Collection & Seating
Children's Collection & Seating
Children's Office
Children's Preschool and Picture Book Area
Parent & Teacher Collection & Seating

PROXIMITY:
Children's Theatre
Children's Rest Rooms
Juvenile Collection & Seating

1 CHILDREN'S LIBRARY

Children's Electronic Resource Area

The Electronic Resource Area 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 AV Collection & Seating
- Children's Collection & Seating
- Juvenile Collection & Seating
- Juvenile Spanish Language Collection & Seating

PROXIMITY:
- Children's Rest Rooms

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and Electronic Resource Area should be immediately visible. There should be a clear path to the Preschool and Picture Book Area, and to 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 Electronic Resource Area
- Children's Preschool & Picture Book Area

CLOSE:
- Circulation Desk
- Popular Library
- Public Entrance & Lobby

PROXIMITY:
- Children's Rest Rooms

AWAY:
- Reference Collection & Seating

Children's Office

The Children's Office should be close to the Children's Workroom, but the public should not have to go through the Workroom to get to the Office. The Office should be private, but located so that the staff in the Workroom and at the Children's Desk can be supervised by the department head from the Office.

CLOSE:
- Children's Workroom
- Children's Desk

1 CHILDREN'S LIBRARY

Children's Preschool and Picture Book Area

The Children's Preschool and Picture Book Area should be adjacent to the Children's Collection and Seating Area and away from the Juvenile Collection and Seating Area. This space should also be fairly close to the Children's Desk for supervision.

ADJACENT:
Children's Collection & Seating

CLOSE:
Children's Desk

AWAY:
Juvenile Collection & Seating

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 be close to the Children's Electronic Resource Area and Children's Workroom.

ADJACENT:
Children's Desk

CLOSE:
Children's Electronic Resource Area
Children's Office
Children's Workroom

Children's Rest Rooms

The Children's Rest Rooms should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Theatre.

ADJACENT:
Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:
Circulation Desk

1 CHILDREN'S LIBRARY

Children's Theatre

The Children's Theatre should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:
Children's Workroom

CLOSE:
Children's Desk
Children's Collection & Seating
Children's Preschool and Picture Book Area

PROXIMITY:
Children's Rest Rooms

Children's Workroom

The Children's Workroom should be adjacent to the Children's Theatre so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Theatre and prepare program materials. The Children's Workroom should be close to the Children's Desk. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:
Children's Theatre

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

PROXIMITY:
All Other Spaces in the Children's Library

Custodial Sink & Supply Closet

The Custodial Sink & Supply Closet should be located adjacent to the Children's Rest Rooms.

ADJACENT:
Children's Rest Rooms

Graphics Workroom

The Graphics Workroom should be located close to or as part of the the Children's Division, since most of the work is generated by Children's Services, and the staff graphic artist is supervised by the head of the Children's Division. The Graphics Workroom might be close to the Children's Workroom and may be in a back of house location since the public does not require access.

CLOSE:
Children's Workroom

1 CHILDREN'S LIBRARY

Juvenile Collection & Seating

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

PROXIMITY:

Children's Desk
Children's Electronic Resource Area
Children's Reference Collection & Seating

AWAY:

Children's Preschool and Picture Book Area

Juvenile Spanish Language Collection & Seating

The Juvenile Spanish Language Collection and Seating Area should be close to the Children's OPACs and Internet workstations in the Children's Electronic Resource Area since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk so librarians can observe Spanish speaking children who might need help but be too shy to ask for it. It should also be close to the entrance to give prominence to the collection.

PROXIMITY:

Children's Desk
Children's Electronic Resource Area
Children's Entrance

Parenting & Teachers' Collection & Seating

This space should be relatively close to the Children's Desk so that staff may assist parents and teachers with the collection.

CLOSE:

Children's Desk
Children's Preschool and Picture Book Area

Storage/Supply Room

This space can should be located adjacent to the Children's Theatre.

ADJACENT:

Children's Theatre

1 CIRCULATION SERVICES

Book & A/V Return and Check-In Room

The check-in room would be located next to the Circulation Desk and have glass windows that allow the clerks inside the room to see if they are needed at the Circulation Desk.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:
- Public Entrance & Lobby
- Circulation Desk

CLOSE:
- Circulation Workroom

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom, close to Book Return Room and the Service Center. It should be close to the Popular Library and the Children's Entrance.

ADJACENT:
- Public Entrance & Lobby
- Circulation Office
- Circulation Workroom

CLOSE:
- Book & A/V Return and Check-In Room
- Children's Entrance (Interior)
- Friends of the Library Book Sale Area
- Popular Library
- Service Center

PROXIMITY:
- Public Rest Rooms
- Young Adult Collection & Seating

1 CIRCULATION SERVICES

Circulation Supervisor's Office

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk or into any of the Division's back of house spaces.

ADJACENT:
- Circulation Desk
- Circulation Workroom

PROXIMITY:
- Public Entrance & Lobby

Circulation Workroom

Clerks in the workroom need easy access and a clear sightline to the Circulation Desk in order to fill in when long lines form. If possible, the Book & A/V Return and Check-In Room should be adjacent since problem items will need to be routed from there to the Circulation Workroom.

ADJACENT:
- Book & A/V Return and Check-In Room
- Circulation Office
- Circulation Desk

CLOSE:
- Service Center
- Staff Entrance & Lobby

PROXIMITY:
- Custodial Workroom
- General Library Storage Room

Closed Bookstack Storage

The Closed Bookstack Storage Area has no specific adjacency requirements, but it might be useful to have it located close to the Circulation Desk or Circulation Workroom.

Librarian II Office

All of the areas on the first floor including Circulation, Popular Library, Computer Center, Homework Center, and Career/Jobs Center should be easily supervised from this office. The office should be easily accessible from the main entrance. Patrons and staff should be able to access the office without going behind the Circulation Desk or into any of the back of house spaces.

PROXIMITY:
- Circulation Desk
- Circulation Office
- Career/Jobs Center
- Computer Center
- Homework Center
- Popular Library

1 CIRCULATION SERVICES

Service Center

The Service Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Service Center.

CLOSE:

Circulation Desk
Public Entrance & Lobby

1 EXTENSION SERVICES

Branch Manager's Office

The Branch Manager's Office should be located near a staff or service elevator if it is not located near the Shipping and Receiving and Mail Area. It must be located near the Extension Services Workroom.

ADJACENT:

Extension Services Workroom

PROXIMITY:

Shipping & Receiving & Mail Room
Staff Elevator
Staff Lounge

Extension Services Workroom

The Extension Services Workroom should be located near a staff or service elevator if it is not located near the Shipping and Receiving and Mail Area. In addition it must be located near the Branch Manager's Office.

ADJACENT:

Branch Manager's Office

PROXIMITY:

Shipping & Receiving & Mail Room
Staff Elevator
Staff Lounge

1 GENERAL BUILDING SERVICES

Custodial Workroom

The Workroom should be adjacent to the Shipping and Receiving and Mail Room and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Shipping & Receiving & Mail Room
Rest Rooms

PROXIMITY:

Circulation Workroom
General Library Storage Room
Staff Lounge

1 GENERAL BUILDING SERVICES

General Library Storage Room

This area should be close to the Shipping and Receiving and Mail Room and the Loading Dock. It should be easily accessible to the Circulation Workroom and the Circulation Desk.

CLOSE:
Loading Dock
Shipping & Receiving & Mail Room

Loading Dock

The Loading Dock must be adjacent to Shipping and Receiving, the Mail Room, and the Custodial Workroom. It should be close to the General Library Storage Room and in the proximity of the Friends' Book storage and Workroom.

ADJACENT:
Custodial Workroom
Shipping & Receiving & Mail Room
CLOSE:
General Library Storage Room
PROXIMITY:
Friends' Book Storage & Workroom
Mechanical Equipment Room
AWAY:
Most all public service areas

Mechanical Equipment Room

This room has no adjacency requirements.

Shipping & Receiving & Mail Room

The Shipping and Receiving and Mail Room should be close to the freight elevator, the Friends' Book Storage & Workroom and General Library Storage Room, and in the proximity of the Circulation Workroom.

ADJACENT:
Freight elevator
CLOSE:
Friends' Book Storage & Workroom
General Library Storage Room
PROXIMITY:
Circulation Workroom

Staff Entrance & Lobby

The Staff Entrance should be close to the Circulation Workroom or the Shipping and Receiving and Mail Area. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is important

CLOSE:
Shipping and Receiving and Mail Area
PROXIMITY:
Circulation Workroom

1 LIBRARY ENTRANCE

Café

The Café should be highly visible as people enter and exit the library. A close proximity to the Multipurpose Room would be desirable.

ADJACENT:
Multipurpose Room
CLOSE:
Lobby

Friends' Book Sale Area

The Friends' Book Sale Area must be near the Circulation Desk since it may not be staffed on a regular basis. Library patrons who wish to make purchases from the area will take their selections to the Circulation Desk.

ADJACENT:
Circulation Desk
PROXIMITY:
Library Entrance
Popular Library

Friends' Book Storage & Workroom

The Friends' Book Storage and Workroom needs to be as close as possible to the Shipping and Receiving and Mail Room since there may be frequent deliveries to this area. In addition, there should be a close proximity to the Friends' Book Sale Area, since volunteers will be moving books from storage to the sale area to stock the shelves.

CLOSE:
Shipping and Receiving and Mail Room
PROXIMITY:
Friends' Book Sale Area

1 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 Multipurpose Room, Cafe, Library Entrance and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Café
Circulation Desk
Kitchenette
Multipurpose Room
Public Rest Rooms

CLOSE:

Career/Job Center
Classrooms
Computer Center
Friends' Book Sale Area
Homework Center
Popular Library
Service Center

AWAY:

Shipping & Receiving Area & Mail Area

Public Rest Rooms

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:

Multipurpose Room
Public Entrance & Lobby

CLOSE:

Friends' Book Sale Area
Circulation Desk
Custodial Sink & Supply Closet
Homework Center
Computer Center

1 LITERACY CENTER

Literacy Workroom and Storage

The Literacy Workroom should be near to the Classrooms.

1 POPULAR LIBRARY

OPAC Area

The OPAC cluster must be adjacent to the Circulation Area, so that the staff can assist patrons using the OPACs and patrons can easily reach library staff when they have questions.

ADJACENT:

Circulation Area
Popular Library

Popular Library

The Popular Library must be adjacent to the Circulation Area, so that the staff can supervise the area, and patrons can easily reach library staff when they have questions. It should also be near the OPAC Area and the Library Entrance.

ADJACENT:

Circulation Area
OPAC Area

1 PUBLIC MEETING ROOMS

AV, Chair & Table Storage Room

This room must be adjacent to the Multipurpose Room so that equipment can be moved back and forth easily. One door might open into the room. Access should also be possible without disturbing meetings or programs in progress.

ADJACENT:

Multipurpose Room

Classroom A

Classroom A should be adjacent Classroom B so that equipment can be moved back and forth easily. It should also be near the A/V Chair and Table Storage Room. In addition it should be close to the Computer Center, Career/Jobs Center, and Homework Center in order to accommodate any needed hands-on work as part of a class presentation.

ADJACENT:

Classroom B

CLOSE:

Career/ Jobs Center
Computer Center
Homework Center

1 PUBLIC MEETING ROOMS

Classroom B

Classroom B should be adjacent Classroom A so that equipment can be moved back and forth easily. It should also be near the A/V Chair and Table Storage Room. In addition it should be close to the Computer Center, Career/Jobs Center, and Homework Center in order to accommodate any needed hands-on work as part of a class presentation.

ADJACENT:

Classroom A

CLOSE:

Career/ Jobs Center
Computer Center
Homework Center

Custodial Sink & Supply Closet

The closet can be located anywhere on th first floor as long as it is convenient for custodians who clean the Multipurpose Room and the Public Rest Rooms.

PROXIMITY:

Multipurpose Room
Public Rest Rooms

Kitchenette

The Kitchenette should be adjacent to the rear entrance of the Multipurpose Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments may be served.

ADJACENT:

Multipurpose Room
Public Entrance & Lobby

Multipurpose Room

The Multipurpose Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Multipurpose Room so that refreshments can be brought in without disturbing a meeting or program.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby

CLOSE:

Custodial Sink & Supply Closet
Public Rest Rooms

1 YOUNG ADULT AREA

Young Adult Collection & Seating

The Young Adult Collection & Seating Area should be adjacent to the Children's Library and close to the Popular Library. 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 so that staff may supervise the young adults.

ADJACENT:
Children's Library

CLOSE:
Circulation Desk
Popular Library

2 ADMINISTRATION

Administrative Rest Room

The Administrative Rest Room should be adjacent to the Reception and Waiting Room, but not open into the Waiting Room. It would be useful to have it close to the Conference Room as well.

ADJACENT:
Reception & Waiting Area

CLOSE:
Conference Room

PROXIMITY:
Administrative Support Staff Office
Assistant City Librarian's Office
City Librarian's Office

Administrative Services Supply Room

The space must be adjacent to the Administrative Staff Office.

ADJACENT:
Administrative Staff Office

2 ADMINISTRATION

Administrative Support Staff

This space must be adjacent to the Reception and Waiting Area since the secretary will welcome visitors. This space should be adjacent to the Assistant City Librarian's Office and the City Librarian's Office. It should be close to the Conference Room to provide assistance during meetings. Patrons and visitors should be able to access the Administrative Staff Office without going through any back of house spaces.

ADJACENT:
Assistant City Librarian's Office
City Librarian's Office
Reception & Waiting Area

CLOSE:
Conference Room
Storage/Supply Room

PROXIMITY:
Administrative Rest Room

Assistant City Librarian's Office

The Assistant City Librarian's Office must be adjacent to the Administrative Support Staff Office, the Conference Room and the City Librarian's Office. It should be located close to the Reception and Waiting Area. Patrons and visitors should be able to access the Assistant City Librarian's Office without going through any back of house spaces.

ADJACENT:
Administrative Support Staff Office
Conference Room
City Librarian's Office

CLOSE:
Reception & Waiting Area

PROXIMITY:
Administrative Rest Room

City Librarian's Office

The City Librarian's Office must be adjacent to the Administrative Staff Office, the Assistant City Librarian's Office and the Conference Room. There should be a door from this office into the Conference Room that can be secondary exit for the director. The City Librarian's Office should be close to the Reception and Waiting Area and the Administrative Rest Room. Patrons and visitors should be able to access the City Librarian's Office without going through any back of house spaces.

ADJACENT:
AdministrativeSupport Staff Office
Assistant City Librarian's Office
Conference Room

CLOSE:
Reception & Waiting Area

PROXIMITY:
Administrative Rest Room

2 ADMINISTRATION

Conference Room

The Conference Room must be adjacent to the Library Director's Office, Assistant Library Director's Office and the Kitchenette. It should also be close to the Administrative Rest Room, Administrative Support Staff Office, and the Reception and Waiting Area. It should also be close to the Staff Lounge to facilitate serving refreshments.

ADJACENT:

Assistant City Librarian's Office
City Librarian's Office

CLOSE:

Administrative Rest Room
Administrative Support Staff Office
Reception & Waiting Area
Staff Lounge

Reception & Waiting Area

This space should be adjacent to the Administrative Rest Room and the Administrative Staff Office, and close to the Conference Room.

ADJACENT:

Administrative Rest Room
Administrative Support Staff Office

CLOSE:

Assistant City Librarian's Office
Conference Room
City Librarian's Office

PROXIMITY:

Staff Lounge

2 FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located in the quiet area of the library with the other circulating collections. It should be in proximity to the Reference Area and the Non-Fiction Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk, and will supervise the area.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which are 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 located in a well-lighted area.

CLOSE:
Periodicals
PROXIMITY:
Non-Fiction
Reference Desk

2 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 photocopiers in the Reference Area, 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:
Fiction Collection & Seating
Public Rest Rooms (Reference Services)
Reference Collection & Seating
AWAY:
Children's Entrance

2 REFERENCE SERVICES

Custodial Sink & Supply Closet

The closet can be located anywhere in the Reference Services Division as long as it is convenient for custodians who clean the area.

Genealogy Collection & Seating

The Genealogy Collection and Seating Area must be close to the Reference Desk and photocopiers.

ADJACENT:
Reference Desk
CLOSE:
Copy Machines

2 REFERENCE SERVICES

Public Rest Rooms

The Reference Services Public Rest Rooms must be in the proximity of the Study/Tutoring Rooms, the Reference Desk and the Reference Collection.

PROXIMITY:
- Non-Fiction Collection & Seating
- Reference Collection & Seating
- Reference Desk
- Study/Tutoring Rooms

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the electronic workstations and the copiers. 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:
- Copiers

PROXIMITY:
- Non-Fiction Collection & Seating

Reference Desk

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the electronic workstations, with sight lines, and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Office and Reference Workroom for easy access by staff. The desk should also be close to the Non-Fiction Collection, the Genealogy Collection, the copiers and the Study/Tutoring Rooms.

ADJACENT:
- Electronic Workstations
- Reference Collection & Seating
- Reference Office
- Reference Workroom

CLOSE:
- Copiers
- Genealogy Collection & Seating
- Non-Fiction Collection & Seating
- Study/Tutoring Rooms

PROXIMITY:
- Fiction Collection & Seating
- Public Rest Rooms (Reference)

AWAY:
- Children's Library

2 REFERENCE SERVICES

Reference Office

This space should be adjacent to the Reference Desk and Reference Workroom in order for the department head to supervise the staff and public spaces. Staff and patrons should be able to get to the Office easily from the Reference Desk if needed.

ADJACENT:

Reference Desk
Reference Workroom

Reference Workroom

The Reference Workroom should be adjacent to the Reference Desk. 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

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Study/Tutoring Room B

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Study/Tutoring Room C

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

2 REFERENCE SERVICES

Study/Tutoring Room D

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Study/Tutoring Room E

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Study/Tutoring Room F

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

2 STAFF AND TECHNICAL SUPPORT

Computer Systems Workroom

These workstations must be in the proximity of the Computer/Telecommunications Room for easy access to technical manuals and system consoles.

PROXIMITY:

Computer/Telecommunications Room

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. This space must be easily accessible from the Computer Systems Workroom and Computer Repair and Storage. It should also be close to the Technical Services Workroom. The distance from this room to other telecommunications closets or terminal locations ca not exceed 300 feet.

ADJACENT:

Computer Systems Workroom
Computer Repair & Storage

CLOSE:

Technical Services Workroom

2 STAFF AND TECHNICAL SUPPORT

Staff Workroom

The Staff Workroom should be close to the Storage/Supply Room and close to the Computer/Telecommunications Room. If it is not located near Shipping and Receiving, it should be near the staff elevator.

ADJACENT:
Storage/Supply Room

CLOSE:
Computer/Telecommunications Room

PROXIMITY:
Shipping & Receiving & Mail Room
Staff Lounge

2 STAFF SERVICES

Custodial Sink & Supply Closet

The closet can be located anywhere in the Staff Services Division as long as it is convenient for custodians who clean the Staff Kitchenette, Lounge and Rest Room.

CLOSE:
Kitchenette
Staff Lounge
Staff Rest Room

Kitchenette

Refreshments will be served from the Kitchenette to the Staff Lounge. The Kitchenette should also be close to the Custodial Sink and Supply Closet for quick clean up.

ADJACENT:
Staff Lounge

CLOSE:
Custodial Sink & Supply Closet

Staff Locker and Mail Area

The Staff Locker and Mail Area should be located adjacent to the Staff Lounge.

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Rooms, which should not open directly into the Staff Lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Sink and Supply Closet.

ADJACENT:
Kitchenette
Staff Rest Rooms

CLOSE:
Custodial Sink & Supply Closet

PROXIMITY:
Reception & Waiting Area (Administration)
Staff Entrance & Lobby

2 STAFF SERVICES

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open directly into the lounge. They should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. The Rest Rooms should not be accessible to the public.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet

Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
1 COMMUNITY AND SCHOOL SERVICES	3,584	8%
1 CHILDREN'S LIBRARY	7,712	17%
1 CIRCULATION SERVICES	3,238	7%
1 EXTENSION SERVICES	1,084	2%
1 GENERAL BUILDING SERVICES	865	2%
1 LIBRARY ENTRANCE	1,474	3%
1 LITERACY CENTER	449	1%
1 POPULAR LIBRARY	4,811	11%
1 PUBLIC MEETING ROOMS	3,267	7%
1 YOUNG ADULT AREA	654	1%
2 ADMINISTRATION	1,420	3%
2 FICTION COLLECTION	3,522	8%
2 NON-FICTION COLLECTION	5,232	11%
2 REFERENCE SERVICES	5,761	13%
2 STAFF AND TECHNICAL SUPPORT	1,697	4%
2 STAFF SERVICES	826	2%
Net Assignable Square Footage:	45,596	100%
Non-Assignable Square Footage (@ **25%** of Gross):	15,199	
Gross Square Footage:	**60,795**	

Library Space Sq. Ft. Summary

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
1 COMMUNITY AND SCHOOL SERVICES		**3,584**
Career/Jobs Center	902	
Computer Center	1,433	
Homework Center	1,249	
1 CHILDREN'S LIBRARY		**7,712**
Children's AV Collection & Seating	256	
Children's Collection & Seating	560	
Children's Desk	286	
Children's Electronic Resource Area	360	
Children's Entrance (Interior)	35	
Children's Office	205	
Children's Preschool and Picture Book Area	450	
Children's Reference Collection & Seating	806	
Children's Rest Rooms	N/A	
Children's Theatre	1,236	
Children's Workroom	565	
Custodial Sink & Supply Closet	N/A	
Graphics Workroom	343	
Juvenile Collection & Seating	1,925	
Juvenile Spanish Language Collection & Seating	282	
Parenting & Teachers' Collection & Seating	146	
Storage/Supply Room	257	
1 CIRCULATION SERVICES		**3,238**
Book & A/V Return and Check-In Room	460	
Circulation Desk	1,265	
Circulation Supervisor's Office	151	
Circulation Workroom	555	
Closed Bookstack Storage	380	
Librarian II Office	159	
Service Center	268	
1 EXTENSION SERVICES		**1,084**
Branch Manager's Office	170	
Extension Services Workroom	914	

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
1 GENERAL BUILDING SERVICES		**865**
Custodial Workroom	254	
General Library Storage Room	394	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Shipping & Receiving & Mail Room	217	
Staff Entrance & Lobby	N/A	
1 LIBRARY ENTRANCE		**1,474**
Café	431	
Friends' Book Sale Area	712	
Friends' Book Storage & Workroom	331	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
1 LITERACY CENTER		**449**
Literacy Workroom and Storage	449	
1 POPULAR LIBRARY		**4,811**
OPAC Area	430	
Popular Library	4,381	
1 PUBLIC MEETING ROOMS		**3,267**
AV, Chair & Table Storage Room	235	
Classroom A	538	
Classroom B	538	
Custodial Sink & Supply Closet	N/A	
Kitchenette	133	
Multipurpose Room	1,823	
1 YOUNG ADULT AREA		**654**
Young Adult Collection & Seating	654	
2 ADMINISTRATION		**1,420**
Administrative Rest Room	N/A	
Administrative Services Supply Room	71	
Administrative Support Staff	387	
Assistant City Librarian's Office	191	
City Librarian's Office	290	

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
2 ADMINISTRATION		**1,420**
Conference Room	340	
Reception & Waiting Area	141	
2 FICTION COLLECTION		**3,522**
Fiction Collection & Seating	3,522	
2 NON-FICTION COLLECTION		**5,232**
Non-Fiction Collection & Seating	5,232	
2 REFERENCE SERVICES		**5,761**
Custodial Sink & Supply Closet	N/A	
Genealogy Collection & Seating	815	
Public Rest Rooms	N/A	
Reference Collection & Seating	2,744	
Reference Desk	420	
Reference Office	185	
Reference Workroom	613	
Study/Tutoring Room A	164	
Study/Tutoring Room B	164	
Study/Tutoring Room C	164	
Study/Tutoring Room D	164	
Study/Tutoring Room E	164	
Study/Tutoring Room F	164	
2 STAFF AND TECHNICAL SUPPORT		**1,697**
Computer Systems Workroom	456	
Computer/Telecommunications Room	303	
Staff Workroom	938	
2 STAFF SERVICES		**826**
Custodial Sink & Supply Closet	N/A	
Kitchenette	148	
Staff Locker and Mail Area	227	
Staff Lounge	451	
Staff Rest Rooms	N/A	

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
Net Assignable Square Footage:		45,596
Non-Assignable Square Footage (@ **25%** of Gross):		15,199
Gross Square Footage:		**60,795**

1 COMMUNITY AND SCHOOL SERVICES 3,584 Sq. Ft.

FUNCTIONAL ACTIVITY

This Community and School Services Division will be formed by three contiguous areas including the Computer Center, Career/Jobs Center and the Homework Center. Moveable partitions will allow the spaces to expand when special programming requires it or for space to be reallocated if functions change. In order to maintain sightlines to the Circulation Area, the entire area will be enclosed in glass. It should also be relatively close to the Children's Library, but not a part of it.

The Community and School Services Center will host a variety of programs and services ranging from annual job fairs, bilingual tutoring, public terminals for Internet and e-mail access, technology training, support of the Workforce Resource Center's programs and a formal after school homework center.

SPATIAL RELATIONSHIPS

The Community and School Services Division should be located on the first floor close to the Circulation Desk and Children's Library Entrance but separate from it. It will include three spaces, the Homework Center, Career/Jobs Center and the Computer Center, all of which will be enclosed in glass walls with interior partitions separating each function.

DIVISION SPACE SUMMARY	Sq. Ft.
Career/Jobs Center	902
Computer Center	1,433
Homework Center	1,249
TOTAL:	**3,584**

Career/Jobs Center — 902 Sq. Ft.

Functional Activity

This space will form one of three contiguous spaces for special services along with the homework center and computer center. Ten technology stations will be used to assist job seekers and those researching colleges. Adults and students will prepare resumes, peruse job boards, view videos on interviewing techniques, and use specialized databases to search college catalogs and research college financial aid sources. The resources will be developed and maintained with the assistance of the Workforce Resource Center, the Maldonado Youth Center, and the Independent Living Resource Center, and will contain books on careers, resume writing, civil service testing, college entrance examinations, and scholarship information. When a yearly job fair is being held, the partitions separating the three services could be opened to create a larger space. Schools will use this Center for the annual "Speak to a Counselor" Day.

Occupancy

READER SEATS: 12
TECHNOLOGY WORKSTATIONS: 10 (2 accessible)

Collections

All of the library's collections related to careers including books on careers, civil service tests, college catalogs, financial aid, resume writing, and interviewing will be housed in the Career/Jobs Center.

Relationships

This space should be contiguous to the Homework Center and Computer Center; separated from them by moveable partitions, and enclosed in glass to be easily monitored from the Circulation Desk and other areas on the first floor.

ADJACENT:
Computer Center
Homework Center

CLOSE:
Circulation Desk

Flexibility

This space should share moveable interior partitions with the Computer Center and the Homework Center so that the space may be reallocated if the needs change.

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. 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 Career/Jobs Center that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, 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 wall covering 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; Hanging track

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

Access

The Career/Jobs Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Two accessible technology workstations, one for video viewing and one for the use of a PC workstation, will be available in the Career/Jobs Center. Additional accessible technology workstations will be available nearby in the OPAC Area (two), the Homework Center (one), and the Computer Center (two.) Accessible reader tables, which meet the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Popular Library (two) and the Homework Center (one).

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 General Requirements Chapter on Page 7 - 11.

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'.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet in this room, and to contain any noise generated in the room during workshops, job fairs, or interviews. 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. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in Career/Jobs Center.

Illumination

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 standard duplex communications outlet (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four and one duplex for every study carrel. 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.

Security

The Career/Jobs Center will be supervised by volunteers, and by staff at the Circulation Desk. Sight lines to the Career/Jobs Center, which should have glass walls and a glass door to the public area, must be unobstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Library Entrance. This directional sign ("Career/Jobs 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 ("Career/Jobs Center") 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, 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., "Counselors available today after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 1620 Careers	8	18	144
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Chair, Reader's 21"w x 21"d	12	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	10	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	8	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Printer, Networked (B&W) High Speed Laser Printer	1	0	0
Rack, Literature Display Handout Wall-mounted	2	0	0
Scanner, Flat	1	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	3	80	240
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	8	40	320

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
TV Monitor, 15" Flat Panel Plasma Display Video monitor, LCD flat panel	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Career Center Counter 4'w x 30"d - against wall	2	30	60

Computer Center — 1,433 Sq. Ft.

Functional Activity

This area will feature 28 public technology stations for Internet access and e-mail use. The e-mail stations should be stand up terminals to encourage quick use. This space will also be used for any hands on computer instruction offered by the library and for self-paced computer instruction in both English and Spanish. Literacy and ESL software will also be available on these computers. Volunteers will staff this area during busy periods. Software installed on the workstations will be used to monitor the amount of time spent on a terminal. Locations will be available for personal laptop use as well. This room will be staffed by volunteers recruited from SCORE (Service Corps of Retired Executives), Hancock College, and members of the public who have an interest in computers, and will work under the guidance of the Community Activities Coordinator.

Occupancy

TECHNOLOGY STATIONS: 28 (2 accessible)

Collections

The shelving in the Computer Center will contain general books on Internet searching, software documentation, and videos and CD-ROM products.

Relationships

The Computer Center should be located close to the Computer Center and the Career/Jobs Center.

ADJACENT:

Homework Center
Careers/Job Center

CLOSE:

Circulation Desk

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 ensure high quality 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 repellant, 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 with 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 Public Computer Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

The Computer Center will contain two technology workstations which meet disabled access requirements by providing 30" wide x 48" deep clear floor space 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. Additional accessible technology workstations will be available nearby in the Homework Center (one), the OPAC Area (two), and the Career/Jobs Center (two). Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Popular Library (two) and the Homework Center (one).

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 General Requirements Chapter on Page 7 - 11.

Portable assistive listening technology may be used in this room for training sessions. The system may be used to serve more than one room and could be shared with Classroom A and Classroom B. 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 an assistive listening system.

Acoustics

This room will generate a fair amount of noise because of the exchange 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 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 Computer Center.

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 dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned with bi-level switching 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 two data drops (jack) for each computer 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.

Audio - Visual

Presentation of videotape or DVD material in the Computer Center may be accomplished using installed or portable televisions, but projection is recommended over monitors in rooms seating more than 12 people. For projection of 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 degrade the quality of the image.

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. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Computer Center. 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 Computer Center.

Security

Volunteers, and staff at the Computer Center Desk 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 Public Entrance or Lobby. This directional sign ("Computer 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.

Required signage includes a permanent room identification sign ("Computer Center") 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. Signage requirement includes room identification number 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls

at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	28	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	28	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Headphone, AV	20	0	0
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	80	80
Preparation Counter 8'w x 30"d - against wall	1	55	55
Printer, Networked (B&W) High Speed Laser Printer	3	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Rack, Literature Display Handout Wall-mounted	2	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Storage Cabinet 36"w x 18"d x 65"h	3	18	54
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	4	30	120
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Technology Training Table, Systems Furniture 60"w x 30"d (1 Person) sit-down w/ power & data management	22	40	880
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Computer Center Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	1	50	50

Homework Center — 1,249 Sq. Ft.

Functional Activity

This space will serve all ages from elementary school through high school and will be open from 3:00 P.M. until the library closes. There will be 13 technology stations dedicated to educational software in Spanish and English, word processing and use of homework website such as the Electric Library. There will also be 19 seats consisting of individual study carrel and tables large enough to spread out poster paper for drawing maps etc. A Help Desk will be staffed with bilingual volunteers (parents and senior citizens), a bi-lingual librarian, members of Gen Span (a nonprofit grop that volunteers in the schools), the AAUW (American Association of University Women), and the Young Adult Volunteer and Book Club to assist students in the afternoons, Saturdays, and evenings. A wall space will be dedicated to "Great Work" to showcase papers, reports of projects, and other student work that were researched and completed in the Homework Center.

Occupancy

READER SEATS: 19 (1 accessible)
TECHNOLOGY WORKSTATIONS: 13 (1 accessible)
PUBLIC SERVICE DESK WORKSTATIONS: 1

Collections

This area will house the homework collection consisting of basic reference materials and a rotating collection of both Spanish and English Language texts and resources in support of the school curriculum which will be selected by the library staff working with the elementary school librarian and the high school Vice Principal.

Relationships

The Homework Center should be located on the first floor close to the Children's library entrance but separate from it. The Homework Center should be located close to the Computer Center and the Career/Jobs Center as it will form one of three spaces including the Career/Jobs Center and Computer Center all of which will be confined by glass walls with interior partitions separating each function.

ADJACENT:
- Careers/Job Center
- Computer Center

CLOSE:
- Children's Library
- Circulation Desk

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. 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 Homework Center that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, 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 wall covering 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; Hanging track

FLOOR:
Anti-static carpet tile or heavy weight commercial carpet with

enhanced backing (No carpet pad permitted)

Access

The Homework Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

One accessible reader table will be available in the Homework Center (one) and additional accessible seating will be available nearby in the Popular Library (two.) One accessible technology workstation will be available nearby in the Homework Center. Additional accessible technology workstations will be available nearby in the Computer Center (two), the OPAC Area (two), and the Career/Jobs Center (two).

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 General Requirements Chapter on Page 7 - 11.

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'.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated in the room by group study or homework assistance. 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. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in Homework Center.

Illumination

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 seat for every table and carrel seat. The outlets can be wall-mounted at 6" above the work surface 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.

Security

The Homework Center will be supervised by volunteers and tutors at the Homework Center Help Desk and staff at the Circulation Desk. Sight lines to the Homework Center, which should have glass walls and a glass door to the public area, must be unobstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Library Entrance. This directional sign ("Homework 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 ("Homework Center") 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, 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., "Tutors available after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 450 Homework	4	12	48
Description of Furniture & Equipment Units			
Carrel, Reader's Wood 36"w x 30"d (1 Person) w/ power & data management & task light	10	35	350
Chair, Reader's 21"w x 21"d	19	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	13	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	13	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Homework 72"w x 36"d	1	70	70
Printer, Laser (Color)	1	0	0
Printer, Networked (B&W) High Speed Laser Printer	1	0	0
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	1	0	0
Scanner, Flat	1	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) single surface	1	40	40
Table, Reader's	2	100	200

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
72"w x 48"d x 29"h (4 Person)			
Technology Carrel	**12**	**40**	**480**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	**1**	**45**	**45**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Waste Basket	**4**	**4**	**16**
13"w x 15"d x 15"h			

1 CHILDREN'S LIBRARY 7,712 Sq. Ft.

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 collection and seating areas will be divided into three areas for the youngest children (Preschool Play and Picture Book Area), young children (Children's Collection and Seating) and older children (Juvenile Collection and Seating Area.)

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. The entrance to the Children's Library should be very close to Popular 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.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Popular Library

AWAY:

Non-Fiction Collection
Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's AV Collection & Seating	256
Children's Collection & Seating	560
Children's Desk	286
Children's Electronic Resource Area	360
Children's Entrance (Interior)	35
Children's Office	205
Children's Preschool and Picture Book Area	450
Children's Reference Collection & Seating	806
Children's Rest Rooms	N/A
Children's Theatre	1,236
Children's Workroom	565
Custodial Sink & Supply Closet	N/A
Graphics Workroom	343
Juvenile Collection & Seating	1,925
Juvenile Spanish Language Collection & Seating	282
Parenting & Teachers' Collection & Seating	146
Storage/Supply Room	257
TOTAL:	7,712

Children's AV Collection & Seating — 256 Sq. Ft.

Functional Activity

This space will prominently display 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.

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 Electronic Resource Area

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

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant 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. Walls and columns require corner guards.

CEILING:
Acoustical tile

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

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

Access

The Children's AV Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

An ccessible reader table, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area (one). Accessible technology workstations will be available nearby in the Children's Electronic Resource Area (one) and the Children's Reference Collection and Seating Area (one).

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

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.

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 parents 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 any planned audio-visual enabled carrels, or a minimum of two quad data jacks for future workstations. Outlets can be wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks).

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.

Security

This area will be supervised by the staff at the Children's Desk. Sight lines from the Children's Desk to the Children's AV Collection 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, Children's Electronic Resource Area, and Children's 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. Any 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" 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, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45" H Steel Shelving W/Hanging Bag Rack	**2**	**12**	**24**
Media Kit (Audio Cassette W/Book) Hanging Bag Rack			
113 Media Kit (Audio Cassette W/ Book)			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**3**	**12**	**36**
3'W x 12"D unit w/end panels & canopy top			
450 Audio Book Cassette			
Compact Disc, CD-ROM & DVD Display Browser	**1**	**24**	**24**
Three extendable drawers 38"w x 20"d x 42"h			
300 Audio Compact Disc (CD)			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**2**	**20**	**40**
3'W x 24"D unit - 28 video cassettes/shelf			
544 Non-Fiction Videos			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**6**	**20**	**120**
3'W x 24"D unit - 28 video cassettes/shelf			
1650 Video Cassette			
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs	**1**	**12**	**12**
3'W x 12"D unit - 28 video cassettes / shelf			
113 Fairy Tale Videos			

Description of Furniture & Equipment Units

Children's Collection & Seating — 560 Sq. Ft.

Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist of beginning chapter books and in-between books. There will also be 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

CHILDREN'S READER SEATS: 20

Collections

This area will house the beginning readers and the "in-between" books.

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 Electronic Resource Area
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 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 appealing to young children. The floor finishes must be stain resistant, dirt repellant, 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)

Access

The Children's Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined

on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area (one). Accessible technology workstations will be available nearby in the Children's Electronic Resource Area (one) and the Children's Reference Collection and Seating Area (one).

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 General Requirements Chapter on Page 7 - 11.

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

This will be a highly 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.

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 a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four with additional jacks provided for future growth. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks).

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 Children's Desk. Sight lines from the Children's Desk to the Children's Collection and 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, Children's Electronic Resource 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. Any 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 "Beginning Readers." 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, changeable and permanent information signs, and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks (for future use) in sufficient number. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**6**	**18**	**108**
3'W x 24"D unit w/end panels & canopy top			
1950 Beginning Readers			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	**2**	**18**	**36**
3'W x 24"D unit w/end panels & canopy top			
1125 In-Betweens			
Description of Furniture & Equipment Units			
Chair, Child's	**16**	**0**	**0**
14"w x 13"d x 10-16"h			
Chair, Child's Lounge	**4**	**20**	**80**
21"w x 19"d			
Table, Children's	**4**	**80**	**320**
60"w x 36"d x 21-26"h (4 Person)			
Waste Basket	**4**	**4**	**16**
13"w x 15"d x 15"h			

Children's Desk — 286 Sq. Ft.

Functional Activity

The Children's Desk is the primary 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 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.

The Children's Desk will also be the print pick up location for anything printed from the networked technology workstations in the Children's Library, except the OPAC terminals which will be served by ink-jet printers.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

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 Theatre and Children's Workroom. The Children's Rest Rooms are also supervised from the Children's Desk.

ADJACENT:

- Children's Entrance (Interior)
- Children's Electronic Resource Area
- Children's Reference Collection & Seating
- Children's Workroom

CLOSE:

- Children's AV Collection & Seating
- Children's Collection & Seating
- Children's Office
- Children's Preschool and Picture Book Area
- Parent & Teacher Collection & Seating

PROXIMITY:

- Children's Theatre
- Children's Rest Rooms
- Juvenile Collection & Seating

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 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 to attract children and parents to this service point. Lights in this area must not create a heat buildup. Light controls for the Children's Library might be located here.

Telecommunications

Provide 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number and at a minimum of 4-foot intervals along the work counter. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service is based on one 20-amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 72 Children's Ready Reference	1	12	12
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	2	10	20
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
Printer, Laser (Color)	1	0	0
Printer, Networked (B&W) High Speed Laser Printer	2	0	0
Queuing Space (Per Person)	5	6	30
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Children's Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	65	130
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	1	50	50

Children's Electronic Resource Area — 360 Sq. Ft.

Functional Activity

The Children's Electronic Resource Area 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, use CD-ROM products, databases, other electronic information sources, and the Internet from these stations. Ink-jet printers will be available for printing from the OPAC stations. All other printing will be sent to the networked printers at the Print Pick Up Counter at the Children's Desk.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 8 (1 accessible)

Relationships

The Electronic Resource Area 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 AV Collection & Seating
- Children's Collection & Seating
- Juvenile Collection & Seating
- Juvenile Spanish Language Collection & Seating

PROXIMITY:

- Children's Rest Rooms

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more technology workstations 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 repellant, 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 Electronic Resource Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

One accessible technology workstation will be available in the Children's Electronic Resource Area. One additional accessible technology workstation and an accessible reader seat, which mee the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area.

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

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 workstations. 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 Electronic Resource 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 technology workstation and printer locations with additional outlets provided for future growth.

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 General Requirements Chapter on Page 7 - 11.

Security

This area will be supervised by staff at the Children's Desk. Children using the workstations 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 Electronic Resources") 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 Electronic Resource 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.

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation 21"w x 21"d	8	0	0
Computer, OPAC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	4	0	0
Printer, Ink-Jet (B&W)	4	0	0
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	7	45	315
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45
Waste Basket 13"w x 15"d x 15"h	2	0	0

Children's Entrance (Interior) — 35 Sq. Ft.

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 Electronic Resource Area should be immediately visible. There should be a clear path to the Preschool and Picture Book Area, and to 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 Electronic Resource Area
Children's Preschool & Picture Book Area

CLOSE:

Circulation Desk
Popular Library
Public Entrance & Lobby

PROXIMITY:

Children's Rest Rooms

AWAY:

Reference 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 repellant, 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 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 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

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.

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.
Description of Furniture & Equipment Units			
Art Print Framed	2	0	0
Bulletin Board	1	0	0
Case, Exhibit 48"w x 24"d x 72"h	1	35	35
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Rack, Literature Display Handout Wall-mounted	2	0	0
Sign, Announcement Wall-hung	1	0	0

Children's Office — 205 Sq. Ft.

Functional Activity

This space provides the supervisor of Children's Services with an office to plan and implement the programs and operations of the Children's Library. Privacy is required in order for the supervisor to conduct staff conferences, employment interviews, and personnel evaluations, conversations with the public, and general office activities.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Children's Office should be close to the Children's Workroom, but the public should not have to go through the Workroom to get to the Office. The Office should be private, but located so that the staff in the Workroom and at the Children's Desk can be supervised by the department head from the Office.

CLOSE:

Children's Workroom
Children's Desk

Flexibility

Sufficient flexibility should exist to allow the Children's Desk and/or Workroom to expand into this space if required.

Fenestration

Interior windows which allow supervision of the Children's Desk and Workroom are required. Interior windows require shades, etched glass, or roller blinds so the public 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 devices. Staff areas may have operable windows.

Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window

FLOOR:

Anti-static carpet (No carpet pad permitted)

Access

Children's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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. Utilize 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 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.

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 1/32" 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 a room number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	4	0	0
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Children's 72"w x 36"d	1	70	70
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Printer, Laser (Color)	1	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	3	12	36
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Children's Counter 4'w x 30"d - against wall	1	30	30

Children's Preschool and Picture Book Area — 450 Sq. Ft.

Functional Activity

The Children's Preschool and Picture Book Area is intended for very young children as a place of their own in which they can play and read. Space for a play area has been included.

Occupancy

CHILDREN'S READER SEATS: 6

Collections

This area will house the children's picture book collection.

Relationships

The Children's Preschool and Picture Book Area should be adjacent to the Children's Collection and Seating Area and away from the Juvenile Collection and Seating Area. This space should also be fairly close to the Children's Desk for supervision.

ADJACENT:
Children's Collection & Seating

CLOSE:
Children's Desk

AWAY:
Juvenile Collection & Seating

Flexibility

The play area may need to be removed in the future to make room for additional seats or collections.

Fenestration

Natural light is desirable in this area.

Finishes

This space is an opportunity for the architect and interior designer to provide a special atmosphere for children that they can enjoy and remember. The play area can be a "Talking Tree House", a castle or anything that will be used and enjoyed by children. While it is important to design a fun space, it must not appear to be a "romper room" that endangers children or promotes unacceptable behavior. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes here will be primarily determined by the theme of the area.

CEILING:
Acoustical tile

WALLS:
Vinyl or Fabric w/ tackable acoustical panels for sound absorption;
Vinyl or carpet cove base

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

Access

The Children's Preschool and Picture Book Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

One accessible reader table, which meets the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Electronic Resource Area (one) and the Children's Reference Collection and Seating Area (one).

Acoustics

Sound may be an important part of the experience in this area (e.g., recorded music, animal sounds, etc). Due to this and the fact that children will undoubtedly be making noise while they explore this space, a considerable amount of noise generation is to be expected. This space should not be near any quiet seating areas or near the Juvenile Collection and Seating Area.

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 high number of occupants. Thermostats in public areas should have lockable covers.

Illumination

Minimum of 30 to 40 foot candles with specialized lighting to attract children to the play-scape. Additional specialized lighting will be determined by the theme of the environment.

Telecommunications

Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four with additional jacks provided for future growth. The outlets should be wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks).

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. Staff in the Children's Workroom should also be able to supervise this area.

Signage

The major signage should be determined by the theme in use, but there should also be a warning sign to parents that says: "Parents - Do Not Leave Children Unattended in this Area."

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four planned technology workstations with additional service provided for future growth. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 4875 Children's Picture Books	**14**	**18**	**252**
Description of Furniture & Equipment Units			
Bench, Child's (2 Person) 48"w x 14"d	**2**	**12**	**24**
Chair, Child's 14"w x 13"d x 10-16"h	**2**	**0**	**0**
Children's Play Fixture Children's play and reading structure	**1**	**100**	**100**
Puppet Tree 14"square x 68"h	**1**	**15**	**15**
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	**1**	**55**	**55**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket 13"w x 15"d x 15"h	1	4	4

Children's Reference Collection & Seating — 806 Sq. Ft.

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: 7 (1 accessible)
CHILDREN'S TECHNOLOGY WORKSTATIONS: 9 (1 accessible)

Relationships

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

ADJACENT:
Children's Desk

CLOSE:
Children's Electronic Resource Area
Children's Office
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.

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. 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 repellant, 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);

Access

The Children's Reference Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

One accessible technology workstation and one accessible reader seat, which meet the criteria outlined on Page 7-15 of the General Requirements Chapter, will be available in this

area.

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 General Requirements Chapter on Page 7 - 11.

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'.

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 a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four. 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.

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, Juvenile Spanish Language Collection and Seating Area, Juvenile Collection and Seating Area, Children's Electronic Resource Area, and Children's 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. 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." 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 1200 Children's Reference	10	12	120
Description of Furniture & Equipment Units			
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	25	25
Chair, Juvenile 16"w x 16"d x 16-18"h	7	0	0
Chair, Technology Workstation 21"w x 21"d	17	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	9	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) dual surface	1	40	40
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	1	90	90
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	8	50	400
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45
Waste Basket 13"w x 15"d x 15"h	2	4	8

Children's Rest Rooms — 0 Sq. Ft.

Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Children's Rest Rooms should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Theatre.

ADJACENT:
Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:
Circulation Desk

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as vandal resistant 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. All fixtures should be sized for children.

CEILING:
Water resistant gypsum board with epoxy paint

WALLS:
Glazed ceramic tile with dark grout

FLOOR:
Unglazed ceramic tile with dark grout; Floor drain

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. Separate accessible facilities must be provided for chidren of each each gender.

The rest rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter. 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.

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 side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" 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 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be 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.

Audible and visual emergency warning alarms are required. Signage will meet 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

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 room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Rooms should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Boy's (Equilateral triangle ¼" thick with edges 12" long pointing upward) and Girl's (12" diameter circle ¼" thick) 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 ("Boys", or "Girls") 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode Rest room	1	0	0
Diaper Changing Counter 36"w x 18"d	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sink And Counter Rest room	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stall Rest room	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

Children's Theatre — 1,236 Sq. Ft.

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programming 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 arts and crafts or science projects.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 150

Relationships

The Children's Theatre should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:
- Children's Workroom

CLOSE:
- Children's Desk
- Children's Collection & Seating
- Children's Preschool and Picture Book Area

PROXIMITY:
- Children's Rest Rooms

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 repellant, 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

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 ½" 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.

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 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.

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 audio-visual 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 every six feet on the walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

In the children's program area provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. Presentation of videotape or DVD material in the Children's Room may be accomplished using installed or portable televisions, but projection is recommended over monitors in rooms seating more than 12 people.

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. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Children's Theatre. 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 Children's Theatre.

If the Children's Theatre will be used to videotape events and presentations, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will be supervised by staff at the Children's Desk. It may be locked when it is not in use.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Preschool and Picture Book Area, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Children's Theatre") 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 Theatre") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, in convenient locations for portable audio-visual carts, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Children's Craft Counter 6'w x 30"d - against wall	1	40	40
Clock Wall-mounted	1	0	0
Cushion, Floor 16"w x 16"d	150	7	1,050
DVD Player 17"w x 13"d x 5"h	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Puppet Theater 5'w x 7'd	1	65	65
Sign, Announcement Free standing	1	0	0
Sink 36"w x 24"d - In counter	1	18	18
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
TV Monitor, 55" Projection HDTV Screen 43"w x 24"d x 51"h	1	20	20

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8

Functional Activity

The Children's Workroom will provide workstations for the children's staff and shared work space for preparation of posters, children's craft projects, making puppets, etc. 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: 3
STAFF WORKROOM TASK WORKSTATIONS: 2

Relationships

The Children's Workroom should be adjacent to the Children's Theatre so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Theatre and prepare program materials. The Children's Workroom should be close to the Children's Desk. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:
Children's Theatre
CLOSE:
Children's Desk
Children's Office
Children's Reference Collection & Seating
PROXIMITY:
All Other Spaces in the Children's Library

Flexibility

Children's workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future.

Fenestration

Interior windows which allow supervision of the Children's Desk and other areas of the Children's Library, are required. Interior windows require shades, etched glass, or roller blinds so the public 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 devices. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, 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 meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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 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 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, 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

Since this 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° to 72° during heating and 72° to 78° during 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. 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. 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 each workstation position. The outlets should be mounted at 15" above 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.

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 need for additional staff assistance.

Signage

Required signage includes a permanent room identification sign ("Children's Workroom") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and

printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	3	10	30
Bulletin Board	1	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Cabinets, Above Counter 1 linear foot x 24"d	6	0	0
Cabinets, Full Height 1 linear foot x 24"d	5	5	25
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	3	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	40	40
Paper Towel Dispenser Wall-mounted	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	1	15	15
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	4	12	48
Sink 36"w x 24"d - In counter	1	18	18
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	120	120
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	4	4	16
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Children's Counter 6'w x 30"d - against wall	2	45	90
Workstation, Children's Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	40	120

Custodial Sink & Supply Closet — 0 Sq. Ft.

Functional Activity

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

Relationships

The Custodial Sink & Supply Closet should be located adjacent to the Children's Rest Rooms.

ADJACENT:

Children's Rest Rooms

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

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 ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

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 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 collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets 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 fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize 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 mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door required.

Signage

Required signage includes a permanent room identification sign ("Custodial Closet - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Carpet Cleaning Machine	1	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Garbage Bin, Interior	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink, Mop	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	0	0

Graphics Workroom — 343 Sq. Ft.

Functional Activity

This room is where the library graphic artist produces fliers, posters, signs, handouts, and other types of graphics for both children's and adult services. The work is done by using either a computer or freehand design. A drafting table, counter space, and storage for poster board, paper, and art supplies is required as are a desk chair and stool. Since the majority of the work is in support of Children's Services, the workroom should be included in the Children's Services Division.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1
STAFF WORKROOM TASK WORKSTATIONS: 1

Relationships

The Graphics Workroom should be located close to or as part of the the Children's Division, since most of the work is generated by Children's Services, and the staff graphic artist is supervised by the head of the Children's Division. The Graphics Workroom might be close to the Children's Workroom and may be in a back of house location since the public does not require access.

CLOSE:

Children's Workroom

Flexibility

Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future.

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 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 Graphics Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Acoustics

Since this space is next to a noisy service area, standard acoustical dampening strategies must be utilized. 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° to 72° during heating and 72° to 78° during 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. 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. 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. Utilize 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 each workstation position. The outlets should be mounted at 15" above 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; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This is a staff only workroom 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 ("Graphics Workroom") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable)	8	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	8	0	0
1 linear foot x 24"d			
Cabinets, Full Height	6	5	30
1 linear foot x 24"d			
Chair, Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
File Cabinet, Lateral (Four Drawer)	1	20	20

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 18"d x 52"h			
Flat File	1	40	40
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
Paper Cutter	1	0	0
Preparation Counter	1	55	55
8'w x 30"d - against wall			
Printer, Laser (Color)	1	0	0
Recycling Bin	1	15	15
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	2	12	24
3'w x 12"d unit			
Table, Graphic Artist's Drafting	1	30	30
36"w x 24"d			
Table, Work	1	85	85
60"w x 36"d x 29"h (1 to 2 Person)			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			
Workstation, Clerical Office System	1	40	40
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

Juvenile Collection & Seating — 1,925 Sq. Ft.

Functional Activity

This area of the Children's Library houses the current and back periodicals and other print collections for older children (ages 7 - 12). The collections consist of fiction books, fairy tales, paperback books, Newbery and Caldecott Award books, story books, 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: 26

Relationships

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

PROXIMITY:

Children's Desk
Children's Electronic Resource Area
Children's Reference Collection & Seating

AWAY:

Children's Preschool and Picture Book Area

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 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 designed to appeal to older children who are not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, 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)

Access

The Juvenile Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

An accessible reader seat, which meets the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Electronic Resource Area (one) and the Children's Reference Collection and Seating Area (one).

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 General Requirements Chapter on Page 7 - 11.

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 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 a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four. 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.

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 Desk, Children's Electronic Resource Area 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 15375 Juvenile Non-Fiction	**40**	**18**	**720**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 750 Juvenile Mystery	**2**	**18**	**36**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 375 Juvenile Science Fiction	**1**	**18**	**18**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 840 Newbery And Caldecott Award Winners	**2**	**18**	**36**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 5460 Juvenile Fiction	**14**	**18**	**252**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 24 Children's Back Issue Magazines	**1**	**18**	**18**
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 975 Fairy Tales	**3**	**18**	**54**
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 12 Children's Current Magazines	**2**	**14**	**28**
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers 1050 Paperbacks	**2**	**70**	**140**
Description of Furniture & Equipment Units			
Chair, Juvenile 16"w x 16"d x 16-18"h	**20**	**0**	**0**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Juvenile Lounge 24"w x 24"d	**6**	**25**	**150**
Table, End 30"w x 30"d x 20"h	**3**	**12**	**36**
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	**5**	**85**	**425**
Waste Basket 13"w x 15"d x 15"h	**3**	**4**	**12**

Juvenile Spanish Language Collection & Seating — 282 Sq. Ft.

Functional Activity

Spanish language books, audio-visual collections, and magazines will all be shelved in this area so Spanish speaking children can easily find whatever materials they want in Spanish.

Occupancy

CHILDREN'S READER SEATS: 4

Collections

This area will house the Spanish language picture books, fairy tales, juvenile fiction, juvenile non-fiction, comic books, beginning readers, magazines, DVD, CD and video cassette collections.

Relationships

The Juvenile Spanish Language Collection and Seating Area should be close to the Children's OPACs and Internet workstations in the Children's Electronic Resource Area since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk so librarians can observe Spanish speaking children who might need help but be too shy to ask for it. It should also be close to the entrance to give prominence to the collection.

PROXIMITY:

Children's Desk
Children's Electronic Resource Area
Children's Entrance

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. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, 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)

Access

The Juvenile Spanish Language Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

An accessible reader seat, which meets the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Children's Reference Collection and Seating Area. Accessible technology workstations will be available nearby in the Children's Electronic Resource Area (one) and the Children's Reference Collection and Seating Area (one).

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 General Requirements Chapter on Page 7 - 11.

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 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.

Telecommunications

Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four. 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.

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 Desk, Children's Electronic Resource Area, and Children's Reference Area. This directional sign ("Juvenile Spanish Language 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 Spanish Language 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. 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 350 Spanish Language Beginning Readers	1	18	18
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 570 Children's Spanish Language Picture Books	1	18	18
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1388 Juvenile Spanish Language Non-Fiction	2	18	36
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 750 Juvenile Spanish Language Fiction	2	18	36
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 385 Spanish Language Comic Books	1	12	12
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top 227 Spanish Language Fairy Tales	1	12	12
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 12 Children's Current Spanish Language Magazines	1	22	22
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h 375 Spanish Language DVD And CD	1	24	24
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf 263 Video Cassette	1	20	20
Description of Furniture & Equipment Units			
Chair, Juvenile 16"w x 16"d x 16-18"h	4	0	0
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	1	80	80
Waste Basket 13"w x 15"d x 15"h	1	4	4

Parenting & Teachers' Collection & Seating — 146 Sq. Ft.

Functional Activity

This space will house a collection of books for parents and teachers. It will be heavily used by the large number of home school families that live in the area. This print collection will provide information on parenting and educating children. Adults will be the primary users of this collection, although some students may occasionally access these books.

Occupancy

READER SEATS: 2

Collections

This collection will contain the parent teacher print collection and the video collection.

Relationships

This space should be relatively close to the Children's Desk so that staff may assist parents and teachers with the collection.

CLOSE:

Children's Desk
Children's Preschool and Picture Book Area

Flexibility

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

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. Any operable windows in public areas will require lockable screens.

Finishes

This space should be designed to appeal to adults since parents and teachers will primarily use the collection.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric with tackable acoustical panels for sound absorption

FLOOR:

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

Access

The Parenting & Teachers' Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader tables and technology workstations will be available nearby in the Popular Library and OPAC area.

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'.

Acoustics

This should be a relatively quiet area in the Children's Library and as such it should be cloistered from the hustle and bustle of the other spaces here. If adults are to use this area for any length of time, there will need to be a way to dampen the external noise entering this space. 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 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.

Telecommunications

Provide a minimum of one duplex data jack. The outlet should be wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks).

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. If a separate room is created, it should include at least one glass wall so that the occupants can be seen from the desk.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Children's Desk, Children's Entrance, Children's Electronic Resource Area, and Children's Reference Area. This directional sign ("Parenting & Teachers' 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 ("Parenting & Teachers' 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**1**	**12**	**12**
3'W x 12"D unit w/end panels & canopy top			
120 Parent/Teacher Video Cassettes			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**4**	**12**	**48**
3'W x 12"D unit w/end panels & canopy top			
480 Parent/Teacher Books			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Lounge 36"w x 36"d	**2**	**35**	**70**
Table, End 30"w x 30"d x 20"h	**1**	**12**	**12**
Waste Basket 13"w x 15"d x 15"h	**1**	**4**	**4**

Storage/Supply Room — 257 Sq. Ft.

Functional Activity

This area provides space for general storage for the Children's Library. This space will be used to store furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations.

Relationships

This space can should be located adjacent to the Children's Theatre.

ADJACENT:

Children's Theatre

Flexibility

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

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

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 ½" in height.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize motion detectors or occupancy sensors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Security

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 ("Storage/Supply" 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 numbers as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard In transition or storage	6	4	24
Cabinets, Full Height 1 linear foot x 24"d	6	5	30
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	5	15	75
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	5	15	75
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 65"h	2	18	36

1 CIRCULATION SERVICES 3,238 Sq. Ft.

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 check-out 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:

Popular Library
Children's Library
Friends of the Library Book Sale Area

PROXIMITY:

Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Book & A/V Return and Check-In Room	460
Circulation Desk	1,265
Circulation Supervisor's Office	151
Circulation Workroom	555
Closed Bookstack Storage	380
Librarian II Office	159
Service Center	268
TOTAL:	**3,238**

Book & A/V Return and Check-In Room — 460 Sq. Ft.

Functional Activity

Patrons will return library materials through slots in an interior wall. Books and audio-visual materials will fall into depressible book bins. One slot must be wider than typical book slot to accommodate double video sets or books on tape that are larger than normal. Patrons will not have access to the staff who working in the check-in room. Patrons who want items checked in right away would bring them to the appropriate area of the Circulation Desk.

Occupancy

STAFF WORKROOM WORKSTATIONS: 4
STAFF WORKROOM TASK WORKSTATIONS: 1

Relationships

The check-in room would be located next to the Circulation Desk and have glass windows that allow the clerks inside the room to see if they are needed at the Circulation Desk.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:

Public Entrance & Lobby
Circulation Desk

CLOSE:

Circulation Workroom

Flexibility

It is unlikely that the function of this space will change or that the room will need to be expanded.

Fenestration

No windows required.

Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Plastic corner guards are required.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Low profile anti-static carpet, Sheet vinyl, or Vinyl tile, with no threshold between the Book & A/V Return and Check-In Room and the Circulation Workroom

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Book Return Room will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the Book Return Room need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

The interior of the book drop needs approximately 30 foot candles of light primarily over the bins and 40 to 50 foot candles at the workstations. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

Provide a minimum of one standard quad communications outlet (two voice and two data) co-located with associated power at each check-in station.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Book Return Room must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should include permanent room identification signs ("Book Return" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
AV Bin, Depressible	**2**	**20**	**40**
Bar Code Reader, Fixed Mount	**4**	**0**	**0**
Book Bin, Depressible	**3**	**20**	**60**
Book Truck 36"w x 24"d	**20**	**10**	**200**
Chair, Task Low back mid-quality with casters 25"w x 25"d	**5**	**0**	**0**
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	**4**	**0**	**0**
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	**1**	**0**	**0**
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	**2**	**0**	**0**
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	**2**	**0**	**0**
Workstation, Circulation Check-In Office System 5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	**4**	**30**	**120**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Sorting Counter 6'w x 30"d - against wall	1	40	40

Circulation Desk — 1,265 Sq. Ft.

Functional Activity

The main functions to be handled at the Circulation Desk are checking out materials, registering/reregistering new patrons, accepting fine payment, pick up of printed materials, and checking in overdue items.

The desk should be designed to allow a separate AV checkout area from the book/magazine checkout stations. The registration/payment stations will also be separate from the checkout stations. Patrons should be able to wait in separate lines without conflicts. A narrow counter that allows patrons to place their books down and slide them along while waiting in line should be located near the book magazine checkout areas only.

This area or a nearby area in the Popular Library will also include four self check stations.

Occupancy

TECHNOLOGY WORKSTATIONS: 4 (1 accessible)
PUBLIC SERVICE DESK WORKSTATIONS: 7

Collections

The area behind the circulation desk will house patron holds as well as the video rental collection, DVD, CD, CD-ROM and audio-tape storage cabinets.

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom, close to Book Return Room and the Service Center. It should be close to the Popular Library and the Children's Entrance.

ADJACENT:

- Public Entrance & Lobby
- Circulation Office
- Circulation Workroom

CLOSE:

- Book & A/V Return and Check-In Room
- Children's Entrance (Interior)
- Friends of the Library Book Sale Area
- Popular Library
- Service Center

PROXIMITY:

- 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.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip anti-fatigue 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 material

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The 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. At least one self-checkout system 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. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

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") 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."

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service is based on one 20-amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves	**3**	**18**	**54**
3'W x 24"D unit w/end panels			
750 Rental Video Cassettes			
Compact Disc & DVD Storage Cabinets	**1**	**20**	**20**
43"w x 18.25"d x 56"h			
1225 Audio Cassette			
Compact Disc & DVD Storage Cabinets	**1**	**20**	**20**
43"w x 18.25"d x 56"h			
1800 CD-ROM			
Compact Disc & DVD Storage Cabinets	**3**	**20**	**60**
43"w x 18.25"d x 56"h			
4800 Rental DVDs			
Compact Disc Storage Cabinets	**14**	**18**	**252**
15"w x 28.5"d x 52"h			
11700 Audio Compact Disc (CD)			
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	**6**	**0**	**0**
Book Bin, Depressible	**2**	**0**	**0**
In Circulation Desk			
Book Truck	**3**	**10**	**30**
36"w x 24"d			
Cash Register	**2**	**0**	**0**
Chair, Task	**6**	**0**	**0**
Low back mid-quality with casters 25"w x 25"d			
Clock	**1**	**0**	**0**
Wall-mounted			
Computer, Staff Desktop	**6**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Label	2	0	0
Printer, Networked (B&W)	2	0	0
High Speed Laser Printer			
Printer, Receipt	10	0	0
Queuing Space (Per Person)	10	6	60
Security Monitor, B & W	1	0	0
9" unit			
Security System Book & Media Resensitizer	1	0	0
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Desensitizer	3	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83"w x 26"d x 70"h			
Security System Media Desensitizer	4	0	0
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Self Check-Out Counter	4	30	120
4'w x 30"d - against wall			
Self Check-Out Machine	4	0	0
25"w x 29"d x 27"h - counter top unit			
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
3'w x 12"d unit			
Telephone Handset	3	0	0
Waste Basket	2	4	8
13"w x 15"d x 15"h			
Workstation, AV Desk	1	80	80
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Check-Out Desk	3	80	240
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Fines & Fees Desk	1	80	80
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Patron Registration Desk	1	80	80
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Print Pick Up Counter	1	50	50
4'w x 30"d w/7' behind desk & 3.5' in front			

Circulation Supervisor's Office — 151 Sq. Ft.

Functional Activity

This is the office for the Circulation Supervisor where departmental activities will be planned and administered. This office will provide a private space where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk or into any of the Division's back of house spaces.

ADJACENT:

Circulation Desk
Circulation Workroom

PROXIMITY:

Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Circulation Workroom, 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 devices. Staff areas may have operable windows.

Finishes

The Circulation Supervisor and the public will utilize this office daily. This position supervises many of the library's employees who also utilize this office frequently. The walls and carpet must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces

FLOOR:

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

Access

The Circulation Supervisor's Office must meet the aisle, corridor, and path of travel accessibility requirements on Page 7-3 of the General Requirements Chapter.

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.

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. A slab-to-slab full height partition is required to achieve speech privacy. 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.

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 10 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.

Telecommunications

Provide one 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.

Security

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 ("Circulation Office") 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. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. THe workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, and miscellaneous desktop electronic equipmet. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Chair, Department Head's	1	0	0
Mid-back high quality with casters			
Chair, Visitor's	1	15	15
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Department Head's	1	65	65
66"w x 36"d			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			
Printer, Ink-Jet (B&W)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12
3'w x 12"d unit			
Telephone Handset	1	0	0

Circulation Workroom — 555 Sq. Ft.

Functional Activity

The Circulation Workroom provides workspace for clerks to review problem items and make decisions on patron charges and routing to other staff members. Damaged items would be stored here on shelves. Cabinets would store the supplies for the entire circulation department. Area to store display cards for CD's and DVD's that have been checked out needs to be provided. Shelving is also needed for items to be discarded. ILL processing would also occur in the Circulation Workroom.

Occupancy

STAFF WORKROOM WORKSTATIONS: 4
STAFF WORKROOM TASK WORKSTATIONS: 2

Relationships

Clerks in the workroom need easy access and a clear sightline to the Circulation Desk in order to fill in when long lines form. If possible, the Book & A/V Return and Check-In Room should be adjacent since problem items will need to be routed from there to the Circulation Workroom.

ADJACENT:
- Book & A/V Return and Check-In Room
- Circulation Office
- Circulation Desk

CLOSE:
- Service Center
- Staff Entrance & Lobby

PROXIMITY:
- Custodial Workroom
- General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows which allow supervision of the Circulation Desk are required. Interior windows require shades, etched glass, or roller blinds so the public 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 devices 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 and 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)

Access

The Circulation Workroom must meet the aisle, corridor, and path of travel accessibility

requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. 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° to 72° during heating and 72° to 78° during 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. 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. 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 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.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Circulation Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Circulation 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 type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bar Code Reader, Fixed Mount	4	0	0
Book Truck	12	10	120
36"w x 24"d			
Box, Cardboard	8	4	32
In transition or storage			
Bulletin Board	1	0	0
Cabinets, Above Counter	12	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	12	0	0
1 linear foot x 24"d			
Chair, Task	4	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	4	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
FAX Machine, Desktop	1	0	0
30"w x 17"d x 21"h			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			
Printer, Label	1	0	0
Printer, Receipt	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
12"w x 14"d x 21"h			
Security System Book Resensitizer	2	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Media Resensitizer	2	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Shelving, SF 90"h Steel W/ 7 Shelves	6	12	72
3'w x 12"d unit			
Storage Cabinet	2	18	36
36"w x 18"d x 78"h			
Telephone Central Station	1	0	0
Telephone Handset	5	0	0
Waste Basket	4	4	16
13"w x 15"d x 15"h			
Workstation, Clerical Counter	2	40	80
6'w x 30"d - against wall			
Workstation, Clerical Office System	3	40	120

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Inter-Library Loan Office System	**1**	**50**	**50**
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

Closed Bookstack Storage — 380 Sq. Ft.

Functional Activity

This room will house backfiles of those few magazine titles held by the library indefinitely. Seldom used reference books and some duplicate materials may also be retained here. The public will not have direct access to this storage area, but library pages can be dispatched to retrieve requested items.

Collections

This space will be available to provide overflow space for materials in transition, or less used volumes, as well as a small archive of older bound periodicals.

Relationships

The Closed Bookstack Storage Area has no specific adjacency requirements, but it might be useful to have it located close to the Circulation Desk or Circulation Workroom.

Fenestration

No Windows Required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:
Exposed structure or Acoustical tile

WALLS:
Concrete; Glazed and textured CMU; or Dry wall

FLOOR:
Sealed concrete; Vinyl tile; Carpet

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 ½" in height.

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

HVAC

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

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. Utilize 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 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 ("Closed Stack" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	**3**	**18**	**54**
3'W x 24"D unit w/end panels			
107 Back Issue Magazines			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**15**	**18**	**270**
3'W x 24"D unit w/end panels			
5000 Special Books			
Description of Furniture & Equipment Units			
Book Truck	**4**	**10**	**40**
36"w x 24"d			
Box, Cardboard	**4**	**4**	**16**
In transition or storage			

Librarian II Office — 159 Sq. Ft.

Functional Activity

This office will accommodate the Librarian II who will be the supervisor of the Circulation Library Assistant, th Community Activities Coordinator, and the Computer Technician. This administrator will have overall responsibility for coordinating the activities on the first floor including the Classrooms, the Computer Center, and the Career/Jobs Center. This position will provide assistance in the Popular Library and Audio-Visual areas. The Librarian II will coordinate with the Librarian III on the activities of the Homework Center.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

All of the areas on the first floor including Circulation, Popular Library, Computer Center, Homework Center, and Career/Jobs Center should be easily supervised from this office. The office should be easily accessible from the main entrance. Patrons and staff should be able to access the office without going behind the Circulation Desk or into any of the back of house spaces.

PROXIMITY:

Circulation Desk
Circulation Office
Career/Jobs Center
Computer Center
Homework Center
Popular Library

Fenestration

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 devices. Staff areas may have operable windows.

Finishes

This position supervises many of the library's employees who will also utilize this office frequently. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces

FLOOR:

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

Access

The Librarian II Office must meet the aisle, corridor, and path of travel accessibility requirements on Page 7-3 of the General Requirements Chapter.

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.

Acoustics

This office requires a high level of acoustical isolation. A slab-to-slab full height partition is required to achieve speech privacy. 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 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 10 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 occupant.

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. Utilize 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 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.

Security

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 ("Librarian II Office") 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. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. THe workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, and miscellaneous desktop electronic equipmet. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	1	10	10
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Department Head's 66"w x 36"d	1	65	65
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	2	12	24

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	**1**	**0**	**0**
Waste Basket	**1**	**0**	**0**
13"w x 15"d x 15"h			

Service Center — 268 Sq. Ft.

Functional Activity

The Service Center will provide a separate room or area where library patrons can copy library materials and materials of their own, send faxes, purchase paper and discs. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. 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 Service Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Service Center.

CLOSE:

Circulation Desk
Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow this space to expand if required in the future.

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 repellant, dirt resistant, easy to clean and low maintenance.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended);

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Service 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 the finished floor. Thresholds cannot exceed ½" in height. Signage will meet 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 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room 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 (two data) co-located with associated power distributed every 4' on the work counter and on a minimum of two of the four walls mounted at no less than 15" above finished floor or at counter height.

Security

This area will be supervised by staff at the Print Pick Up Counter at the Circulation Desk.

Signage

Required signage includes a permanent room identification sign ("Service Center") 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. Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor and every four feet along the work counter. Minimum of one 20-amp circuit for two copy machines is required.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Truck 36"w x 24"d	1	10	10
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Collator	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
Preparation Counter 8'w x 30"d - against wall	1	55	55
Recycling Bin	2	15	30
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8

1 EXTENSION SERVICES 1,084 Sq. Ft.

FUNCTIONAL ACTIVITY

The Extension Services Division contains the administrative office for the Manager of Branch Services and the Extension Services Workroom where all of the branch materials are received and processed.

SPATIAL RELATIONSHIPS

The Extension Services Division should also be relatively close to the Shipping and Receiving and Mail Area in the General Building Services Division to facilitate the movement of materials.

CLOSE:

General Building Services

DIVISION SPACE SUMMARY	Sq. Ft.
Branch Manager's Office	170
Extension Services Workroom	914
TOTAL:	**1,084**

Branch Manager's Office — 170 Sq. Ft.

Functional Activity

This office is where Extension Services' activities are managed. It will also provide a private space where staff evaluations can be conducted.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Branch Manager's Office should be located near a staff or service elevator if it is not located near the Shipping and Receiving and Mail Area. It must be located near the Extension Services Workroom.

ADJACENT:

Extension Services Workroom

PROXIMITY:

Shipping & Receiving & Mail Room
Staff Elevator
Staff Lounge

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 required, 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

Finishes should be welcoming, but professional in appearance. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use. Floor finish should be stain resistant, dirt repellant, durable, and low maintenance. Wall finishes should be attractive, durable, mark resistant, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces; Vinyl or carpet cove base; Hanging track

FLOOR:

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

Access

The Branch Manager's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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 lighting 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 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.

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 character 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Truck 36"w x 24"d	1	10	10
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	1	15	15
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Branch Manager's 66"w x 36"d	1	65	65
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
Printer Stand 24"w x 16"d x 28"h	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	2	14	28
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

Extension Services Workroom — 914 Sq. Ft.

Functional Activity

The Extension Services Workroom is where branch materials processing and delivery activities occur. All materials for the three County branches are received, processed, and distributed from this space. Substitutes to the branches are also provided from staff in this office.

Occupancy

STAFF WORKROOM WORKSTATIONS: 7

Relationships

The Extension Services Workroom should be located near a staff or service elevator if it is not located near the Shipping and Receiving and Mail Area. In addition it must be located near the Branch Manager's Office.

ADJACENT:

Branch Manager's Office

PROXIMITY:

Shipping & Receiving & Mail Room
Staff Elevator
Staff Lounge

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows in staff areas should be provided with roller shades or other light control devices. Computer screens and workstations should be placed at right angles to any windows that may cause glare. 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)

Access

The Extension Services Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library. 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° to 72° during

heating and 72° to 78° during 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. 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. 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 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	8	10	80
Box, Cardboard In transition or storage	15	4	60
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	26	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	8	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	4	0	0
Desk, AV 66"w x 30"d	1	60	60
DVD Player 17"w x 13"d x 5"h	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
Printer, Laser (B&W)	2	0	0
Recycling Bin	1	15	15
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	12	18	216

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	4	0	0
TV Monitor, 20"	1	0	0
21"w x 20"d x 19"h			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			
Waste Basket	4	0	0
13"w x 15"d x 15"h			
Workstation, Acquisitions Office System	2	75	150
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Administrative Asst. Office System	1	50	50
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, AV Office System	1	75	75
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Mail Check-In & Sorting Counter	1	70	70
10'w x 30"d - against wall			
Workstation, Processing Counter	2	55	110
8'w x 30"d - against wall			

1 GENERAL BUILDING SERVICES 865 Sq. Ft.

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
Technical Services

AWAY:

Public Areas

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Workroom	254
General Library Storage Room	394
Loading Dock	N/A
Mechanical Equipment Room	N/A
Shipping & Receiving & Mail Room	217
Staff Entrance & Lobby	N/A
TOTAL:	**865**

Custodial Workroom 254 Sq. Ft.

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 WORKSTATIONS: 1

Relationships

The Workroom should be adjacent to the Shipping and Receiving and Mail Room and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Shipping & Receiving & Mail Room
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.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete, Cement block or water resistant drywall

FLOOR:

Sealed concrete, vinyl tile, sheet vinyl, floor drain

Access

Custodial Workrooms must be accessible from a 36" aisle. A 36" wide door with a minimum of 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 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 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 custodians 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Carpet Cleaning Machine	1	5	5
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Desk, Custodial 60"w x 30"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	15	15
Hand Truck 23"w x 18"d x 51"h	1	4	4
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Sink, Mop	1	6	6
Storage Cabinet	2	18	36

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 18"d x 78"h			
Storage Cabinet, Hazardous Materials	**1**	**20**	**20**
43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)			
Telephone Handset	**1**	**0**	**0**
Vacuum Cleaner, Dry Upright	**1**	**8**	**8**
15"w x 12"d x 42"h			
Vacuum Cleaner, Wet "Shop"	**1**	**10**	**10**
22" diameter x 28"h			
Workbench, Custodial	**8**	**7**	**56**
1 linear foot x 30"d			

General Library Storage Room — 394 Sq. Ft.

Functional Activity

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. A storage cage will provide additional space for stacking boxes, and furniture and equipment in transition, and can segregate the storage by individual library departments. 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 area should be close to the Shipping and Receiving and Mail Room and the Loading Dock. It should be easily accessible to the Circulation Workroom and the Circulation Desk.

CLOSE:

Loading Dock
Shipping & Receiving & Mail Room

Flexibility

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

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile

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 ½" in height.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

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

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, 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.

Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply Room" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard In transition or storage	**20**	**4**	**80**
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	**4**	**15**	**60**
Storage Cabinet 36"w x 18"d x 65"h	**3**	**18**	**54**
Storage Cage	**1**	**200**	**200**

Loading Dock — 0 Sq. Ft.

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 or the library's bookmobile. This area will essentially be outside of the library, but it should have a roof or overhang 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 Shipping and Receiving, the Mail Room, and the Custodial Workroom. It should be close to the General Library Storage Room and in the proximity of the Friends' Book storage and Workroom.

ADJACENT:
- Custodial Workroom
- Shipping & Receiving & Mail Room

CLOSE:
- General Library Storage Room

PROXIMITY:
- Friends' Book Storage & Workroom
- Mechanical Equipment Room

AWAY:
- Most all public service areas

Flexibility

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

Finishes

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 (or wider) with a minimum 32" clearance is required. 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

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 lighted 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

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located inside near the loading dock 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 to the inside 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 -- Service and Delivery Vehicles Only."

Furniture & Equipment and Shelving Units

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

Description of Furniture & Equipment Units

Mechanical Equipment Room — 0 Sq. Ft.

Functional Activity

This room is for the placement of the mechanical equipment which operate 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 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. Utilize 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 least 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located

along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

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

Description of Furniture & Equipment Units

Shipping & Receiving & Mail Room 217 Sq. Ft.

Functional Activity

This area provides space for the delivery of the mail service, library books and materials, and periodic deliveries of furniture and equipment.

Occupancy

STAFF WORKROOM TASK WORKSTATION: 2

Relationships

The Shipping and Receiving and Mail Room should be close to the freight elevator, the Friends' Book Storage & Workroom and General Library Storage Room, and in the proximity of the Circulation Workroom.

ADJACENT:
Freight elevator

CLOSE:
Friends' Book Storage & Workroom
General Library Storage Room

PROXIMITY:
Circulation Workroom

Flexibility

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

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:
Exposed structure or Acoustical tile

WALLS:
Concrete; Glazed and textured CMU; or Dry wall

FLOOR:
Sealed concrete; Vinyl tile

Access

The Shipping and Receiving and Mail Room must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. 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

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 10 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

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated

power every 6' on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Door(s) will need to be alarmed.

Signage

Required signage includes a permanent room identification sign ("Shipping & Receiving" or "Deliveries") wall-mounted on the latch side of the door at least 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Box, Cardboard In transition or storage	8	4	32
Bulletin Board	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Hand Truck 23"w x 18"d x 51"h	1	4	4
Mail Bin 26"w x 28"d x 36"h - canvas cart	1	12	12
Mail Delivery Cart 20"w x 60"d x 40"h	1	20	20
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	0	0
Postage Meter/Scale	1	0	0
Recycling Bin	1	15	15
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	4	15	60
Stool	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4
Workstation, Shipping & Receiving Counter 10'w x 30"d - against wall	1	70	70
Wrapping Paper Dispenser, Counter Top 36"w x 10"d x 10"h - Single Roll Unit	1	0	0

Staff Entrance & Lobby — 0 Sq. Ft.

Functional Activity

This is a separate staff only entrance to the library which is convenient from staff parking.

Relationships

The Staff Entrance should be close to the Circulation Workroom or the Shipping and Receiving and Mail Area. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is important

CLOSE:
Shipping and Receiving and Mail Area

PROXIMITY:
Circulation Workroom

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 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. 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 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

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

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 is a 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 staff door.

Signage

Required signage includes a permanent identification sign ("Staff Entrance" or "Staff Only") wall-mounted on the latch side of the door to the inside 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 -- Library Staff Only."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Coat & Hat Rack	1	0	0
Time Clock 10"h x 9"w x 6"l	1	0	0
Umbrella Stand 12" diameter x 25"h	1	0	0

1 LIBRARY ENTRANCE 1,474 Sq. Ft.

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 Multipurpose Room, Café, 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 Multipurpose Room. This area will also be used for exhibits and displays as noted in the Library Plan of Service.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the other areas served by the lobby. It should be conveniently located to allow access.

ADJACENT:

- Café
- Circulation Services
- Friends' Book Sale Area
- Multipurpose Room

CLOSE:

- Popular Library

DIVISION SPACE SUMMARY	Sq. Ft.
Café	431
Friends' Book Sale Area	712
Friends' Book Storage & Workroom	331
Public Entrance & Lobby	N/A
Public Rest Rooms	N/A
TOTAL:	**1,474**

Functional Activity

The Café will be operated by volunteers on behalf of the library. Library patrons and visitors to the Computer Center, Literacy Center, Homework Center, Classrooms, Multipurpose Room, and Friends' Book Sale Area will be able to stop in and enjoy a cup of coffee.

Occupancy

MEETING ROOM SEATS: 12
PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Café should be highly visible as people enter and exit the library. A close proximity to the Multipurpose Room would be desirable.

ADJACENT:
Multipurpose Room

CLOSE:
Lobby

Fenestration

Natural light is highly desirable for this space.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks will be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
Acoustical tile

WALLS:
Vinyl wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail

FLOOR:
Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

Access

The Café must 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 ½" in height.

If network access is available to the public at the café tables for portable computers, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 7 - 11.

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 a volunteer's duties, (e.g., washing dishes), 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 the 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.

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

Acoustics

This space should be acoustically buffered from the library. The Café will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

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. 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 café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the café entrance. 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 checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

Security

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

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Cafe") 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 ("Cafe") 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. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	16	0	0
Cabinets, Below Counter 1 linear foot x 24"d	16	0	0
Cappuccino Machine	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cash Register	1	0	0
Chair, Café	12	0	0
Coffee Maker/Urn	2	0	0
Coffee Thermos	4	0	0
Stainless steel			
Garbage Bin, Interior	1	15	15
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	18	18
36"w x 24"d - In counter			
Table, Café	3	65	195
36" diameter (4 Person)			
Waste Basket	2	4	8
13"w x 15"d x 15"h			
Workstation, Café Service Counter	1	65	65
6'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Food Preparation Counter	2	55	110
8'w x 30"d - against wall			

Friends' Book Sale Area — 712 Sq. Ft.

Functional Activity

The Friends' Book Sale Area will be operated by volunteers from the Friends of the Library. Library patrons will be able to stop in and browse through the store and make their purchases at the Circulation Desk. The revenue from the store will go toward the financing of library acquisitions and operations.

Occupancy

READER SEATS: 2

Relationships

The Friends' Book Sale Area must be near the Circulation Desk since it may not be staffed on a regular basis. Library patrons who wish to make purchases from the area will take their selections to the Circulation Desk.

ADJACENT:

Circulation Desk

PROXIMITY:

Library Entrance
Popular Library

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Finishes

Since this area is located near the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Tackable surfaces; Vinyl or carpet cove base; Wall-mounted retailing display units

FLOOR:

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

Access

The Friends' Book Sale Area must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Book Sale Area will be part of the noisy circulation and entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

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. Area requires individual thermostat with lockable cover.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. 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 for a future checkout (point of sale) location; and one duplex outlet (two data) for any future seating locations around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

Security

This area will be supervised by staff at the Circulation Desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Book Sale 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 ("Friends' Book Sale 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.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench (2 Person) 52"w x 22"d x 18"h	1	15	15
Book Display Bin 24"d x 42"w x 34"h w/2 bins	2	50	100
Book Truck 36"w x 24"d	2	10	20
Bulletin Board	2	0	0
Case, Merchandise Display 48"w x 21"d x 40"h	1	35	35
Shelving, DF 58"h Bookstore Display 36" Aisles - 3'w x 36"d w/10 angled shelves, wood	12	27	324
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	10	21	210
Stool	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8

Friends' Book Storage & Workroom — 331 Sq. Ft.

Functional Activity

This room is for storage of books and other donated items received by the Friends of the Library. These materials will be sorted and stored until they can be placed in the library or in the Friends' Book Sale Area and offered for sale. Space is required to store books on shelves and sort books on counter tops or large tables. An open floor area is necessary for the storage of cartons and bags containing donated materials.

Relationships

The Friends' Book Storage and Workroom needs to be as close as possible to the Shipping and Receiving and Mail Room since there may be frequent deliveries to this area. In addition, there should be a close proximity to the Friends' Book Sale Area, since volunteers will be moving books from storage to the sale area to stock the shelves.

CLOSE:
Shipping and Receiving and Mail Room

PROXIMITY:
Friends' Book Sale Area

Fenestration

Windows are not required, but are desirable.

Finishes

This area will be utilitarian in nature. However, this is the Friends' workroom as well as a storage area, and volunteers will make frequent use of the space, often standing for extended periods of time.

CEILING:
Acoustical tile

WALLS:
Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Vinyl or carpet cove base

FLOOR:
Vinyl tile or heavy weight commercial carpet

Access

The Friends' Book Storage and Workroom will be accessible by means of a 36" minimum aisle. 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. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area because of conversations between volunteers and the noise generated from loading and unloading books. Adequate sound control 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. 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. HVAC vents should be located to avoid drafts on occupants.

Illumination

Provide 30 foot candles vertically at 30" above the floor at the shelving. 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. Utilize 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 each workstation position. The outlets should be mounted at 15" above finished floor for desks that are adjacent to a wall.

Security

This is a non-public 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 ("Friends' Workroom") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	2	10	20
Box, Cardboard In transition or storage	20	4	80
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	12	60
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Table, Folding 60"w x 30"d x 29"h	1	65	65
Telephone Handset	1	0	0
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	55	55

Public Entrance & Lobby — 0 Sq. Ft.

Functional Activity

This space provides access to the library as well as to 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, Homework Center, Computer Center, Career/Jobs Center and Multipurpose Room. 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. Ideally the lobby will contain ample wall space for the hanging of art displays, historic photographs which are currently in the existing library, and other thematic displays.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Multipurpose Room, Cafe, Library Entrance and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

- Café
- Circulation Desk
- Kitchenette
- Multipurpose Room
- Public Rest Rooms

CLOSE:

- Career/Job Center
- Classrooms
- Computer Center
- Friends' Book Sale Area
- Homework Center
- Popular Library
- Service Center

AWAY:

- Shipping & Receiving Area & Mail Area

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 interesting and visually organized. The floor finishes must be stain resistant, dirt repellant, 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;

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 lest 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 30 to 40 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0
Case, Exhibit 48"w x 24"d x 72" h	1	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
Kiosk, Electronic 24"w x 24"d x 60"h w/ window port for monitor, locking cabinet w/ internal CUP shelf, and keyboard	1	0	0
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	2	0	0
Sign, Announcement Free standing	1	0	0
Telephones, Public Pay (2 Heights) 60"w x 19"d	1	0	0

Public Rest Rooms — 0 Sq. Ft.

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 Multipurpose Room.

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:

- Multipurpose Room
- Public Entrance & Lobby

CLOSE:

- Friends' Book Sale Area
- Circulation Desk
- Custodial Sink & Supply Closet
- Homework Center
- Computer Center

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

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. Separate public rest rooms will be provided for each gender, with accessible facilities available for each gender.

The Rest Rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter. 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 sink and toilet fixtures must meet the accessibility requirements outlined on Page 7 - 9 of the General Requirements Chapter.

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

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 utilized 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 will 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) 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode Rest room	7	0	0
Diaper Changing Counter 36"w x 18"d	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror, With Shelf Above counter	2	0	0
Paper Towel Dispenser Wall-mounted	4	0	0
Sink And Counter Rest room	6	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	6	0	0
Stall Rest room	7	0	0
Urinal	3	0	0

1 LITERACY CENTER — 449 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Literacy Division is to house the Literacy program's staff, storage, and administration. This program will be staffed by volunteers from the community and the Central Coast Literacy Project. The individuals who use the services of the literacy program will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The Literacy Program will use the library's classrooms for its instructional programs and tutor training programs.

SPATIAL RELATIONSHIPS

This Division should be located near the classrooms.

DIVISION SPACE SUMMARY	Sq. Ft.
Literacy Workroom and Storage	449
TOTAL:	**449**

Literacy Workroom and Storage — 449 Sq. Ft.

Functional Activity

This space will provide workspace for the coordinator, staff and volunteers of the Literacy Program.

Occupancy

STAFF WORKROOM WORKSTATIONS: 3
STAFF WORKROOM TASK WORKSTATIONS: 1

Relationships

The Literacy Workroom should be near to the Classrooms.

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

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); Corner guards; White boards
FLOOR:
Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl or carpet cove base

Access

The Literacy Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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

Acoustics

This workroom 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. 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 10 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 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 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; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This is a staff workroom 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 Program") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Truck 36"w x 24"d	2	10	20
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Chair, Professional's Low back high quality with casters	2	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	4	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	3	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	3	20	60
Printer, Networked (B&W) High Speed Laser Printer	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, SF 84"h Steel W/ 6 Shelves	**3**	**12**	**36**
3'w x 12"d unit			
Storage Cabinet	**2**	**18**	**36**
36"w x 18"d x 78"h			
Telephone Handset	**3**	**0**	**0**
Waste Basket	**3**	**4**	**12**
13"w x 15"d x 15"h			
Workstation, Literacy Counter	**1**	**55**	**55**
8'w x 30"d - against wall			
Workstation, Literacy Office System	**3**	**50**	**150**
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

1 POPULAR LIBRARY 4,811 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Popular Library is for the prominent display of the library's high use collections, audio-visual collections, new books, Spanish Language collections, topical displays, literacy collections and other portions of the popular library. Since some of the audio-visual collections will be housed behind the circulation desk, dispay boxes, display cards or other representations will be availabe in the Popular Library in display/browsing bins for patrons to browse. The area will provide an attractive display of recent library acquisitions in a comfortable setting. OPAC's, technology workstations, lounge chairs, and reader tables will be available in the Popular Library.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Popular Library. 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 Popular Library to make a selection for themselves. The Children's Library should be visible from and close to the Popular Library so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the Popular Library, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library.

CLOSE:

Children's Library
Circulation Services
Library Entrance

DIVISION SPACE SUMMARY	Sq. Ft.
OPAC Area	430
Popular Library	4,381
TOTAL:	**4,811**

OPAC Area — 430 Sq. Ft.

Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC) Area from many points in the library, but most frequently from the main entrance of the library. The OPAC cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Ink-jet printers will be available for the OPAC stations. All other networked printing from technology workstations in the Popular Library will be picked up at the Print Pick Up Counter at the Circulation Desk. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 12 (2 accessible)

Relationships

The OPAC cluster must be adjacent to the Circulation Area, so that the staff can assist patrons using the OPACs and patrons can easily reach library staff when they have questions.

ADJACENT:

Circulation Area
Popular Library

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space.

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

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Anti-static carpet tile

Access

The OPAC Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Accessible reader seats, which meet the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available nearby in the Popular Library (two) and the Homework Center (one). Accessible technology workstations will be available here in the OPAC Area (two), nearby in the Homework Center (one), the Computer Center (two), and the Career/Jobs Center (two).

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'.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to minimize the noise in this area.

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

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. 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.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library 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.

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., "Pick Up Printing at the Circulation Desk"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	1	0	0
ADA Alternate Mouse/ Trackball	1	0	0
ADA Automatic Page Turner	1	0	0
ADA Electronic Magnifier (CCTV), B&W Closed circuit television – 16"w x 20"d x 22"h	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Chair, Technology Workstation	4	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
21"w x 21"d			
Computer, OPAC Desktop	**12**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Printer, Ink-Jet (B&W)	**6**	**0**	**0**
Technology Carrel	**6**	**30**	**180**
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	**4**	**40**	**160**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	**2**	**45**	**90**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Waste Basket	**1**	**0**	**0**
13"w x 15"d x 15"h			

Functional Activity

The primary function of the Popular Library is for the prominent display of the high use collections, audio-visual collections, new books, Literacy Collections, Spanish Language collections, topical displays, and other portions of the popular library. The area will provide an attractive display of recent library acquisitions in a comfortable setting.

Reader seats will be available at tables, in lounge chairs, and on stools in the browsing areas. Patrons will pick up printing from the twelve public technology workstations at the Print Pick Up Counter at the Circulation Desk.

Occupancy

READERS SEATS: 26 (2 accessible)
LOUNGE SEATS: 16
TECHNOLOGY STATIONS: 12

Collections

This area will house the library's high use collections including the audio-visual collections, the Spanish language collections, the new books, literacy collections, entertainment videos, rental video and DVD collections, audio book collections, and a percentage of the most circulated fiction and non-fiction volumes.

Relationships

The Popular Library must be adjacent to the Circulation Area, so that the staff can supervise the area, and patrons can easily reach library staff when they have questions. It should also be near the OPAC Area and the Library Entrance.

ADJACENT:

Circulation Area
OPAC Area

Access

The Popular Library must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader tables, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available here in the Popular Library (two) and nearby in the Homework Center (one). Accessible technology workstations will be available nearby in the OPAC Area (two), in the Homework Center (one), the Computer Center (two), and the Career/Jobs Center (two).

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 General Requirements Chapter on Page 7 - 11.

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.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated

power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four. 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 1050 Rental Video Cassette Cartons	**5**	**30**	**150**
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 6000 Popular Library	**25**	**30**	**750**
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 3300 Paperbacks	**7**	**30**	**210**
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves 120 Rental Books	**1**	**30**	**30**
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 4030 Audio Book Cassette	**14**	**20**	**280**
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 10500 Spanish Language	**30**	**20**	**600**
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 2550 Literacy	**3**	**20**	**60**
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 24 Current Spanish Language Magazines	**3**	**14**	**42**
Compact Disc, CD-ROM & DVD Card Browser 4800 DVD Display Cards	**3**	**16**	**48**
Compact Disc, CD-ROM & DVD Card Browser 13000 Audio Compact Disc (CD) Display Cards	**8**	**16**	**128**
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h 2450 Audio Book CD (CD ROM)	**5**	**24**	**120**
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	**4**	**20**	**80**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
1120 Spanish Language Video Cassettes			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**10**	**20**	**200**
3'W x 24"D unit - 28 video cassettes/shelf			
2800 Video Cassette			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**1**	**20**	**20**
3'W x 24"D unit - 28 video cassettes/shelf			
206 Concert Videos			

Description of Furniture & Equipment Units

ADA Reading Machine	**1**	**0**	**0**
17"w x 22"d x 9"h			
Chair, Lounge	**16**	**35**	**560**
36"w x 36"d			
Chair, Reader's	**26**	**0**	**0**
21"w x 21"d			
Chair, Technology Workstation	**8**	**0**	**0**
21"w x 21"d			
Computer, Public Desktop	**12**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Stool	**3**	**5**	**15**
Table, Accessible - Adjustable Height (Manual)	**2**	**40**	**80**
48"w x 30"d x 22" – 50"h (1 Person) single surface			
Table, End	**4**	**12**	**48**
30"w x 30"d x 20"h			
Table, Reader's	**6**	**80**	**480**
48" diameter x 29"h (4 Person)			
Technology Carrel	**4**	**35**	**140**
42"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	**8**	**40**	**320**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Waste Basket	**5**	**4**	**20**
13"w x 15"d x 15"h			

1 PUBLIC MEETING ROOMS 3,267 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide program, performance, and meeting room space that can be used by the library and community groups. The Multipurpose Room will be a large open space with seating for approximately 170 adults, a presenter's location, amplified sound, and projection capability. It should be easily reconfigurable for training, tutoring, computer literacy instruction, or other instructional programs by community organizations.

The classrooms will be available for a variety of functions such as remedial math and english courses for students who have failed the state exit exam, and for those who are taking courses to obtain their high school diplomas. In addition the Women's Economic Venture will use the space for training classes; the Genealogy Society will use the classrooms for training; Workforce Resource Center will use the space to hold classes after normal working hours; and library sponsored classes on parenting taught by area agencies such as the Santa Barbara County Children and Families Commission will use the classrooms. Students at Allan Hancock Community College will hold some of their "spectrum" classes in the Classrooms.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Room Division is to the Library Entrance Division. Access must be provided through the main lobby to the Multipurpose Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

DIVISION SPACE SUMMARY	Sq. Ft.
AV, Chair & Table Storage Room	235
Classroom A	538
Classroom B	538
Custodial Sink & Supply Closet	N/A
Kitchenette	133
Multipurpose Room	1,823
TOTAL:	**3,267**

AV, Chair & Table Storage Room — 235 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Multipurpose Room. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Multipurpose Room so that equipment can be moved back and forth easily. One door might open into the room. Access should also be possible without disturbing meetings or programs in progress.

ADJACENT:

Multipurpose Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

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 ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (10 to 20 foot candles); enough to move tables and chairs, and operate AV equipment. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Multipurpose Room and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the Multipurpose Room and Classrooms as needed.

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 ("Storage Room" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Camera, Digital	1	0	0
Camera, Video Consumer grade	1	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	3	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	40	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	9	15	135
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	4	15	60
DVD Player 17"w x 13"d x 5"h	2	0	0
Laser Pointer	1	0	0
Microphone, Floor	4	0	0
Microphone, Lavaliere Wireless	2	0	0
Microphone, Table	6	0	0
Projector, Overhead 14"w x 5"d x 19"h	1	0	0
Projector, Slide Wireless remote	1	0	0
Table, Folding 60"w x 24"d x 29"h	15	0	0
TV Monitor, 32" 36"w x 24"d x 27"h	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	2	0	0

Classroom A — 538 Sq. Ft.

Functional Activity

Classroom B will be available to local agencies who need space during non working hours to present their training/lectures in a classroom style setting. It is anticipated that at least one of the rooms will be regularly used by the Santa Maria Joint Union High School District to offer remedial math and english courses for students who have failed the state exit exam, and for those who are taking courses to obtain their high school diplomas. Other agencies such as the Santa Barbara County Children and Families Commission and the Central Coast Literacy Project will also have use of the room.

Basic AV equipment will be available in these rooms. Light weight ribbon tables and stacking chairs will be stored in the AV Closet to enable this room to be used as a hands-on training lab if needed.

Occupancy

MEETING ROOM SEATS: 20

Relationships

Classroom A should be adjacent Classroom B so that equipment can be moved back and forth easily. It should also be near the A/V Chair and Table Storage Room. In addition it should be close to the Computer Center, Career/Jobs Center, and Homework Center in order to accommodate any needed hands-on work as part of a class presentation.

ADJACENT:

Classroom B

CLOSE:

Career/ Jobs Center
Computer Center
Homework Center

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. Glass to the public area for supervision is required.

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 repellant, 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 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; 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 Classroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Portable assistive listening technology may be substituted for permanently installed assistive technology. The system may be used to serve both classrooms. Electrical outlets must be provided to support any portable assistive listening technology.

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 General Requirements Chapter on Page 7 - 11.

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. Signage will also be provided to notify patrons of the availability of an assistive listening system.

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 classroom presentation.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° 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 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 dimmablewith bi-level switching for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s). Since the room may be configured for laptop use, one data drop (jack) should be available for each potential computer 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.

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

Audio - Visual

Presentation of videotape or DVD material in the Classroom 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.

The top of the projection 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.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Classroom. 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 Classroom.

Security

This room should have glass to the public area in order that staff at the Circulation Desk or in the Community and School Services Area can supervise it. In general, however, the room will likely remain locked when not in use.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Classroom A") 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.

A permanent room identification sign ("Classroom A") will be wall-mounted on the latch side of the doors 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 a room identification number assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Classroom With Tablet Arm 23"w x 28"d	20	20	400
Chalkboard 4' x 6' with oak or aluminum frame & map rail	1	0	0
Coat & Hat Rack	1	20	20
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Storage Cabinet 36"w x 18"d x 65"h	3	18	54

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	1	4	4
13"w x 15"d x 15"h			
White Board	1	0	0
4' x 10' – erasable marker board			

Classroom B — 538 Sq. Ft.

Functional Activity

Classroom B will be available to local agencies who need space during non working hours to present their training/lectures in a classroom style setting. It is anticipated that at least one of the rooms will be regularly used by the Santa Maria Joint Union High School District to offer remedial math and english courses for students who have failed the state exit exam, and for those who are taking courses to obtain their high school diplomas. Other agencies such as the Santa Barbara County Children and Families Commission and the Central Coast Literacy Project will also have use of the room.

Basic AV equipment will be available in these rooms. Light weight ribbon tables and stacking chairs will be stored in the AV Closet to enable this room to be used as a hands-on training lab if needed.

Occupancy

MEETING ROOM SEATS: 20

Relationships

Classroom B should be adjacent Classroom A so that equipment can be moved back and forth easily. It should also be near the A/V Chair and Table Storage Room. In addition it should be close to the Computer Center, Career/Jobs Center, and Homework Center in order to accommodate any needed hands-on work as part of a class presentation.

ADJACENT:

Classroom A

CLOSE:

Career/ Jobs Center
Computer Center
Homework Center

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. Glass to the public area for supervision is required.

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 repellant, 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 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; 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 Classroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Portable assistive listening technology may be substituted for permanently installed assistive technology. The system may be used to serve both classrooms. Electrical outlets must be provided to support any portable assistive listening technology.

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 General Requirements Chapter on Page 7 - 11.

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. Signage will also be provided to notify patrons of the availability of an assistive listening system.

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 classroom presentation.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° 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 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 with bi-level switching for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s). Since the room may be configured for laptop use, one data drop (jack) should be available for each potential computer 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.

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

Audio - Visual

Presentation of videotape or DVD material in the Classroom 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.

The top of the projection 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.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Classroom. 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 Classroom.

Security

This room should have glass to the public area in order that staff at the Circulation Desk or in the Community and School Services Area can supervise it. In general, however, the room will likely remain locked when not in use.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Classroom B") 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.

A permanent room identification sign ("Classroom B") will be wall-mounted on the latch side of the doors 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 a room identification number assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Classroom With Tablet Arm 23"w x 28"d	20	20	400
Chalkboard 4' x 6' with oak or aluminum frame & map rail	1	0	0
Coat & Hat Rack	1	20	20
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Storage Cabinet 36"w x 18"d x 78"h	3	18	54

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	1	4	4
13"w x 15"d x 15"h			
White Board	1	0	0
4' x 10' – erasable marker board			

Custodial Sink & Supply Closet — 0 Sq. Ft.

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Multipurpose Room and the first floor of the library.

Relationships

The closet can be located anywhere on th first floor as long as it is convenient for custodians who clean the Multipurpose Room and the Public Rest Rooms.

PROXIMITY:

Multipurpose Room
Public Rest Rooms

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

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

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 ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

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 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, collection and reader seat areas, and

other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets 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 fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize 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 mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Closet" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Ladder, Step	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink, Mop	1	0	0

Functional Activity

As part of the meeting room complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Multipurpose Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments may be served.

ADJACENT:

Multipurpose Room
Public Entrance & Lobby

Flexibility

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

Fenestration

No exterior windows are required, but a service window to the Multipurpose Room and/or lobby may be desirable.

Finishes

The finishes in this space should be light in color and easy to clean.
Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Gloss or semi-gloss latex paint recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must 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 ½" in 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. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Acoustics

This is a somewhat noisy area, because of 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 disturbing programs and meetings in the Multipurpose Room.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should be lockable as well.

Signage

Required signage includes a permanent room identification sign ("Kitchenette") 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. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Coffee Maker/Urn	4	0	0
Coffee Thermos Stainless steel	8	0	0
Garbage Bin, Interior	1	15	15
Garbage Disposal	1	0	0
Hot Water Urn	4	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sink 36"w x 24"d - In counter	1	18	18
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15
Trash Compactor 15"w x 24"d x 35"h - in counter	1	10	10

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Food Preparation Counter 8'w x 30"d - against wall	1	55	55

Multipurpose Room — 1,823 Sq. Ft.

Functional Activity

The Multipurpose Room will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, Internet training and computer literacy skills, etc. The room will allow multiple arrangements ranging from lectures and conferences to training layouts. It will seat 170 in stacking chairs and approximately 80 to 100 adults at tables.

Occupancy

MEETING ROOM SEATS: 170

Relationships

The Multipurpose Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Multipurpose Room so that refreshments can be brought in without disturbing a meeting or program.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby

CLOSE:

Custodial Sink & Supply Closet
Public Rest Rooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

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 repellant, 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 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; 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 Multipurpose Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Although 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 City should consider a permanently installed system in here as part of its commitment to serving the disabled community.

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 General Requirements Chapter on Page 7 - 11.

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. Signage will also be provided to notify patrons of the availability of an assistive listening system.

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 performances or presentations

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° 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 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. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Multipurpose Room.

Optionally, the Multipurpose Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat for a total of 100 data connections. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

Audio - Visual

Presentation of videotape or DVD material in the Multipurpose Room may be accomplished using installed or portable televisions, but projection is recommended over monitors in

rooms seating more than 12 people. For projection of 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 degrade the quality of the image.

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. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Multipurpose 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 Multipurpose Room.

If the Multipurpose Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

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

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Multipurpose 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.

A Permanent room identification sign ("Multipurpose Room") wall-mounted on the latch side of the doors 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking 25"w x 21"d	170	10	1,700
Clock Wall-mounted	1	0	0
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	20	0	0
Telephone Handset	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 4' x 10' – erasable marker board	1	0	0

1 YOUNG ADULT AREA — 654 Sq. Ft.

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 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 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 Children's Library to encourage youth to begin to make use of these collections and services.

CLOSE:

Children's Library

PROXIMITY:

Circulation Services
Popular Library

DIVISION SPACE SUMMARY	Sq. Ft.
Young Adult Collection & Seating	654
TOTAL:	**654**

Young Adult Collection & Seating — 654 Sq. Ft.

Functional Activity

Young adults will congregate in this space to find books, CD's, 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). 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 Circulation Desk. Young Adults who want to use the on-line catalog, surf the Internet, or read e-mail, will have ccess to technology stations nearby in the Homework Center, the Popular Library, and the Computer Center.

The programs for the Young Adult Area will be coordinated with the Boys and Girls Club and with the Maldonado Youth Center Teen Advisory Board.

Space should be available here to showcase teen art with events coordinated with the Santa Maria Arts Council to be hosted by the Library.

Occupancy

READER SEATS: 12

Collections

This area will house the Young Adult current magazines and back issues, paperbacks, fiction, and audio CD collections.

Relationships

The Young Adult Collection & Seating Area should be adjacent to the Children's Library and close to the Popular Library. 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 so that staff may supervise the young adults.

ADJACENT:

Children's Library

CLOSE:

Circulation Desk
Popular Library

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 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. 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)

Access

The Young Adult Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Popular Library (two) and nearby in the Homework Center (one). Accessible technology workstations will be available nearby in the OPAC Area (two), in the Homework Center (one), the Public Computer Center (two), and the Career/Jobs Center (two).

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 General Requirements Chapter on Page 7 - 11.

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

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. 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.

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 standard duplex communications outlet (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for

four. 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.

Security

Staff at the Circulation Desk 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 provides unobstructed views of the occupants in the room from the Circulation Desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. 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" or "Paperbacks." 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number for future technology workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels & canopy top			
18 Young Adult Back Issue Magazines			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**6**	**12**	**72**
3'W x 12"D unit w/end panels & canopy top			
1125 Young Adult Fiction			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	**2**	**14**	**28**
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
13 Young Adult Current Magazines			
Compact Disc, CD-ROM & DVD Display Browser	**1**	**24**	**24**
Four extendable drawers 38"w x 20"d x 61"h			
490 Audio Compact Disc (CD)			
Paperback "Spinner" W/ 4 Rotor Towers	**2**	**70**	**140**
Four 6 Tier Rotor Towers			

1080 Young Adult Paperbacks

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	8	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 72"w x 48"d x 29"h (4 Person)	2	100	200
Waste Basket 13"w x 15"d x 15"h	2	4	8

2 ADMINISTRATION 1,420 Sq. Ft.

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 City Librarian, there will be ofices and workstations for professional and support staff to assist with the operation of the library. A Conference Room will provide for administrative staff meetings.

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 will be partnering with local businesses, schools and community organizations. 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 this building project, administration will likely be located on the second floor, relatively close to elevators and stairs leading to the main entry.

PROXIMITY:

Staff Services

DIVISION SPACE SUMMARY	Sq. Ft.
Administrative Rest Room	N/A
Administrative Services Supply Room	71
Administrative Support Staff	387
Assistant City Librarian's Office	191
City Librarian's Office	290
Conference Room	340
Reception & Waiting Area	141
TOTAL:	**1,420**

Administrative Rest Room — 0 Sq. Ft.

Functional Activity

Separate men's and women's single toilet lockable rest room for staff and visitors.

Relationships

The Administrative Rest Room should be adjacent to the Reception and Waiting Room, but not open into the Waiting Room. It would be useful to have it close to the Conference Room as well.

ADJACENT:
Reception & Waiting Area

CLOSE:
Conference Room

PROXIMITY:
Administrative Support Staff Office
Assistant City Librarian's Office
City Librarian's Office

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

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of 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 Administrative Rest Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter. 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 sink and toilet fixtures must meet the accessibility requirements outlined on Page 7 - 9 of the General Requirements Chapter.

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

Acoustics

Automatic hand dryers must be sound-dampened from adjacent spaces. Standard acoustical dampening strategies must be utilized.

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

Warm lighting with bright lighting for mirrors. Utilize 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 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), 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 ("Administrative Rest Room", "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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode Rest room	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror, With Shelf Above counter	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sink And Counter Rest room	2	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0
Stall Rest room	2	0	0
Urinal	1	0	0

Administrative Services Supply Room — 71 Sq. Ft.

Functional Activity

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

Relationships

The space must be 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

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

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 ½" in height.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize occupancy sensor or motion detector for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, 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.

Signage

Required signage includes a permanent room identification sign ("Storage 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. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard In transition or storage	5	4	20
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Supply Cabinet 36"w x 30"d	1	18	18

Administrative Support Staff — 387 Sq. Ft.

Functional Activity

This area houses the workstations for the administrative support staff.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2
STAFF WORKROOM TASK WORKSTATIONS: 1

Relationships

This space must be adjacent to the Reception and Waiting Area since the secretary will welcome visitors. This space should be adjacent to the Assistant City Librarian's Office and the City Librarian's Office. It should be close to the Conference Room to provide assistance during meetings. Patrons and visitors should be able to access the Administrative Staff Office without going through any back of house spaces.

ADJACENT:
- Assistant City Librarian's Office
- City Librarian's Office
- Reception & Waiting Area

CLOSE:
- Conference Room
- Storage/Supply Room

PROXIMITY:
- Administrative Rest Room

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. If separate from the Reception & Waiting Area, there should be a view window between the two. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

Finishes should reflect a professional atmosphere. The walls and carpet will not have the heavy use of 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; White board

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

Access

The Administrative Staff Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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

Acoustics

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 should be addressed.

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 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 any 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 all other walls.

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 ("Library Administrative Offices" or "Library Administration") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, printer, and miscellaneous desktop electronic equipment. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	5	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	5	20	100
In & Out Board	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Staff location			
Paper Shredder	1	0	0
20"w x 18"d x 33"h			
Printer, Laser (Color)	1	0	0
Printer, Networked (B&W)	1	0	0
High Speed Laser Printer			
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	2	12	24
3'w x 12"d unit			
Telephone Handset	2	0	0
Waste Basket	2	4	8
13"w x 15"d x 15"h			
Workstation, Administrative Assistant Counter	1	35	35
5'w x 30"d - against wall			
Workstation, Administrative Asst. Office System	1	75	75
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Clerical Office System	1	50	50
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

Assistant City Librarian's Office — 191 Sq. Ft.

Functional Activity

The Assistant City Librarian will be responsible for major library divisions. He or she also represents and manages the library in the City Librarian's absence. This office will provide a private space where staff reviews can be performed and confidential issues discussed. The Assistant City Librarian's Office will often be used as the mediation room for staff and public.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Assistant City Librarian's Office must be adjacent to the Administrative Support Staff Office, the Conference Room and the City Librarian's Office. It should be located close to the Reception and Waiting Area. Patrons and visitors should be able to access the Assistant City Librarian's Office without going through any back of house spaces.

ADJACENT:
Administrative Support Staff Office
Conference Room
City Librarian's Office

CLOSE:
Reception & Waiting Area

PROXIMITY:
Administrative Rest Room

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 required, 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

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 extremely 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 City Librarian's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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. 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 a task light 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 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.

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 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. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. THe workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, and miscellaneous desktop electronic equipmet. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print Framed	1	0	0
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0
Chair, Visitor's	2	15	30
Computer Stand	1	20	20
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Assistant Library Director's 72"w x 36"d	1	70	70

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
Lamp, Desk	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	2	14	28
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

City Librarian's Office — 290 Sq. Ft.

Functional Activity

The City Librarian's Office is where the library'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.

Occupancy

STAFF OFFICE WORKSTATIONS: 1
STAFF MEETING SEATS: 4

Relationships

The City Librarian's Office must be adjacent to the Administrative Staff Office, the Assistant City Librarian's Office and the Conference Room. There should be a door from this office into the Conference Room that can be secondary exit for the director. The City Librarian's Office should be close to the Reception and Waiting Area and the Administrative Rest Room. Patrons and visitors should be able to access the City Librarian's Office without going through any back of house spaces.

ADJACENT:
AdministrativeSupport Staff Office
Assistant City Librarian's Office
Conference Room

CLOSE:
Reception & Waiting Area

PROXIMITY:
Administrative Rest Room

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. Any interior windows will require shades to insure privacy in this office.

Finishes

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

CEILING:
Acoustical tile

WALLS:
Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering with 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 City Librarian's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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. 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. Lighting should be zoned and dimmable and task lighting 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 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.

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 ("City Librarian") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. THe workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, and miscellaneous desktop electronic equipmet. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print Framed	2	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Visitor's	4	0	0
Computer Stand	1	20	20
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Credenza 72"w x 24"d x 30"h	1	30	30
Desk, Library Director's 84"w x 42"d	1	80	80

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Lamp, Desk	1	0	0
Presentation Center	1	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Shelving, SF 84"h Wood W/ 6 Shelves	4	14	56
3'w x 14"d unit			
Table, Conference	1	100	100
Staff (4) - 48" diameter x 29"h			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Conference Room — 340 Sq. Ft.

Functional Activity

The City Librarian, Assistant City Librarian, and staff will use this room for administrative staff meetings, planning work sessions, job interviews and other administrative projects. The room may also be used by the Board of Trustees and for meetings with donors, community partners and other VIPs.

Occupancy

STAFF MEETING SEATS: 18

Relationships

The Conference Room must be adjacent to the Library Director's Office, Assistant Library Director's Office and the Kitchenette. It should also be close to the Administrative Rest Room, Administrative Support Staff Office, and the Reception and Waiting Area. It should also be close to the Staff Lounge to facilitate serving refreshments.

ADJACENT:

Assistant City Librarian's Office
City Librarian's Office

CLOSE:

Administrative Rest Room
Administrative Support Staff Office
Reception & Waiting Area
Staff Lounge

Flexibility

It is not anticipated that this room will be expanded or remodeled.

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 Conference Room should have high-quality finishes and materials. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering 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; Hanging track

FLOOR:

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

Access

The Conference Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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

Acoustics

Sound should be controlled so that noise from outside the room does not disturb occupants and vice versa, particularly given the confidential nature of many discussions. 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 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 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 network equipment. At a minimum, provide one duplex outlet on two walls of the Board Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing (or future/potential video conferencing 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 Conference 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 is a staff area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. The administrative staff controls access.

Signage

Required signage includes a permanent room identification sign ("Staff 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-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Art Print Framed	2	0	0
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	1	0	0
Chair, Conference Room At conference table - 26"w x 28"d	14	0	0
Chair, Conference Room Against wall - 26"w x 28"d	4	12	48
Clock Wall-mounted	1	0	0
Coffee Thermos Stainless steel	2	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Credenza 66"w x 24"d x 30"h	1	28	28
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	260	260
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

Reception & Waiting Area — 141 Sq. Ft.

Functional Activity

The Reception and Waiting Area is the first space that visitors to the library's administrative offices will enter. The space will provide visitors with a comfortable place to sit outside the administrative offices.

Occupancy

READER SEATS: 3

Relationships

This space should be adjacent to the Administrative Rest Room and the Administrative Staff Office, and close to the Conference Room.

ADJACENT:

Administrative Rest Room
Administrative Support Staff Office

CLOSE:

Assistant City Librarian's Office
Conference Room
City Librarian's Office

PROXIMITY:

Staff Lounge

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. If separate from the Administrative Support Staff Office, there should be a view window between the two. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The appearance of this space is extremely important since it will be the public's first impression of the library's administration area. The impression must reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but still 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 with acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

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

Access

The Reception and Waiting Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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

Acoustics

This is not a particularly noisy area but standard acoustical dampening strategies should be

employed to keep the sound generated here from spreading to other areas in the Administration Division.

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

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the desk top. The reception desk should be highlighted to draw patrons to it automatically. A table lamp in the seating area will help to provide a comfortable atmosphere.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power on each wall at 15" above finished floor for any future technology or staff workstation requirements.

Security

This space which is supervised by the administrative staff, requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If it is the entrance to the Administrative Division, it might also include a separately zoned alarm system which can be set when the staff leaves for the night.

Signage

Required signage includes a permanent room identification sign ("Library Administration") 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 numbers as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Art Print Framed	2	0	0
Chair, Lounge 36"w x 36"d	3	35	105
Clock Wall-mounted	1	0	0
Coat & Hat Rack	1	20	20
Lamp, Table	1	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Table, End 30"w x 30"d x 20"h	1	12	12
Waste Basket 13"w x 15"d x 15"h	1	4	4

2 FICTION COLLECTION 3,522 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of the Fiction Division is to house the library's fiction, current magazines and newspapers, back issues, and large print book collections. It will be housed in the "quiet area" of the library near the Non-Fiction Collection and Seating Area and the Reference Services Area.

The Fiction Collection 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 will be located in the "quiet area" of the library, which will house the bulk of the library's circulating collections and the Reference Services Department.

CLOSE:

Non-Fiction Collections
Reference Services

DIVISION SPACE SUMMARY

	Sq. Ft.
Fiction Collection & Seating	3,522
TOTAL:	**3,522**

Fiction Collection & Seating — 3,522 Sq. Ft.

Functional Activity

Patrons will enter this space and look for specific authors, and then will often seek a place to 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 will also house the large print book collection, and the current magazines and newspapers. It will be located in the quiet area of the library near the Non-Fiction Collection and Seating Area.

Occupancy

READER SEATS: 28
TECHNOLOGY WORKSTATIONS: 4

Relationships

The Fiction Collection and Seating Area should be located in the quiet area of the library with the other circulating collections. It should be in proximity to the Reference Area and the Non-Fiction Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk, and will supervise the area.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which are 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 located in a well-lighted area.

CLOSE:

Periodicals

PROXIMITY:

Non-Fiction
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 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); 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)

Access

The Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the Reference Collection and Seating Area (two).

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 accessibility criteria in the General Requirements Chapter on Page 7 - 11.

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 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 with bi-level switching 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 (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four. 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.

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. 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 78"H Steel Shelving W/ 10 Shelves	**14**	**18**	**252**
3'W x 24"D unit w/end panels			
3360 Large Print			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	**14**	**18**	**252**
3'W x 24"D unit w/end panels			
500 Back Issue Magazines			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**56**	**18**	**1,008**
3'W x 24"D unit w/end panels			
18750 Fiction			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**18**	**18**	**324**
3'W x 24"D unit w/end panels			
6000 Mysteries			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**6**	**18**	**108**
3'W x 24"D unit w/end panels			
2000 Science Fiction & Fantasy			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**4**	**18**	**72**
3'W x 24"D unit w/end panels			
1320 Westerns			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	**34**	**14**	**476**
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
306 Current Magazines			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	**2**	**14**	**28**
3'W x 12"D unit w/ fixed sloping shelf			
18 Current Newspapers			

Description of Furniture & Equipment Units

Chair, Lounge	**16**	**35**	**560**
36"w x 36"d			
Chair, Reader's	**12**	**0**	**0**
21"w x 21"d			
Chair, Technology Workstation	**2**	**0**	**0**
21"w x 21"d			
Clock	**1**	**0**	**0**
Wall-mounted			
Computer, OPAC Desktop	**4**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Security Camera, B & W	**1**	**0**	**0**
2 1/4"w x 5"l x 2 1/4"h			
Stool, Kick-Step	**10**	**0**	**0**
Table, End	**4**	**12**	**48**
30"w x 30"d x 20"h			
Table, Reader's	**3**	**80**	**240**
48" diameter x 29"h (4 Person)			
Technology Carrel	**2**	**35**	**70**
42"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	**2**	**40**	**80**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Waste Basket	**1**	**4**	**4**
13"w x 15"d x 15"h			

2 NON-FICTION COLLECTION 5,232 Sq. Ft.

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	5,232
TOTAL:	**5,232**

Non-Fiction Collection & Seating — 5,232 Sq. Ft.

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at the carrels in this area, or at the tables in the nearby Fiction Collection and Seating and Reference Collection and Seating Areas to study the books. These seating areas will be quiet and removed from the noise of the Popular Library and Children's Area, but they must be easily accessible to the Non-Fiction Collection.

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: 16
TECHNOLOGY WORKSTATIONS: 6 (2 accessible)

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 photocopiers in the Reference Area, 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:
- Fiction Collection & Seating
- Public Rest Rooms (Reference Services)
- Reference Collection & Seating

AWAY:
- Children's Entrance

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 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; 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)

Access

The Non-Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel

accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible technology workstations will be available here in the Non-Fiction Collection and Seating Area (two) and nearby in the Reference Collection and Seating Area (two). Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one).

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 accessibility criteria in the General Requirements Chapter on Page 7 - 11.

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'.

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. 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 with bi-level switching 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 (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one duplex data drop (jack) per study carrel. The outlets can be wall-mounted at 6" above the 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.

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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	**10**	**18**	**180**
3'W x 24"D unit w/end panels			
2475 Cookbooks			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**9**	**18**	**162**
3'W x 24"D unit w/end panels			
3525 Non-Fiction Videos			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**228**	**18**	**4,104**
3'W x 24"D unit w/end panels			
76400 Non-Fiction			
Description of Furniture & Equipment Units			
Carrel, Reader's Wood	**16**	**35**	**560**
42"w x 30"d (1 Person) w/ power & data management & task light			
Chair, Reader's	**16**	**0**	**0**
21"w x 21"d			
Chair, Technology Workstation	**2**	**0**	**0**
21"w x 21"d			
Computer, OPAC Desktop	**6**	**0**	**0**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Security Camera, B & W	**2**	**0**	**0**
2 1/4"w x 5"l x 2 1/4"h			
Stool, Kick-Step	**30**	**0**	**0**
Technology Carrel	**4**	**30**	**120**
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	**2**	**45**	**90**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Waste Basket	**4**	**4**	**16**
13"w x 15"d x 15"h			

2 REFERENCE SERVICES 5,761 Sq. Ft.

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), the Genealogy Collection, reference staff work areas, 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.

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 be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Fiction Collection
Non-Fiction Collection

PROXIMITY:

Periodicals Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Sink & Supply Closet	N/A
Genealogy Collection & Seating	815
Public Rest Rooms	N/A
Reference Collection & Seating	2,744
Reference Desk	420
Reference Office	185
Reference Workroom	613
Study/Tutoring Room A	164
Study/Tutoring Room B	164
Study/Tutoring Room C	164
Study/Tutoring Room D	164
Study/Tutoring Room E	164
Study/Tutoring Room F	164
TOTAL:	5,761

Custodial Sink & Supply Closet — 0 Sq. Ft.

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Reference Division.

Relationships

The closet can be located anywhere in the Reference Services Division as long as it is convenient for custodians who clean the area.

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

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

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 ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

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 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 collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets 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 fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize 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 mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Room" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Garbage Bin, Interior	1	0	0
Ladder, Step	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink, Mop	1	0	0

Genealogy Collection & Seating — 815 Sq. Ft.

Functional Activity

The Genealogy Collection & Seating Area contains a specialized collection of research materials for genealogy research. The collection specializes in passenger lists and is used by researchers throughout the state. The room may also house the Santa Maria Valley Genealogy Society's collection which is being considered as a donation to the Santa Maria Public Library. The room should be designed to promote quiet study.

Occupancy

READER SEATS: 16 (1 accessible)
TECHNOLOGY WORKSTATION: 1

Collections

This area will house the genealogy collections.

Relationships

The Genealogy Collection and Seating Area must be close to the Reference Desk and photocopiers.

ADJACENT:
Reference Desk

CLOSE:
Copy Machines

Flexibility

It is likely that this area will need to expand, so some space may need to be converted to accommodate expanded collections in the future, particularly in light of recent gifts to the collection. To that end, flexibility should be a goal, and a potential growth plan would be wise.

Fenestration

Natural light is not highly desirable in this space and 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); 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)

Access

The Genealogy Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

One accessible reader table, which meets the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available here in the Genealogy Collection and Seating Area and nearby in the Reference Collection and Seating Area (two). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating

Area (two) and in the Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

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. 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

Provide one standard duplex communications outlet (two data) co-located with associated power at the OPAC station with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four and one duplex for each study carrel. 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.

Security

The Genealogy Collection & Seating Area 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 entrance to the second floor and the Reference Desk. This directional sign ("Genealogy 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. 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 40 Back Issue Magazines	**2**	**12**	**24**
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 5000 Genealogy	**24**	**12**	**288**
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	**16**	**0**	**0**
Clock Wall-mounted	**1**	**0**	**0**
Computer, OPAC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	**1**	**0**	**0**
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) dual surface	**1**	**40**	**40**
Table, Reader's 72"w x 36"d x 29"h (4 Person)	**2**	**90**	**180**
Table, Reader's 60"w x 30"d (1 Person)	**7**	**35**	**245**
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	**1**	**30**	**30**
Waste Basket 13"w x 15"d x 15"h	**2**	**4**	**8**

Public Rest Rooms — 0 Sq. Ft.

Functional Activity

These facilities will be the Public Rest Rooms for the areas around Reference and Non-Fiction. They should be easy for the public to find.

Relationships

The Reference Services Public Rest Rooms must be in the proximity of the Study/Tutoring Rooms, the Reference Desk and the Reference Collection.

PROXIMITY:

Non-Fiction Collection & Seating
Reference Collection & Seating
Reference Desk
Study/Tutoring Rooms

Flexibility

Rather than expand the existing rest rooms, additional rest rooms 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. Separate public rest rooms will be provided for each gender with separate accessible facilities be provided for each gender.

The Rest Rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter. 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 sink and toilet fixtures must meet the accessibility requirements outlined on Page 7 - 9

of the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet 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

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. Utilize motion detectors or occupancy sensors for energy savings.

Security

The staff at the Reference Desk will supervise the rest rooms and may control access 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 left 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), 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode Rest room	5	0	0
Diaper Changing Counter 36"w x 18"d	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror, With Shelf Above counter	2	0	0
Paper Towel Dispenser Wall-mounted	4	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Sink And Counter	4	0	0
Rest room			
Soap Dispenser	4	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	5	0	0
Rest room			
Urinal	2	0	0

Reference Collection & Seating — 2,744 Sq. Ft.

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, telephone books, consumer information, automotive repair manuals, encyclopedias, almanacs, government documents, local history file cabinets, pamphlet files, 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: 18 (2 accessible)
TECHNOLOGY WORKSTATIONS: 18 (2 accessible)

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the electronic workstations and the copiers. 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:
Copiers
PROXIMITY:
Non-Fiction Collection & Seating

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)

Access

The Reference Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 7-14 of the General Requirements Chapter. Shelving height is unrestricted unless

an attendant will not be available, and then it is limited to 54" above the finished floor.

Two accessible reader seats, which meet the disabled access criteria on Page 7-15 of the General Requirements Chapter, will be available here in the Reference Collection and Seating Area and nearby in the Genealogy Center (one). Two accessible technology workstations will be available here in the Reference Collection and Seating Area (two) and nearby in the Non-Fiction Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Since microfilm reader printers may not be disabled accessible based on the manufacturer's design of the integrated base unit, staff must be available to make prints and provide assistance with the equipment. To 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'.

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. 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 with bi-level switching 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 (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table; i.e., one quad data jack per reader table for four and one duplex data jack per study carrel. 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.

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 will require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the entrance to the second floor and the 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," 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top 168 Indexes	**2**	**18**	**36**
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels 420 Legal	**2**	**18**	**36**
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels 900 Automotive Repair Manuals	**3**	**18**	**54**
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 2700 Government Publications	**5**	**18**	**90**
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 6000 Reference	**28**	**18**	**504**
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	**3**	**18**	**54**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
750 Business Reference			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	**1**	**18**	**18**
3'W x 24"D unit w/end panels			
140 Encyclopedias			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	**4**	**18**	**72**
3'W x 24"D unit w/end panels			
1000 Computer Manuals			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**4**	**18**	**72**
3'W x 24"D unit w/end panels			
1200 Travel Books			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	**5**	**12**	**60**
3'W x 12"D unit w/end panels			
450 Telephone Books			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	**1**	**12**	**12**
3'W x 12"D unit w/end panels			
325 Librettos			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	**3**	**12**	**36**
3'W x 12"D unit w/end panels			
300 Consumer			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	**1**	**12**	**12**
3'W x 12"D unit w/end panels			
115 Grants And Fundraising Research			

Description of Furniture & Equipment Units

ADA Alternate Keyboard	**1**	**0**	**0**
20"w x 13"d x 1.5"h			
ADA Alternate Mouse/ Trackball	**1**	**0**	**0**
ADA Automatic Page Turner	**1**	**0**	**0**
ADA Electronic Magnifier (CCTV), B&W	**1**	**0**	**0**
Closed circuit television – 16"w x 20"d x 22"h			
ADA Screen Magnifier Attachment	**1**	**0**	**0**
Attaches to monitor			
Atlas Case	**2**	**25**	**50**
31"w x 25"d x 43"h w/ 5 shelves			
Carrel, Reader's Wood	**8**	**40**	**320**
48"w x 30"d (1 Person) w/ power & data management & task light			
Chair, Reader's	**18**	**0**	**0**
21"w x 21"d			
Chair, Technology Workstation Task	**14**	**0**	**0**
Low back mid-quality with casters 25"w x 25"d			
Computer, OPAC Desktop	**4**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	**10**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Copier, B&W Freestanding	**2**	**50**	**100**
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Dictionary Stand	**1**	**10**	**10**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
24"w x 14"d x 43"h w/ 3 shelves			
File Cabinet, Lateral (Four Drawer)	2	20	40
36"w x 18"d x 52"h			
File Cabinet, Vertical (Four Drawer)	6	14	84
18"w x 29"d x 52"h			
Map Case	1	35	35
54"w x 42"d x 36"h w/ 10 drawers for 120 maps			
Microfilm Cabinet, Vertical (8 Drawer)	3	16	48
25"w x 29"d x 39"h (640 35mm reels in cartons)			
Microfilm Reader/Printer	4	40	160
48"w x 43"d x 53"h with stand			
Recycling Bin	1	15	15
Table, Accessible - Adjustable Height (Manual)	2	40	80
48"w x 30"d x 22" – 50"h (1 Person) dual surface			
Table, Reader's	2	100	200
72"w x 48"d x 29"h (4 Person)			
Technology Carrel	4	30	120
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	8	40	320
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	2	45	90
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			
Waste Basket	4	4	16
13"w x 15"d x 15"h			

Reference Desk — 420 Sq. Ft.

Functional Activity

This is the public service desk for the Reference Collection and Seating Area as well as the Fiction and Non-Fiction Collection and Seating Areas. 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 to allow patrons to sit. Staff will frequently be out on the floor working with patrons at the technology workstations, in the Reference Collection, in the Genealogy area, and in the Non-Fiction Collection. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Printing from public technology stations in Reference, Fiction, and Non-Fiction will be picked up from networked high speed laser printers at a Print Pick Up Counter at the Reference Desk.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the electronic workstations, with sight lines, and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Office and Reference Workroom for easy access by staff. The desk should also be close to the Non-Fiction Collection, the Genealogy Collection, the copiers and the Study/Tutoring Rooms.

ADJACENT:
- Electronic Workstations
- Reference Collection & Seating
- Reference Office
- Reference Workroom

CLOSE:
- Copiers
- Genealogy Collection & Seating
- Non-Fiction Collection & Seating
- Study/Tutoring Rooms

PROXIMITY:
- Fiction Collection & Seating
- Public Rest Rooms (Reference)

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.

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 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 Seating Area 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 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 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 as well as 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 the entrance to the second floor. 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."

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and

printer. Minimum service is based on one 20-amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 300 Ready Reference	5	12	60
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	2	10	20
Chair, Task Low back mid-quality with casters 25"w x 25"d	4	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	3	0	0
Printer, Networked (B&W) High Speed Laser Printer	2	0	0
Queuing Space (Per Person)	4	6	24
Recycling Bin	1	14	14
Telephone Handset	3	0	0
Waste Basket 13"w x 15"d x 15"h	3	4	12
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	1	50	50
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240

Reference Office — 185 Sq. Ft.

Functional Activity

This is the office for the reference staff where departmental activities will be planned, managed, and analyzed. It will also provide a private space where staff evaluations can be conducted and where the public can come to discuss confidential issues. The space will serve as an office for the department head.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This space should be adjacent to the Reference Desk and Reference Workroom in order for the department head to supervise the staff and public spaces. Staff and patrons should be able to get to the Office easily from the Reference Desk if needed.

ADJACENT:

Reference Desk
Reference Workroom

Fenestration

Interior windows, which allow supervision of the Reference Desk, 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 devices. Staff areas may have operable windows.

Finishes

Finishes should be welcoming, but professional in appearance. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use. Floor finish should be stain resistant, dirt repellant, durable, and low maintenance. Wall finishes should be attractive, durable, mark resistant, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces; Vinyl or carpet cove base; Hanging track

FLOOR:

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

Access

The Reference Office must meet the aisle, corridor, and path of travel accessibility requirements on Page 7-3 of the General Requirements Chapter.

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.

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 10 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(s). 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 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. The office must be easily accessible to the public from the Reference Desk for private conversations with patrons without having them come behind the Reference Desk or go through the Reference Workroom.

Signage

Required signage includes a permanent room identification sign ("Reference Office") 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 identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. The workstation must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer or other desktop electronic equipment. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print Framed	1	0	0
Book Truck 36"w x 24"d	1	10	10
Bulletin Board	1	0	0
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Credenza	1	28	28
66"w x 24"d x 30"h			
Desk, Department Head's	1	65	65
66"w x 36"d			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14
3'w x 14"d unit			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Reference Workroom 613 Sq. Ft.

Functional Activity

The Reference staff and volunteers will perform back-of-house activities for the Reference Division in the Reference Workroom. The reference staff may 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 and 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.

Occupancy

STAFF WORKROOM WORKSTATIONS: 5
STAFF WORKROOM TASK WORKSTATION: 1

Relationships

The Reference Workroom should be adjacent to the Reference Desk. 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

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, 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 devices 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 and 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 must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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. 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 10 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 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 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

This is a 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 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 identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	5	10	50
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Conference Room At conference table - 26"w x 28"d	4	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	6	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	5	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	3	20	60
Printer, Networked (B&W) High Speed Laser Printer	1	0	0
Recycling Bin	1	15	15
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	12	60
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Table, Conference Staff (4) - 48" diameter x 29"h	1	100	100
Telephone Handset	5	0	0
Waste Basket 13"w x 15"d x 15"h	5	4	20
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Reference Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	50	250

Study/Tutoring Room A — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room B — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room C — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room D — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room E — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room F — 164 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located where it is highly visible to staff at the Reference Desk. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this rooms 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 room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, 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 Study/Tutoring Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Accessible reader seats, which meet the disabled access criteria outlined on Page 7-15 of the General Requirements Chapter, will be available nearby in the Reference Collection and Seating Area (two) and the Genealogy Center (one). Accessible technology workstations will be available nearby in the Non-Fiction Collection and Seating Area (two) and the

Reference Collection and Seating Area (two).

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 General Requirements Chapter on Page 7 - 11.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility 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 the study room.

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. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of three 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.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual 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 Reference 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 "Quiet 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.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	6	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

2 STAFF AND TECHNICAL SUPPORT 1,697 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Staff and Technical Support Division is to provide work space and offices for the technical and computer services personnel necessary to implement the library's service program. This Division is where the library books and materials that have been purchased are processed before going to the public bookstacks. There will also be a computer room here that will be the central control point for all of the library's data processing and telecommunications capabilities.

SPATIAL RELATIONSHIPS

The Staff and Technical Support 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 might also be located in proximity of the Staff Lounge and Staff Entrance.

There are two distinct work areas in this Division. The first is technical services for the library that includes acquisitions, cataloging, processing, mending and storage of books and materials. The second is the computer systems space which includes the Computer Systems Workroom and the Computer/Telecommunications Room.

PROXIMITY:

General Building Services
Staff Services

DIVISION SPACE SUMMARY	Sq. Ft.
Computer Systems Workroom	456
Computer/Telecommunications Room	303
Staff Workroom	938
TOTAL:	**1,697**

Computer Systems Workroom — 456 Sq. Ft.

Functional Activity

This workspace is intended for the network administrator and computer technicians.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1
STAFF WORKROOM TASK WORKSTATIONS: 3

Relationships

These workstations must be in the proximity of the Computer/Telecommunications Room for easy access to technical manuals and system consoles.

PROXIMITY:

Computer/Telecommunications Room

Flexibility

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow for the rearrangement and remodeling of this space in the future.

Fenestration

Windows are desirable as long as glare on computer screens can be avoided. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The walls and carpet will not have the heavy use of public areas, but may have wear and tear from fairly constant traffic. Floor finish must be anti-slip, stain resistant, durable, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; White board; Tackable surface; Vinyl cove base;

FLOOR:

Vinyl tile, Sheet vinyl, Linoleum, or Anti-static carpet tile

Access

The Computer Systems Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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

Acoustics

The sound generated in this space needs to be absorbed and kept from filtering out to the rest of the library. 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

Room requires separate zone with 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. Backup system is recommended. HVAC vents should be located to avoid drafts on systems workstations.

Illumination

Minimum 30 to 40 foot candles of ambient light with 50 foot candles preferred over work surfaces provided by task lighting. 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 data duplex communications outlet (two 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 on each wall in the room positioned at each workstation location. Mount these outlets 6" above the work counter, if there is one, or at 15" above the finished floor.

Security

This is a staff workroom 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 ("Computer Systems 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have at lease one dedicated 4-plex electrical outlet to accommodate a computer, printer and peripheral electronic equipment. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

This room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Box, Cardboard In transition or storage	15	4	60
Bulletin Board	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	4	15	60
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	12	24

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Storage Cabinet 36"w x 18"d x 78"h	3	18	54
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Computer Repair Counter 6'w x 30"d - against wall	2	40	80
Workstation, Computer Systems Analyst Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, Computer Technician's Counter 8'w x 30"d - against wall	1	55	55

Computer/Telecommunications Room — 303 Sq. Ft.

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 system lines.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

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. This space must be easily accessible from the Computer Systems Workroom and Computer Repair and Storage. It should also be close to the Technical Services Workroom. The distance from this room to other telecommunications closets or terminal locations ca not exceed 300 feet.

ADJACENT:

Computer Systems Workroom
Computer Repair & Storage

CLOSE:

Technical Services Workroom

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 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/Telecommunications Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Signage will meet 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 meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with 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 backup 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 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.

Electrical

This room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Battery Charger	1	0	0
Box, Cardboard In transition or storage	10	4	40
Bulletin Board	1	0	0
CD Tower	2	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	2	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Disc Drive (External) Rack-mount – 16"w x 30"d x 30"h	1	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
Fire Extinguisher, Halon	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Hand-held, wall-hung unit			
Printer Stand 24"w x 16"d x 28"h	1	20	20
Printer, Laser (B&W)	1	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	1	12	12
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	2	10	20
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Computer Technician's Counter 8'w x 30"d - against wall	1	55	55

Staff Workroom — 938 Sq. Ft.

Functional Activity

The primary functions of this workroom include acquisitions, cataloging, processing, mending and temporary storage of new library books and A/V materials. Staff will be working with books and other materials as well as computers to input information into the library's databases.

Occupancy

STAFF WORKROOM WORKSTATIONS: 9
STAFF WORKROOM TASK WORKSTATIONS: 2

Relationships

The Staff Workroom should be close to the Storage/Supply Room and close to the Computer/Telecommunications Room. If it is not located near Shipping and Receiving, it should be near the staff elevator.

ADJACENT:
Storage/Supply Room

CLOSE:
Computer/Telecommunications Room

PROXIMITY:
Shipping & Receiving & Mail Room
Staff Lounge

Flexibility

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow for the rearrangement and remodeling of this space in the future.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows in staff areas should be provided with roller shades or other light control devices. Computer screens and workstations should be placed at right angles to any windows that may cause glare. 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 tile at sink and work counter; Vinyl or carpet cove base

Access

The Staff Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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 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., processing materials, 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 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

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library. 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° to 72° during heating and 72° to 78° during 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. 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. 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 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.

Security

This is a staff workroom 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 ("Staff Workroom") 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.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Truck 36"w x 24"d	7	10	70
Box, Cardboard In transition or storage	4	4	16
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	14	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	12	0	0
Clock Wall-mounted	1	0	0
Computer, OCLC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	8	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	5	14	70
Paper Towel Dispenser Wall-mounted	1	0	0
Printer, Networked (B&W) High Speed Laser Printer	1	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	6	12	72
Sink 36"w x 24"d - In counter	1	18	18
Stool	2	0	0
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Telephone Handset	9	0	0
Waste Basket 13"w x 15"d x 15"h	9	4	36
Workstation, Acquisitions Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, AV Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	40	160
Workstation, Mending Counter 8'w x 30"d - against wall	1	55	55
Workstation, OCLC Office System	2	50	100

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
6' x 8' modular panels, 42"h, U-shaped worksurface 30" w/keyboard carrier			
Workstation, Periodicals Office System	**1**	**50**	**50**
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Processing Counter	**1**	**40**	**40**
6'w x 30"d - against wall			

2 STAFF SERVICES — 826 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. This Division includes a Staff Lounge with a Kitchenette, a Locker and Mail Area, Custodial Closet, and Staff Rest Rooms.

SPATIAL RELATIONSHIPS

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 the administration or at least easily accessible.

PROXIMITY:

Administration
Staff & Technical Support

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Sink & Supply Closet	N/A
Kitchenette	148
Staff Locker and Mail Area	227
Staff Lounge	451
Staff Rest Rooms	N/A
TOTAL:	**826**

Custodial Sink & Supply Closet — 0 Sq. Ft.

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Staff Services Division.

Relationships

The closet can be located anywhere in the Staff Services Division as long as it is convenient for custodians who clean the Staff Kitchenette, Lounge and Rest Room.

CLOSE:

Kitchenette
Staff Lounge
Staff Rest Room

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

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 ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

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 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 collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets 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 fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize 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 mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Room" 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Sink 36"w x 24"d - In counter	1	0	0
Sink, Mop	1	0	0

Kitchenette — 148 Sq. Ft.

Functional Activity

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

Relationships

Refreshments will be served from the Kitchenette to the Staff Lounge. The Kitchenette should also be close to the Custodial Sink and Supply Closet for quick clean up.

ADJACENT:
Staff Lounge

CLOSE:
Custodial Sink & Supply Closet

Flexibility

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

Fenestration

No windows required.

Finishes

The finishes for this space should be light in color and easy to clean.
Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:
Acoustical tile

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

FLOOR:
Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette 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 ½" in 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" high and that the sink area should be no higher than 34" above finish 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 all accessibility requirements as outlined in the Signage Space Detail.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

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 ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at least 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.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 4-foot intervals along the food preparation counter and sink area.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0
Coffee Maker/Urn	1	0	0
Coffee Thermos Stainless steel	2	0	0
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Dishwasher 24"w x 24"d x 35"h - Built-in	1	15	15
Garbage Disposal	1	0	0
Hot Water Urn	1	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	15	15
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sink 36"w x 24"d - In counter	1	18	18
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15
Telephone Handset	1	0	0
Toaster Oven	1	0	0
Trash Compactor	1	10	10

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
15"w x 24"d x 35"h - in counter			
Water Purifier, Under Counter	**1**	**0**	**0**
5" diameter x 6"h			
Workstation, Food Preparation Counter	**1**	**55**	**55**
8'w x 30"d - against wall			

Staff Locker and Mail Area — 227 Sq. Ft.

Functional Activity

This area will provide 75 lockers for full and part time staff and an area for staff to pick up their mail. It should be located conveniently near either the Staff Entrance or Staff Lounge, or convenient to the Library Assistant responsible for sorting the mail. It should also contain bulletin boards and tackable surfaces to provide a staff communication center, in lieu of cluttering up the Staff Lounge.

Relationships

The Staff Locker and Mail Area should be located adjacent to the Staff Lounge.

Fenestration

No windows are required.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the locker room 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; Bulletin Board; Tackable surfaces

FLOOR:

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

Access

The Staff Locker Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

Acoustics

The Staff Locker and Mail Area can become somewhat noisy at the beginning of the day and periodically throughout the day. 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 collection and reader seat areas, and other areas requiring quiet.

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 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench (3 Person) 76"w x 22"d x 18"h	1	18	18
Bulletin Board	1	0	0
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	25	5	125
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	2	30	60
Mail Delivery Cart 20"w x 60"d x 40"h	1	20	20
Waste Basket 13"w x 15"d x 15"h	1	4	4

Staff Lounge — 451 Sq. Ft.

Functional Activity

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

Relationships

The Staff Lounge should be adjacent to the Staff Rest Rooms, which should not open directly into the Staff Lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Sink and Supply Closet.

ADJACENT:
Kitchenette
Staff Rest Rooms

CLOSE:
Custodial Sink & Supply Closet

PROXIMITY:
Reception & Waiting Area (Administration)
Staff Entrance & Lobby

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 must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter.

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.

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 all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The Staff Lounge can become somewhat noisy 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 requiring quiet.

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 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 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bottled Water Dispenser 24"w x 24"d	1	8	8
Bulletin Board	1	0	0
Chair, Café	12	0	0
Chair, Staff Lounge 36"w x 36"d	3	35	105
Coat & Hat Rack			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
	1	20	20
Mirror Full length	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Sofa (3 Seat) 78"w x 32"d	1	70	70
Table, Café Staff (4) - 36" diameter	3	65	195
Table, Coffee 30"w x 30"d x 17"h	1	45	45
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 3' x 4' – erasable marker board	1	0	0

Staff Rest Rooms — 0 Sq. Ft.

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 directly into the lounge. They should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. The Rest Rooms should not be accessible to the public.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet

Flexibility

This space requires minimal or no flexibility unless ADA accommodation 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 for staff. Separate staff rest rooms will be provided for each gender and separate and accessible facilities must also be provided for staff of 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 Staff Rest Rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 7-3 of the General Requirements Chapter. 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 sink and toilet fixtures must meet the accessibility requirements outlined on Page 7 - 9 of the General Requirements Chapter.

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

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

Warm lighting with bright lighting for mirrors. Utilize 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 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), 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.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode Rest room	3	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror Full length	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sink And Counter Rest room	2	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0
Stall Rest room	3	0	0
Urinal	1	0	0

Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	2	0	0
ADA Alternate Mouse/ Trackball	2	0	0
ADA Automatic Page Turner	2	0	0
ADA Electronic Magnifier (CCTV), B&W Closed circuit television – 16"w x 20"d x 22"h	2	0	0
ADA Reading Machine 17"w x 22"d x 9"h	1	0	0
ADA Screen Magnifier Attachment Attaches to monitor	2	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Art Print Framed	10	0	0
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	2	25	50
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	25	25
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	2	0	0
AV Bin, Depressible	2	20	40
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	2	15	30
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Bar Code Reader, Fixed Mount	14	0	0
Battery Charger	1	0	0
Bench (2 Person) 52"w x 22"d x 18"h	1	15	15
Bench (3 Person) 76"w x 22"d x 18"h	1	18	18
Bench, Child's (2 Person) 48"w x 14"d	2	12	24
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Book Bin, Depressible	3	20	60

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Display Bin 24"d x 42"w x 34"h w/2 bins	2	50	100
Book Truck 36"w x 24"d	77	10	770
Bottled Water Dispenser 24"w x 24"d	1	8	8
Box, Cardboard In transition or storage	115	4	460
Bulletin Board	20	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	2	15	30
Cabinets, Above Counter 1 linear foot x 24"d	45	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	107	0	0
Cabinets, Below Counter 1 linear foot x 24"d	50	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	50	0	0
Cabinets, Full Height 1 linear foot x 24"d	17	5	85
Camera, Digital	1	0	0
Camera, Video Consumer grade	1	0	0
Cappuccino Machine	1	0	0
Carpet Cleaning Machine	1	0	0
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	26	35	910
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	8	40	320
Case, Exhibit 48"w x 24"d x 72" h	1	0	0
Case, Exhibit 48"w x 24"d x 72"h	1	35	35
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	3	0	0
Case, Merchandise Display 48"w x 21"d x 40"h	1	35	35
Cash Register	3	0	0
CD Tower	2	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	4	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Assistant Library Director's High back mid-quality w/ casters	1	0	0
Chair, Café	24	0	0
Chair, Child's 14"w x 13"d x 10-16"h	18	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Classroom With Tablet Arm 23"w x 28"d	40	20	800
Chair, Conference Room At conference table - 26"w x 28"d	18	0	0
Chair, Conference Room Against wall - 26"w x 28"d	4	12	48
Chair, Department Head's Mid-back high quality with casters	4	0	0
Chair, Group Study At table or counter - 21"w x 21"d	12	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	31	0	0
Chair, Juvenile Lounge 24"w x 24"d	6	25	150
Chair, Library Director's High back high quality	1	0	0
Chair, Lounge 36"w x 36"d	41	35	1,435
Chair, Meeting Room - Stacking 25"w x 21"d	40	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	170	10	1,700
Chair, Professional's Low back high quality with casters	2	0	0
Chair, Reader's 21"w x 21"d	151	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Chair, Staff Lounge 36"w x 36"d	3	35	105
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	71	0	0
Chair, Technology Workstation 21"w x 21"d	41	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	66	0	0
Chair, Visitor's	4	0	0
Chair, Visitor's	12	15	180
Chalkboard 4' x 6' with oak or aluminum frame & map rail	2	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Children's Craft Counter 6'w x 30"d - against wall	1	40	40
Children's Play Fixture Children's play and reading structure	1	100	100
Cleaning Cart 38"w x 20"d x 38"h	4	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Clock Wall-mounted	22	0	0
Coat & Hat Rack	1	0	0
Coat & Hat Rack	4	20	80
Coffee Maker/Urn	7	0	0
Coffee Thermos Stainless steel	16	0	0
Collator	1	0	0
Commode Rest room	18	0	0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	2	0	0
Computer Stand	5	20	100
Computer, OCLC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
Computer, OPAC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	31	0	0
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	84	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	57	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	8	50	400

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Credenza 60"w x 24"d x 30"h	3	25	75
Credenza 66"w x 24"d x 30"h	2	28	56
Credenza 72"w x 24"d x 30"h	1	30	30
Cushion, Floor 16"w x 16"d	150	7	1,050
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Assistant Library Director's 72"w x 36"d	1	70	70
Desk, AV 66"w x 30"d	1	60	60
Desk, Branch Manager's 66"w x 36"d	1	65	65
Desk, Children's 72"w x 36"d	1	70	70
Desk, Custodial 60"w x 30"d	1	55	55
Desk, Department Head's 66"w x 36"d	3	65	195
Desk, Homework 72"w x 36"d	1	70	70
Desk, Library Director's 84"w x 42"d	1	80	80
Diaper Changing Counter 36"w x 18"d	5	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	10	10
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	2	0	0
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	0	0
Disc Drive (External) Rack-mount – 16"w x 30"d x 30"h	1	0	0
Dishwasher 24"w x 24"d x 35"h - Built-in	1	15	15
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	14	15	210
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	9	15	135

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
DVD Player 17"w x 13"d x 5"h	4	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	3	0	0
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	21	20	420
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	23	14	322
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	3	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	2	40	80
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Garbage Bin, Interior	2	0	0
Garbage Bin, Interior	3	15	45
Garbage Disposal	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	8	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	2	4	8
Headphone, AV	20	0	0
Hot Water Urn	5	0	0
In & Out Board Staff location	1	0	0
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	80	80
Key Cabinet 12"w x 5"d x 16"h	1	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Kiosk, Electronic 24"w x 24"d x 60"h w/ window port for monitor, locking cabinet w/ internal CUP shelf, and keyboard	1	0	0
Ladder, Step	2	0	0
Lamp, Desk	2	0	0
Lamp, Table	1	0	0
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	3	60	180
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	25	5	125
Mail Bin 26"w x 28"d x 36"h - canvas cart	1	12	12
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	2	30	60
Mail Delivery Cart 20"w x 60"d x 40"h	2	20	40
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	0	0
Map Case 54"w x 42"d x 36"h w/ 10 drawers for 120 maps	1	35	35
Microfilm Cabinet, Vertical (8 Drawer) 25"w x 29"d x 39"h (640 35mm reels in cartons)	3	16	48
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	4	40	160
Microphone, Floor	4	0	0
Microphone, Lavaliere Wireless	2	0	0
Microphone, Table	6	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	3	0	0
Mirror Full length	3	0	0
Mirror, With Shelf Above counter	6	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	4	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Cutter	1	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Paper Towel Dispenser Wall-mounted	19	0	0
Postage Meter/Scale	1	0	0
Preparation Counter 8'w x 30"d - against wall	3	55	165
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	2	0	0
Printer Stand 24"w x 16"d x 28"h	2	20	40
Printer, Ink-Jet (B&W)	11	0	0
Printer, Label	3	0	0
Printer, Laser (B&W)	5	0	0
Printer, Laser (Color)	6	0	0
Printer, Networked (B&W) High Speed Laser Printer	15	0	0
Printer, Receipt	11	0	0
Projection Screen, Motorized Ceiling Front projection	3	0	0
Projection Screen, Wall Mounted Front projection	3	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	3	0	0
Projector, Overhead 14"w x 5"d x 19"h	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	3	0	0
Projector, Slide Wireless remote	1	0	0
Puppet Theater 5'w x 7'd	1	65	65
Puppet Tree 14"square x 68"h	1	15	15
Queuing Space (Per Person)	19	6	114
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Rack, Literature Display Handout Wall-mounted	11	0	0
Recycling Bin	1	14	14
Recycling Bin	13	15	195

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	3	20	60
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	0	0
Safe, Floor 12"w x 14"d x 21"h	1	0	0
Scanner, Flat	4	0	0
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	5	0	0
Security Monitor, B & W 9" unit	1	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	3	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	4	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	4	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	4	0	0
Self Check-Out Counter 4'w x 30"d - against wall	4	30	120
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	4	0	0
Shelving, DF 58"h Bookstore Display 36" Aisles - 3'w x 36"d w/10 angled shelves, wood	12	27	324
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	12	18	216
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	4	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	14	15	210
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	4	12	48
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	3	12	36
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	10	21	210

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	11	12	132
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	9	14	126
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	29	12	348
Sign, Announcement Wall-hung	3	0	0
Sink 36"w x 24"d - In counter	1	0	0
Sink 36"w x 24"d - In counter	6	18	108
Sink And Counter Rest room	15	0	0
Sink, Mop	4	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	19	0	0
Sofa (3 Seat) 78"w x 32"d	1	70	70
Stall Rest room	18	0	0
Stamp Machine, Postal Coin Operated - wall-mounted	1	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool	5	0	0
Stool	3	5	15
Stool, Kick-Step	40	0	0
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 65"h	31	18	558
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Storage Cage	1	200	200
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	2	15	30
Supply Cabinet 36"w x 30"d	1	18	18
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) single surface	7	40	280
Table, Café 36" diameter (4 Person)	6	65	390

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	4	80	320
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	55	55
Table, Coffee 30"w x 30"d x 17"h	1	45	45
Table, Conference Staff (4) - 48" diameter x 29"h	2	100	200
Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	260	260
Table, End 30"w x 30"d x 20"h	15	12	180
Table, Folding 60"w x 24"d x 29"h	15	0	0
Table, Folding 60"w x 30"d x 29"h	1	65	65
Table, Graphic Artist's Drafting 36"w x 24"d	1	30	30
Table, Group Study 72"w x 36"d x 29"h (4 Person)	6	160	960
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	1	80	80
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	5	85	425
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	1	90	90
Table, Meeting Room 60"w x 24"d x 29"h - folding	20	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	12	80	960
Table, Reader's 72"w x 36"d x 29"h (4 Person)	2	90	180
Table, Reader's 72"w x 48"d x 29"h (4 Person)	6	100	600
Table, Reader's 60"w x 30"d (1 Person)	7	35	245
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	85	85
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	120	120
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	19	30	570

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	6	35	210
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	42	40	1,680
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	7	45	315
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	8	50	400
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	13	45	585
Technology Training Table, Systems Furniture 60"w x 30"d (1 Person) sit-down w/ power & data management	22	40	880
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	55	0	0
Telephones, Public Pay (2 Heights) 60"w x 19"d	1	0	0
Time Clock 10"h x 9"w x 6"l	1	0	0
Toaster Oven	1	0	0
Trash Compactor 15"w x 24"d x 35"h - in counter	2	10	20
TV Monitor, 15" Flat Panel Plasma Display Video monitor, LCD flat panel	2	0	0
TV Monitor, 20" 21"w x 20"d x 19"h	1	0	0
TV Monitor, 32" 36"w x 24"d x 27"h	2	0	0
TV Monitor, 55" Projection HDTV Screen 43"w x 24"d x 51"h	1	20	20
Umbrella Stand 12" diameter x 25"h	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	2	10	20
Urinal	7	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	6	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25
Waste Basket 13"w x 15"d x 15"h	9	0	0
Waste Basket 13"w x 15"d x 15"h	102	4	408
Water Purifier, Under Counter 5" diameter x 6"h	1	0	0
White Board 3' x 6' – erasable marker board	15	0	0
Workbench, Custodial 1 linear foot x 30"d	8	7	56
Workstation, Acquisitions Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	3	75	225
Workstation, Administrative Assistant Counter 5'w x 30"d - against wall	1	35	35
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Administrative Asst. Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, AV Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, AV Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	2	75	150
Workstation, Café Service Counter 6'w x 30"d w/ 5' behind desk & 3.5' in front	1	65	65
Workstation, Career Center Counter 4'w x 30"d - against wall	2	30	60
Workstation, Children's Counter 4'w x 30"d - against wall	1	30	30
Workstation, Children's Counter 6'w x 30"d - against wall	2	45	90
Workstation, Children's Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	65	130

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
Workstation, Children's Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	40	120
Workstation, Circulation Check-In Office System 5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	30	120
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Clerical Counter 6'w x 30"d - against wall	2	40	80
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	8	40	320
Workstation, Clerical Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Computer Center Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80
Workstation, Computer Repair Counter 6'w x 30"d - against wall	2	40	80
Workstation, Computer Systems Analyst Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, Computer Technician's Counter 8'w x 30"d - against wall	2	55	110
Workstation, Food Preparation Counter 8'w x 30"d - against wall	4	55	220
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	55	55
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Literacy Counter 8'w x 30"d - against wall	1	55	55
Workstation, Literacy Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	50	150
Workstation, Mail Check-In & Sorting Counter 10'w x 30"d - against wall	1	70	70
Workstation, Mending Counter 8'w x 30"d - against wall	1	55	55

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
Workstation, OCLC Office System 6' x 8' modular panels, 42"h, U-shaped worksurface 30" w/keyboard carrier	2	50	100
Workstation, Periodicals Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	50	50
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	4	50	200
Workstation, Processing Counter 6'w x 30"d - against wall	1	40	40
Workstation, Processing Counter 8'w x 30"d - against wall	2	55	110
Workstation, Reference Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	50	250
Workstation, Shipping & Receiving Counter 10'w x 30"d - against wall	1	70	70
Workstation, Sorting Counter 6'w x 30"d - against wall	1	40	40
Wrapping Paper Dispenser, Counter Top 36"w x 10"d x 10"h - Single Roll Unit	1	0	0
	Inventory Sub-Total:		30,936
Shelving Units:			
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	22	18	396
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	66	18	1,188
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	4	18	72
36" Aisle DF 78"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	14	18	252
36" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	8	18	144
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	5	18	90

Shelving Units:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	68	18	1,224
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	340	18	6,120
36" Aisle SF 45" H Steel Shelving W/Hanging Bag Rack Media Kit (Audio Cassette W/Book) Hanging Bag Rack	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	7	12	84
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	1	12	12
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	28	12	336
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	9	12	108
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	27	12	324
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	38	30	1,140
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	14	20	280
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	33	20	660
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	1	22	22
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	14	28
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	39	14	546
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12"D unit w/ fixed sloping shelf	2	14	28
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	5	20	100
Compact Disc Storage Cabinets 15"w x 28.5"d x 52"h	14	18	252
Compact Disc, CD-ROM & DVD Card Browser	11	16	176
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	8	24	192
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	70	280
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	24	20	480
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs 3'W x 12"D unit - 28 video cassettes / shelf	1	12	12

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving Units:			
Shelving Sub-Total:			**14,660**

Total Net Assignable SqFt for Furniture and Equipment: 45,596

Cost Summary for all Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	2	$450	$900
ADA Alternate Mouse/ Trackball	2	$200	$400
ADA Automatic Page Turner	2	$1,500	$3,000
ADA Electronic Magnifier (CCTV), B&W Closed circuit television – 16"w x 20"d x 22"h	2	$2,500	$5,000
ADA Reading Machine 17"w x 22"d x 9"h	1	$3,000	$3,000
ADA Screen Magnifier Attachment Attaches to monitor	2	$275	$550
ADA Touch Screen Monitor Attaches to the monitor	1	$500	$500
Art Print Framed	10	$800	$8,000
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	2	$1,600	$3,200
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	$1,500	$1,500
Audio Teleconferencing System Audio only - 13"w x 12"d x 2"h	2	$5,000	$10,000
AV Bin, Depressible	2	$900	$1,800
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	2	$475	$950
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	$150	$150
Bar Code Reader, Fixed Mount	14	$1,000	$14,000
Battery Charger	1	$50	$50
Bench (2 Person) 52"w x 22"d x 18"h	1	$600	$600
Bench (3 Person) 76"w x 22"d x 18"h	1	$750	$750
Bench, Child's (2 Person) 48"w x 14"d	2	$600	$1,200
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	$750	$1,500
Book Bin, Depressible	5	$900	$4,500
Book Display Bin 24"d x 42"w x 34"h w/2 bins	2	$400	$800

Inventory Items:

Book Truck 36"w x 24"d	77	$500	$38,500
Bottled Water Dispenser 24"w x 24"d	1	$750	$750
Box, Cardboard In transition or storage	115	$0	$0
Bulletin Board	20	$280	$5,600
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	2	$650	$1,300
Cabinets, Above Counter 1 linear foot x 24"d	45	$300	$13,500
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	107	$325	$34,775
Cabinets, Below Counter 1 linear foot x 24"d	50	$400	$20,000
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	50	$425	$21,250
Cabinets, Full Height 1 linear foot x 24"d	17	$600	$10,200
Camera, Digital	1	$1,000	$1,000
Camera, Video Consumer grade	1	$1,500	$1,500
Cappuccino Machine	1	$5,100	$5,100
Carpet Cleaning Machine	2	$800	$1,600
Carrel, Reader's Wood 36"w x 30"d (1 Person) w/ power & data management & task light	10	$1,700	$17,000
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	16	$1,800	$28,800
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	8	$1,900	$15,200
Case, Exhibit 48"w x 24"d x 72" h	1	$0	$0
Case, Exhibit 48"w x 24"d x 72"h	1	$1,600	$1,600
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	3	$2,500	$7,500
Case, Merchandise Display 48"w x 21"d x 40"h	1	$2,300	$2,300
Cash Register	3	$600	$1,800
CD Tower	2	$1,600	$3,200
CD/Cassette Tape Player 17"w x 10"d x 7"h	4	$230	$920
Chair, Assistant Library Director's High back mid-quality w/ casters	1	$550	$550
Chair, Café	24	$200	$4,800
Chair, Child's 14"w x 13"d x 10-16"h	18	$200	$3,600

Chair, Child's Lounge 21"w x 19"d	4	$700	$2,800
Chair, Classroom With Tablet Arm 23"w x 28"d	40	$200	$8,000
Chair, Conference Room At conference table - 26"w x 28"d	22	$650	$14,300
Chair, Department Head's Mid-back high quality with casters	4	$550	$2,200
Chair, Group Study At table or counter - 21"w x 21"d	12	$400	$4,800
Chair, Juvenile 16"w x 16"d x 16-18"h	31	$200	$6,200
Chair, Juvenile Lounge 24"w x 24"d	6	$700	$4,200
Chair, Library Director's High back high quality	1	$650	$650
Chair, Lounge 36"w x 36"d	41	$1,200	$49,200
Chair, Meeting Room - Stacking 25"w x 21"d	210	$200	$42,000
Chair, Professional's Low back high quality with casters	2	$400	$800
Chair, Reader's 21"w x 21"d	151	$400	$60,400
Chair, Rocking 20"w x 31"d	1	$500	$500
Chair, Staff Lounge 36"w x 36"d	3	$1,200	$3,600
Chair, Supervisor's Mid-back mid-quality	1	$450	$450
Chair, Task Low back mid-quality with casters 25"w x 25"d	71	$350	$24,850
Chair, Technology Workstation 21"w x 21"d	41	$400	$16,400
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	66	$350	$23,100
Chair, Visitor's	16	$500	$8,000
Chalkboard 4' x 6' with oak or aluminum frame & map rail	2	$300	$600
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	$2,500	$2,500
Children's Craft Counter 6'w x 30"d - against wall	1	$1,500	$1,500
Children's Play Fixture Children's play and reading structure	1	$3,000	$3,000
Cleaning Cart 38"w x 20"d x 38"h	5	$90	$450

Clock Wall-mounted	22	$150	$3,300
Coat & Hat Rack	5	$350	$1,750
Coffee Maker/Urn	7	$150	$1,050
Coffee Thermos Stainless steel	16	$50	$800
Collator	1	$700	$700
Commode Rest room	18	$0	$0
Computer Server, Mini (CPU) Rack-mounted - 24"w x 30"d x 30"h	2	$10,000	$20,000
Computer Stand	5	$300	$1,500
Computer, OCLC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	$1,200	$2,400
Computer, OPAC Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	31	$1,200	$37,200
Computer, Public Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	84	$1,200	$100,800
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	57	$1,600	$91,200
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	$2,700	$2,700
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	$350	$350
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	8	$4,500	$36,000
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	$5,600	$5,600
Credenza 60"w x 24"d x 30"h	5	$2,000	$10,000
Credenza 72"w x 24"d x 30"h	1	$2,300	$2,300
Cushion, Floor 16"w x 16"d	150	$75	$11,250
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	$20	$20
Desk, Assistant Library Director's 72"w x 36"d	1	$2,500	$2,500
Desk, AV 66"w x 30"d	1	$2,200	$2,200
Desk, Branch Manager's 66"w x 36"d	1	$2,200	$2,200
Desk, Children's 72"w x 36"d	1	$2,500	$2,500
Desk, Custodial 60"w x 30"d	1	$2,000	$2,000

Desk, Department Head's 66"w x 36"d	3	$2,200	$6,600
Desk, Homework 72"w x 36"d	1	$2,500	$2,500
Desk, Library Director's 84"w x 42"d	1	$3,000	$3,000
Diaper Changing Counter 36"w x 18"d	5	$0	$0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	$1,200	$1,200
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	2	$235	$470
Directory Freestanding w/ changeable letters - 24"w x 25"d x 68"h	1	$900	$900
Disc Drive (External) Rack-mount – 16"w x 30"d x 30"h	1	$850	$850
Dishwasher 24"w x 24"d x 35"h - Built-in	1	$450	$450
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	14	$200	$2,800
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	9	$500	$4,500
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	$0	$0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	$1,200	$1,200
DVD Player 17"w x 13"d x 5"h	4	$800	$3,200
FAX Machine, Desktop 30"w x 17"d x 21"h	3	$800	$2,400
FAX Machine, Desktop Coin-Operated 18"w x 17"d x 13"h	1	$1,025	$1,025
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	21	$700	$14,700
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	$600	$1,200
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	23	$650	$14,950
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	$50	$50
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	3	$50	$150
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	2	$2,500	$5,000
Flip Chart With Stand 28"w x 24"d x 70"h	1	$250	$250
Garbage Bin, Interior	5	$50	$250

Garbage Disposal	2	$450	$900
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	8	$0	$0
Hand Truck 23"w x 18"d x 51"h	3	$150	$450
Headphone, AV	20	$60	$1,200
Hot Water Urn	5	$150	$750
In & Out Board Staff location	1	$100	$100
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	$1,700	$1,700
Key Cabinet 12"w x 5"d x 16"h	1	$140	$140
Kiosk, Electronic 24"w x 24"d x 60"h w/ window port for monitor, locking cabinet w/ internal CPU shelf, and keyboard	1	$3,000	$3,000
Ladder, Step	2	$185	$370
Lamp, Desk	2	$200	$400
Lamp, Table	1	$250	$250
Laser Pointer	1	$40	$40
Lectern (w/ Space For A Portable Computer) 3 $2,500 $7,500 31"w x 29"d w/ microphone, speaker, light & clock			
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	25	$0	$0
Mail Bin 26"w x 28"d x 36"h - canvas cart	1	$180	$180
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	2	$850	$1,700
Mail Delivery Cart 20"w x 60"d x 40"h	2	$575	$1,150
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	$75	$75
Map Case 54"w x 42"d x 36"h w/ 10 drawers for 120 maps	1	$2,500	$2,500
Microfilm Cabinet, Vertical (8 Drawer) 25"w x 29"d x 39"h (640 35mm reels in cartons)	3	$1,500	$4,500
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	4	$9,000	$36,000
Microphone, Floor	4	$65	$260
Microphone, Lavaliere Wireless	2	$2,400	$4,800
Microphone, Table	6	$185	$1,110
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	3	$300	$900
Mirror Full length	3	$300	$900
Mirror, With Shelf Above counter	6	$0	$0

Mop Bucket 20"w x 18"d - On casters w/ mop wringer	5	$95	$475
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	$25	$25
Paper Cutter	1	$400	$400
Paper Shredder 20"w x 18"d x 33"h	1	$335	$335
Paper Towel Dispenser Wall-mounted	19	$0	$0
Postage Meter/Scale	1	$150	$150
Preparation Counter 8'w x 30"d - against wall	3	$2,000	$6,000
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	2	$2,350	$4,700
Printer Stand 24"w x 16"d x 28"h	2	$300	$600
Printer, Ink-Jet (B&W)	11	$400	$4,400
Printer, Label	3	$250	$750
Printer, Laser (B&W)	5	$600	$3,000
Printer, Laser (Color)	6	$2,300	$13,800
Printer, Networked (B&W) High Speed Laser Printer	15	$2,200	$33,000
Printer, Receipt	11	$500	$5,500
Projection Screen, Motorized Ceiling Front projection	3	$1,050	$3,150
Projection Screen, Wall Mounted Front projection	3	$340	$1,020
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	3	$12,000	$36,000
Projector, Overhead 14"w x 5"d x 19"h	1	$440	$440
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	3	$3,500	$10,500
Projector, Slide Wireless remote	1	$1,200	$1,200
Puppet Theater 5'w x 7'd	1	$500	$500
Puppet Tree 14"square x 68"h	1	$750	$750
Queuing Space (Per Person)	19	$0	$0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	$1,500	$3,000
Rack, Literature Display Handout Wall-mounted	8	$150	$1,200
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	3	$385	$1,155
Recycling Bin	14	$75	$1,050

Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	3	$1,200	$3,600
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	$3,500	$7,000
Safe, Data / Tape Carrier Portable & fire Proof - 18"w x 18"d x 18"h	1	$120	$120
Safe, Floor 12"w x 14"d x 21"h	1	$700	$700
Scanner, Flat	4	$1,800	$7,200
Security Camera, B & W 2 1/4"w x 5"l x 2 1/4"h	5	$275	$1,375
Security Monitor, B & W 9" unit	1	$425	$425
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	$1,200	$2,400
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	3	$275	$825
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	4	$250	$1,000
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	$14,000	$14,000
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	4	$325	$1,300
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	4	$360	$1,440
Self Check-Out Counter 4'w x 30"d - against wall	4	$875	$3,500
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	4	$28,000	$112,000
Shelving, DF 58"h Bookstore Display 36" Aisles - 3'w x 36"d w/10 angled shelves, wood	12	$750	$9,000
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	12	$590	$7,080
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	18	$200	$3,600
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	4	$265	$1,060
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	3	$265	$795
Shelving, SF 82"h Bookstore Display 36" aisles - 3'w x 20"d w/ 7 angled shelves, wood	10	$600	$6,000
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	11	$315	$3,465
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	9	$1,350	$12,150
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	29	$355	$10,295
Sign, Announcement	2	$155	$310

Free standing			
Sign, Announcement Wall-hung	1	$345	$345
Sink 36"w x 24"d - In counter	7	$0	$0
Sink And Counter Rest room	15	$0	$0
Sink, Mop	5	$0	$0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	19	$0	$0
Sofa (3 Seat) 78"w x 32"d	1	$1,300	$1,300
Stall Rest room	18	$0	$0
Stamp Machine, Postal Coin Operated - wall-mounted	1	$0	$0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	$450	$450
Stool	8	$450	$3,600
Stool, Kick-Step	40	$60	$2,400
Stool, Step	1	$50	$50
Storage Cabinet 36"w x 18"d x 65"h	17	$500	$8,500
Storage Cabinet 36"w x 18"d x 78"h	14	$550	$7,700
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	$450	$450
Storage Cage	1	$0	$0
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	2	$800	$1,600
Supply Cabinet 36"w x 30"d	1	$500	$500
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) single surface	3	$900	$2,700
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) dual surface	4	$1,300	$5,200
Table, Café 36" diameter (4 Person)	6	$400	$2,400
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	4	$950	$3,800
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	1	$400	$400
Table, Coffee 30"w x 30"d x 17"h	1	$400	$400
Table, Conference Staff (4) - 48" diameter x 29"h	2	$1,800	$3,600

Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	$4,500	$4,500
Table, End 30"w x 30"d x 20"h	15	$600	$9,000
Table, Folding 60"w x 24"d x 29"h	15	$450	$6,750
Table, Folding 60"w x 30"d x 29"h	1	$500	$500
Table, Graphic Artist's Drafting 36"w x 24"d	1	$350	$350
Table, Group Study 72"w x 36"d x 29"h (4 Person)	6	$1,200	$7,200
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	1	$950	$950
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	5	$1,100	$5,500
Table, Juvenile 72"w x 36"d x 27"h (6 Person)	1	$1,200	$1,200
Table, Meeting Room 60"w x 24"d x 29"h - folding	20	$450	$9,000
Table, Reader's 48" diameter x 29"h (4 Person)	14	$1,200	$16,800
Table, Reader's 72"w x 48"d x 29"h (4 Person)	6	$1,500	$9,000
Table, Reader's 60"w x 30"d (1 Person)	7	$900	$6,300
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	2	$400	$800
Tape Drive, External DAT / Cartridge Tape	1	$500	$500
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	19	$1,700	$32,300
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	6	$1,800	$10,800
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	42	$1,900	$79,800
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	7	$2,500	$17,500
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	8	$3,000	$24,000
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	13	$2,500	$32,500
Technology Training Table, Systems Furniture 60"w x 30"d (1 Person) sit-down w/ power & data management	22	$1,900	$41,800
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	$400	$800
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	$1,500	$1,500
Telephone Central Station	1	$600	$600

Telephone Handset	55	$300	$16,500
Telephones, Public Pay (2 Heights) 60"w x 19"d	1	$0	$0
Time Clock 10"h x 9"w x 6"l	1	$550	$550
Toaster Oven	1	$100	$100
Trash Compactor 15"w x 24"d x 35"h - in counter	2	$550	$1,100
TV Monitor, 15" Flat Panel Plasma Display Video monitor, LCD flat panel	2	$1,250	$2,500
TV Monitor, 20" 21"w x 20"d x 19"h	1	$350	$350
TV Monitor, 32" 36"w x 24"d x 27"h	2	$850	$1,700
TV Monitor, 55" Projection HDTV Screen 43"w x 24"d x 51"h	1	$5,000	$5,000
Umbrella Stand 12" diameter x 25"h	1	$100	$100
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	2	$500	$1,000
Urinal	7	$0	$0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	2	$430	$860
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	$315	$315
Vendor Card Encoder/Dispenser Wall-mount	1	$0	$0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	6	$230	$1,380
Video Conferencing System Mobile monitor, & camera w/ controls	1	$19,000	$19,000
Waste Basket 13"w x 15"d x 15"h	111	$20	$2,220
Water Purifier, Under Counter 5" diameter x 6"h	1	$400	$400
White Board 3' x 4' – erasable marker board	1	$400	$400
White Board 3' x 6' – erasable marker board	11	$500	$5,500
White Board 4' x 10' – erasable marker board	3	$1,000	$3,000
Workbench, Custodial 1 linear foot x 30"d	8	$350	$2,800
Workstation, Acquisitions Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	3	$5,500	$16,500

Workstation, Administrative Assistant Counter 5'w x 30"d - against wall	1	$1,250	$1,250
Workstation, Administrative Asst. Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	$5,000	$5,000
Workstation, Administrative Asst. Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	$5,500	$5,500
Workstation, AV Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	$4,800	$4,800
Workstation, AV Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	2	$5,500	$11,000
Workstation, Café Service Counter 6'w x 30"d w/ 5' behind desk & 3.5' in front	1	$3,600	$3,600
Workstation, Career Center Counter 4'w x 30"d - against wall	2	$1,000	$2,000
Workstation, Children's Counter 4'w x 30"d - against wall	1	$1,000	$1,000
Workstation, Children's Counter 6'w x 30"d - against wall	2	$1,500	$3,000
Workstation, Children's Desk 5'w x 30"d w/ 7' behind desk & 3.5' in front	2	$4,000	$8,000
Workstation, Children's Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	$4,500	$13,500
Workstation, Circulation Check-In Office System 5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	$3,500	$14,000
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	$4,800	$14,400
Workstation, Circulation Fines & Fees Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	$4,800	$4,800
Workstation, Circulation Patron Registration Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	$4,800	$4,800
Workstation, Clerical Counter 6'w x 30"d - against wall	2	$1,500	$3,000
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	8	$4,500	$36,000

Workstation, Clerical Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	$5,000	$5,000
Workstation, Computer Center Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	$4,800	$4,800
Workstation, Computer Repair Counter 6'w x 30"d - against wall	2	$1,500	$3,000
Workstation, Computer Systems Analyst Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard Tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	$5,500	$5,500
Workstation, Computer Technician's Counter 8'w x 30"d - against wall	2	$2,000	$4,000
Workstation, Food Preparation Counter 8'w x 30"d - against wall	4	$2,000	$8,000
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	$2,000	$2,000
Workstation, Inter-Library Loan Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	$5,000	$5,000
Workstation, Literacy Counter 8'w x 30"d - against wall	1	$2,000	$2,000
Workstation, Literacy Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	$5,000	$15,000
Workstation, Mail Check-In & Sorting Counter 10'w x 30"d - against wall	1	$2,500	$2,500
Workstation, Mending Counter 8'w x 30"d - against wall	1	$2,000	$2,000
Workstation, OCLC Office System 6' x 8' modular panels, 42"h, U-shaped worksurface 30" w/keyboard carrier	2	$5,000	$10,000
Workstation, Periodicals Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	$5,000	$5,000
Workstation, Print Pick Up Counter 4'w x 30"d w/7' behind desk & 3.5' in front	4	$2,500	$10,000
Workstation, Processing Counter 6'w x 30"d - against wall	1	$1,500	$1,500
Workstation, Processing Counter 8'w x 30"d - against wall	2	$2,000	$4,000
Workstation, Reference Counter 6'w x 30"d - against wall	1	$1,500	$1,500
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	$4,800	$14,400

Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	5	$5,000	$25,000
Workstation, Shipping & Receiving Counter 10'w x 30"d - against wall	1	$2,500	$2,500
Workstation, Sorting Counter 6'w x 30"d - against wall	1	$1,500	$1,500
Wrapping Paper Dispenser, Counter Top 36"w x 10"d x 10"h - Single Roll Unit	1	$40	$40
	Inventory Sub-Total:		$2,124,285
Shelving Units:			
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top	2	$355	$710
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	22	$385	$8,470
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	66	$450	$29,700
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	4	$420	$1,680
36" Aisle DF 78"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	14	$470	$6,580
36" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	8	$500	$4,000
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	$530	$1,590
36" Aisle DF 90"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels	5	$530	$2,650
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	68	$560	$38,080
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	340	$590	$200,600
36" Aisle SF 45" H Steel Shelving W/Hanging Bag Rack Media Kit (Audio Cassette W/Book) Hanging Bag Rack	2	$250	$500
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	7	$225	$1,575
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 3'W x 12"D unit w/end panels & canopy top	1	$250	$250
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	28	$265	$7,420
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	9	$340	$3,060
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	27	$355	$9,585
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	38	$750	$28,500
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	14	$450	$6,300

3'W x 24"D unit w/end panels & canopy top			
42" Aisle DF 78"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	33	$500	$16,500
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	1	$450	$450
44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	2	$350	$700
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	39	$450	$17,550
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12"D unit w/ fixed sloping shelf	2	$450	$900
Compact Disc & DVD Storage Cabinets 43"w x 18.25"d x 56"h	5	$1,800	$9,000
Compact Disc Storage Cabinets 15"w x 28.5"d x 52"h	14	$1,800	$25,200
Compact Disc, CD-ROM & DVD Card Browser	11	$1,200	$13,200
Compact Disc, CD-ROM & DVD Display Browser Three extendable drawers 38"w x 20"d x 42"h	2	$1,300	$2,600
Compact Disc, CD-ROM & DVD Display Browser Four extendable drawers 38"w x 20"d x 61"h	6	$1,500	$9,000
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	$700	$2,800
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	24	$500	$12,000
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs 3'W x 12"D unit - 28 video cassettes / shelf	1	$390	$390
	Shelving Sub-Total:		$461,540
	Total Costs:		$2,585,825

Project Cost Estimate with Details

New Library Building Santa Maria

BUILDING SQFT
60,795

COST/ SQ FT	BUDGET ACTIVITY Details		COST	PERCENTAGE OF TOTAL
$202.00	**New Construction**		$12,280,590	57.03%
$20.00	**Site Development**		$1,215,900	5.65%
$42.53	**Furniture & Equipment**		$2,585,825	12.01%
$0.44	**Technology Installation**		$27,000	0.13%
	$0.20 Building Access Systems (Key Card	$12,000		
	$0.12 Building Security System Equipment Installation	$7,500		
	$0.12 Computer Equipment Installation	$7,500		
$5.00	**Technology Cabling**		$303,975	1.41%
$2.00	**Signage**		$121,590	0.56%
$2.22	**Works Of Art**		$134,965	0.63%
$17.76	**Architectural & Engineering Fees**		$1,079,719	5.01%
	8.00% of Construction Contract			
$1.11	**Professional Construction Cost Estimator**		$67,482	0.31%
$6.66	**Construction Management**		$404,895	1.88%
$3.40	**Interior Design Fees**		$206,866	0.96%
	8.00% of Furniture and Equipment Cost			
$15.54	**Planning & Administration**		$944,754	4.39%
	7.00% of Construction Contract			
$0.84	**Collection Moving Costs**		$51,000	0.24%
	170,000 Items Moved			
	1 Number of Times Items Moved			
	$0.30 Cost per Item Moved			
$22.20	**Contingency**		$1,349,649	6.27%
	10.00% of Construction Contract			
$341.71	**Project Cost Subtotal**		$20,774,210	96.47%
$12.51	**Inflation**		$760,722	3.53%
	2.40% Inflation Rate for 18 months			
$354.22	**Project Cost Estimate Total**		**$21,534,932**	**100%**